



Whitefriars Catholic School

45 Beaufort Street
Woodville Park SA 5011
Phone 08 8178 7700
Email info@whitefriars.catholic.edu.au
www.whitefriars.catholic.edu.au

Notify Your Child's Absence via SEQTA Engage – New Trial

Quick, secure, and easy – now you can submit absences directly from your device

We are trialling a new process that allows parents and guardians with an active SEQTA Engage account to notify the school of their child's absence directly via the SEQTA Engage App or Parent Web Portal <https://engage.whitefriars.catholic.edu.au>

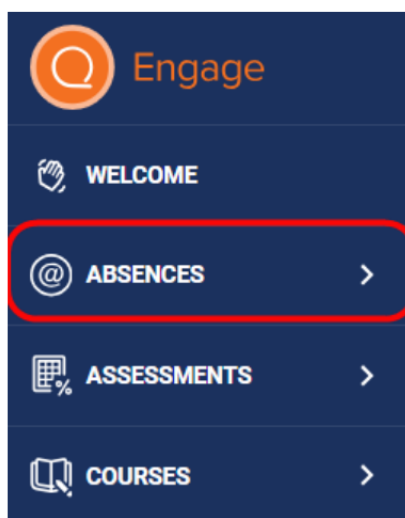
- You can log absences for today or any future date (e.g., early departure, family, illness, Medical/ Dental appointment, other).
 - Submissions for past dates are not possible
- Absences must be submitted one child at a time.

This quick and secure method helps us keep attendance records accurate and up to date.

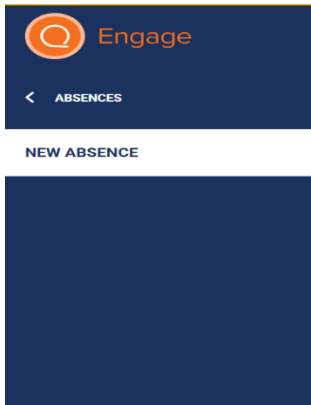
Parent Step-by-Step Guide

How to Notify the School of an Absence via SEQTA Engage

1. Open the SEQTA Engage App
2. Log in with your existing SEQTA Engage account details.
3. Tap "Absences" from the main menu.

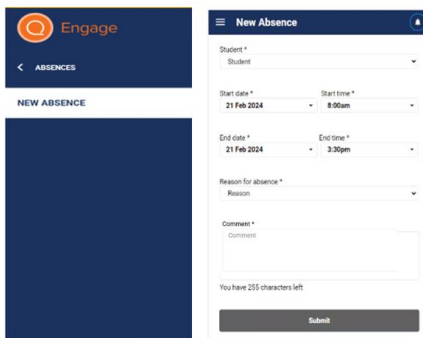


4. Select "New Absence".



5. Enter the details:

- Date(s) of absence
- Select reason for absence (e.g., early departure, family, illness, Medical/ Dental appointment, other).
- Add notes/reason into the "Comment" box



6. Tap "Submit" to send the absence notification directly to the school.

You can also log in via the Parent Web Portal on a computer and follow the same process.

Important:

Absences longer than 5 days also require the completion of a [FORM C](#) (Extended Leave Form) which can be submitted to the front office or emailed to absentee@whitefriars.catholic.edu.au