



St Cecilia's Catholic Primary School

16 September 2024

Dear Parents/Guardians

Re: Student Absences - New App SEQTA Engage

We are currently improving the way that you can record your child's absences. For the remainder of the school year, you will be able to continue to record absences using the school's webpage.

Alongside this, you can now lodge these on the SEQTA Engage app, which can be downloaded from the Google or Android App Stores.

Once you have downloaded the app, you must scan the QR Code sent to all parent's email addresses. This will give you access to our school's portal. Using this app, you will be able to record your child's absence. You will be given the option to select sickness/injury, medical appointment, holiday, bereavement or other. There will also be a box for you to add further explanation. You will also be able to use this portal to resolve unresolved absences. This will replace the paper version.

Absences must be recorded before 9.00 a.m. each morning, and if they are not received, you will receive a text message prompting you to explain your child's absence in the app.

Please let us know if you require any further support with this process.

Regards

Mrs Sarah Dance
Assistant Principal

Faith Family Friendship