



Update on Broxburn Academy Attendance Procedure – Notification of Absence

Parents and carers are expected to notify the school of a young person's absence as early as possible on the first day, ideally before 9.00am. This may be via telephone. Parents/carers are also expected to provide an estimated duration for the absence and update the school if circumstances change.

Parents/carers will be contacted when a young person has not arrived in school. **From 1st June 2026, this is done by email Groupcall message only.** The initial Groupcall goes out by 10am and SEEMiS is updated throughout the day with information from parents.

Period by period attendance is completed throughout the day and a phone call will be made home for any pupils missing from class who are highlighted as a Safe Arrival.

Where absences are planned in advance, such as medical appointments, parents should inform the school ahead of time. The school will record such absences in line with local authority and national guidance on authorised absence.