

Pupils Leaving Before End of School Day Policy

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Approved by: College of Management/Council
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History of review: This is the fifth revision of the original policy, which was the first of its kind at South Devon Steiner School. This policy now incorporates parental responsibility and the way in which the school manages parental disputes of this nature.

Date for next review: October 2019

Policy Statement

South Devon Steiner School recognises that from time to time, pupils may have to leave school before the end of the school day. Generally, the only reason for this would be if the child becomes ill or sustains an injury which requires treatment / rest whilst at school, however the school acknowledges that pupils may **occasionally** need to attend a pre-arranged medical or dental appointment during school hours, take time out to attend an examination related to a hobby or leave school early for some other significant reason.

Parents are asked to make routine appointments outside of school hours, to ensure the least possible disruption to their child's learning.

For such times, the school has formulated this policy and procedure, to safeguard the pupils in its care.

Procedure

- The parent(s) should inform the school in writing and in advance, of any pre-arranged appointment (medical, dental, examination etc.), including the time the child will be collected from school, details of the appointment and the time the child will be returned to school where appropriate.
- In the event of an appointment booked at late notice, the parent(s) should call the school in advance to notify Reception of the need for the pupil to leave site, providing the detail as outlined above.
- When a pupil becomes unwell or sustains an injury which requires treatment / rest whilst at school, the school will telephone the parent(s) to notify them of the need to collect the pupil. Where no parent can be reached, the school will use the information provided by the parent(s) on the Pupil Information and Annual Consent form, to contact an alternative nominated adult (emergency contact) to collect the pupil.

- In order to ensure a safe handover of responsibility from teacher to receptionist, and receptionist to parent, communication between the teacher and receptionist is vital. Before the pupil leaves site, **one of the following actions must happen:**
 - i. Where the parent arrives to collect their child and the child is not at Reception, the receptionist will collect the pupil from the relevant class, verbally informing the teacher of the child's need to leave school, **or**
 - ii. Where the pupil makes his/her own way to Reception to meet their parent, they must bring with them a completed 'Permission to Leave' form, signed by the teacher from whose lesson they are departing. 'Permission to Leave' forms can be obtained from Reception or the teacher.
- Once the pupil arrives in Reception, the receptionist will enter the pupil's absence in the 'On-site / Off-site Permissions' book, which acts as a cross reference document to the attendance registers.
- **All** pupils leaving site **during the school day** must be collected by a parent or other nominated adult as notified by the parent(s) from Reception. The only exception to this procedure is where explicit written permission has been provided in advance by the parent/carer(s) for an individual pupil aged 16 years or older to leave site alone.

Compliance:

- Independent School Standards
- KCSIE

Information/ Advice/ Guidance:

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Linked Policies:

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Parental Contact Policy
- Attendance & Punctuality