



PROCEDURES REGARDING ABSENCE FROM SCHOOL AT LUNCH

The legal position is that lunchtime is part of the legally defined school day and the Academy has control of what happens in this time. It is therefore not a right of a parent to expect their child to be released into their care during this time. However, the Academy will respond to parental requests for their child(ren) to go home for lunch on a regular or ad-hoc basis.

The school reserves the right to grant or refuse this request and if the request is granted to discipline the student if they misbehave whilst off the school site and to withdraw the permission if this is seen as the most appropriate action.

Parental requests.

- Parents need to request permission in writing, outlining the reason for their child/children to leave school at lunchtime to go home for lunch. This request has to be made to the Principal, Mrs Barton
- The principal will consider the request and if necessary ask the Year Tutor or Vice Principal to contact the parent in order to discuss the request and the implications for the parent regarding their responsibility for the safety, conduct and timely return of their child whilst off the school site and also reinforce the remit of school discipline covering this time.
- Student Services staff will sign out and back in those students leaving the school site.
- Year Tutors will monitor the register for their year group and remove and punish transgressors as appropriate should their behaviour cause an issue in the local community.
- The final decision always lies with the principal.

Information for Parents.

- Permission has to be sought in writing from the principal and is not automatic.
- The reason needs to be to go home/to a relative's home for lunch.
- The permission can be withdrawn by the school at any time and this cannot be appealed against.
- The behaviour of the student is the parent's responsibility whilst off site.
- The school can and will discipline students for incorrect behaviour at lunchtime whilst off site.
- Students with permission to leave the site at lunchtime must leave within 10 minutes of the start of lunch and not return until 5 minutes from the end of the break.
- Students must not loiter near the site but go home as soon as they leave the site.
- Students must leave the site every lunchtime unless they have a detention/enrichment activity to do.