

Procedures regarding Absence from School at lunch.

The legal position is that lunchtime is part of the legally defined school day so the school 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 school will respond to parental requests for their children 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 relevant Head of Year.
- The Head of Year will consider the request and if necessary talk to the parent about it and the implications for the parents 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.
- If agreed by the HOY they will ask IT Support to produce a photo lunchtime pass and enter their name on the lunchtime off site register
- The midday staff will check out and back all students on the lunchtime register.
- IT Support will maintain the lunchtime off site register.
- HOYs will police the register for their year group and remove and punish transgressors as appropriate.
- The final decision lies with the Head Teacher.
- A letter will be sent out by the start of the following term checking whether or not they still wish the request to continue.

Information for Parents.

- Permission has to be sought in writing from the Head of Year 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- The permission can be withdrawn by the school at any time and this cannot be appealed against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
- Parents will be asked termly if they wish the permission to roll over into the following term
- 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.

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