



HEADLANDS SCHOOL
SINCE 1965

Lunchtime Absence Policy

Written by	Headteacher
Adopted by Governors	25 May 2017
Reviewed by	AHT – Personal Development, Behaviour and Welfare
Next Review Date	Summer 2021

Headlands School

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.

We permit Year 9, 10, 11, 12 and 13 off site at lunch unless parents have opted for students to stay on site at lunchtime. Students must have met the following criteria to be allowed off site at lunchtime by supervising members of the Senior Leadership Team at the front and back gate:

- 1) Students must not have a negative comment in their planner from the previous day (if the school day is a Monday, then students must not have been given a negative comment from the previous Friday).
- 2) Student's planners must not have any graffiti visible.
- 3) Students must not have given loss of social time for the same day as wanting to leave site for lunch.

Parental requests for absence from school at lunch in Year 7 and 8:

- 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 Student Services Leader (SSL).
- The SSL 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 SSL, they will ask Finance and IT Support to produce a lunchtime pass fob and enter their name on the lunchtime off site register.
- IT Support will maintain the lunchtime off site register.
- SSLs 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 Student Services Leader (SSL) 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. This decision cannot be appealed against and will be reviewed on a termly basis.

- 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 of students in Y7 and 8 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 may leave the site every lunchtime unless they have loss of social time or enrichment activity to do.