HEADLANDS SCHOOL
SINCE 1965

Lunchtime Absence Policy

Written by	Assistant Headteacher - Behaviour
Adopted by Governors	Autumn 2023
Reviewed by	Assistant Headteacher – Behaviour
Reviewed	Autumn 2026
Next Review Date	Autumn 2027

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 with the consent of parents. 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 behaviour point or late mark from the previous day (if the school day is a Monday, then the relevant day will be the previous Friday).
2) Student MUST have a valid school identity barcode, and present this at either the front or rear gate.
3) Students must not have given loss of social time for the same day as wanting to leave site for lunch.
4) Students must be up to date with all homework.
5) Students must not have arrived onto school site after the end of lunchtime (13:45) for permission to continue to be granted.

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 must be directed to the relevant Year Leader (YL).
- The YL will consider the request and if necessary discuss this with the parent and the implications regarding the responsibility for the safety, conduct and timely return of their child whilst off the school site
- Students leaving school site for lunch must sign out with the attendance office and receive a walking slip to show to the member of staff on the front/back gate.
- The final decision lies with the Head Teacher.
- A letter will be sent out by the start of the following term to re-establish consent.
- The permission can be withdrawn by the school at any time. This decision this cannot be appealed against and will be reviewed on a termly basis.
- The school can and will discipline students for engaging in chosen behaviours that contravene the school's positive discipline policy.
- Students with permission to leave the site at lunchtime must leave by 13:20.
- Students must not loiter near the site but go home as soon as they leave the site.