

Procedure in respect of students leaving the school before the end of the school day

There are three reasons why students leave school early:

- 1) When they have a pre-arranged appointment – e.g. dental/medical appointment.
- 2) When they become ill and need to go home.
- 3) When a parent arrives unexpectedly to take their son or daughter home.

PROCEDURE FOR REASON 1:

1. If a student has a pre-arranged appointment s/he should bring a note into school signed by the parent. The note should state the reason and the time s/he is leaving. A contact number for parent should also be provided.
2. S/he should get his/her year head to countersign this note. The year head's signature (a) authorises the student to leave school and (b) informs the year head that s/he will be absent from classes.
3. At the time s/he is due to leave s/he should go to the front hall and make contact with the staff member in reception. The student should wait to be collected by his/her parent or a nominated adult (confirmed by correspondence between the school and parent).
4. When the parent arrives the note is handed to the staff member at reception and both parent and student leave the school.
5. Where the parent does not present to collect their son/daughter, the staff member on reception will phone the student's parent to verify the details of the student's request. The student will only be allowed to leave the premises after agreement is ascertained from the parent.

PROCEDURE FOR REASON 2:

1. If a student becomes ill and needs to go home s/he should inform his/her class teacher or, if between classes s/he should inform the next classroom teacher *in the first instance*.
2. If the class teacher gives permission for the student to go home he/she will sign a note saying that the staff member on reception has permission to phone the student's parent asking him/her to come to the school and collect the student.
3. The student then goes to reception where the person on duty phones home requesting the parent to collect the student.
4. The student waits in reception until the parent arrives.
5. The parent signs the note and both parent and student leave.

PROCEDURE FOR REASON 3:

1. If a parent arrives to take a student home the staff member on reception checks the student's timetable, goes and collects the student and brings him/her to reception.
2. The student comes to reception where s/he fills out the "permission to leave" note in the journal and gets his/her parent to sign it.

3. S/he goes to his/her year head asking permission to leave the school. The year head signs the note and the student returns to reception.
4. The note is handed to the person on duty at reception and the parent and student leave the school.

ADMIN PROCEDURE:

1. As soon as the student leaves the school, the signed note and/or details of the telephone conversation is recorded on the student's record under "events" by the staff member at reception.
2. This event records the date and time the student left and the person who signed the note authorising the student to leave the school.
3. A list of these events is generated at 4.00p.m. each day and checked against the eportal registers to check students absent from class by Geraldine.
4. This information is forwarded to year heads the next day by Geraldine. It is also available to year heads under Student Events.
5. The original signed notes are filed.

=====

Notes:

"Parent" should be understood as parent, guardian or responsible adult.

The word "note" means the official "Permission to Leave School" form in the student journal.

5th April 2016