



Waltham Toll Bar Academy

To create opportunities and develop the confidence to excel - together.

Sending students home in the school day

Academy Protocol

Begins: May 2023



Lincolnshire Gateway
Academies Trust

When a student becomes unwell at school and needs to go home

What we ask students to do...



- If a student feels unwell, they must let their teacher know.
- A student must also tell the teacher if their symptoms get worse.
- Feeling unwell doesn't have to be physical illness – if a student is worried or anxious which is making them feel unwell – a student must speak to a teacher or other trusted adult in school, ask for help; we will always help.
- Attend the medical centre when asked to do so.
- Students in Y7-11 are not permitted to exit through reception, under any circumstances.

What school will do...

- In medical emergency we will contact emergency services, parent or emergency contact.
- If a student is too unwell to continue learning, we will provide first aid and supervise the student in our school medical centre until the student can be collected.
- The medical team will provide first aid, record the log of treatment on our information system, if the decision is made with the parent that the child needs to go home, the medical team will inform student services that the child has gone home ill and has been collected. Student services will then amend the legal register.
- The school **will not** send a pupil home on their own if they are unwell – even if a parent asks us to do so. This is because the risk to a child's safety and welfare if transporting themselves home is higher if they are unwell. We have a duty of care as a school.
- Reception will check ID, inform the medical team of your arrival and direct you to the medical gate to collect your child. Medical team staff will escort the student to the medical centre gate to meet the person collecting them.
- In exceptional circumstances, and only in agreement with the Parent and Principal, we may transport the student home in the school day in our supervised school transport and hand over the student to the parent/nominating emergency contact. *Typically, this would be where a parent has a registered disability and is physically unable to collect the student in the school day, or if the student is a young carer.*
- If a student is 18, we will ask permission from the student to share symptoms with parents. If a student of 18 wants to transport themselves home if they are ill, guidance will be provided on the safest course of action, in accordance with their symptoms.

What we ask parents to do...

- Please do ensure that the nominated emergency contacts have for your child are up to date and feature people who have your trust to collect and supervise your child if they become unwell at school. You can update the emergency contact for your child by emailing enquiries@tollbaracademy.co.uk or **Tel: 01472 500 505**
- Collect your child/make arrangements for a nominated emergency contact to help if we request that you do so.
- Go to reception on arrival. Reception will check ID, inform the medical team of your arrival and direct you to the **medical gate** to collect your child. Medical team staff will escort the student to the medical centre gate to meet the person collecting them.
- If a student came to school on a bike, this can be collected with the help of Custodians from the bike sheds when a student is collected, or arrangements can be made for the bike to be stored safely at the Academy until it can be transported home.
- Ensure your child is supervised by yourself or a trusted adult when they are sent home.
- Contact us if your child is too unwell to attend school the next day or if you are updating us on an emergency situation involving your child via enquiries@tollbaracademy.co.uk or **Tel: 01472 500 505 Press Option 1** attendance line.
- If you have any doubts about your child's fitness to attend school, general advice for parents can be found here [is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)



When a pupil has a medical appointment



What we ask parents to do...

- Parents must inform us in advance by email enquiries@tollbaracademy.co.uk or **Tel: 01472 500 505 Press Option 1** attendance line to inform essential appointment. Please tell us your child's name, form, time, date, venue of and reason for the appointment (eg, Doctors/Hospital), collection time and who is collecting your child. Sending an image of the appointment card by email is useful for our records in addition to the information we require. Please do this before the day of the appointment where possible. For long term appointments, please submit dates and times in the same way as above.
- Written notes in planners or written notes issued to a student **will not** be accepted as requests for medical appointment leave of absence.
- We strongly encourage parents to book routine dental appointments out of school hours or in school holidays.
- Collect your child or make arrangements for a nominated emergency contact to collect your child from school, to take them to and from the appointment if in the school day.
- **Go to reception on arrival.** Reception will check ID, inform student services of your arrival and direct you to the student services gate to collect your child. Student services staff will escort the student to the **student services gate** to meet the person collecting them.
- Upon return from an appointment in the school day, the student is to attend reception to sign back in school.
- If a student came to school on a bike, this can be collected with the help of our Custodians, from the bike sheds when a student is collected, or arrangements can be made for the bike to be stored safely at the Academy until it can be transported home.

What school will do...

- Following the request for absence from a parent for an absence for appointment the reception/attendance team will inform the Assistant Head Pastoral/HOY for approval and student services of the appointment.
- Student services will inform staff, put the appointment on the students register for the day of the appointment. Student services may call a parent to confirm the appointment after you have submitted the request. Student services will send a reminder to the students' teacher if the student does not present to student services at the collection time.
- The school **will not** permit a student to leave school, to travel to an appointment on their own unless they are 18– even if a parent asks us to. We have a duty of care as a school.
- Reception will check the identification of the person collecting the student and inform student services of the arrival of the person collecting the student. Reception will then send the person collecting the student to the student services gate for collection. Student services staff will escort the student to the student services gate to meet the person collecting them.
- We will issue an out of school pass for the duration of the appointment.
- We cannot transport students to appointments in the school day, unless there are exceptional circumstances, such as the arrangement is part of a plan with social services, or a young carer support agreement.

What we ask students to do...

- Remind form tutor on the day of the appointment.
- Ask teacher to check register to ensure they know you have an appointment.
- Attend student services at the collection time for your appointment and await collection.
- Students in Y7-11 are not permitted to exit through reception, under any circumstances.

When a pupil has been suspended from school

What school will do...



- In the event of a suspension, we will contact parent/nominated emergency contact to collect the student from school, explain what has happened, of the reason for suspension and the details of the reintegration meeting.
- The school **will not** send a pupil home on their own if they have been suspended - unless the student is 18 – even if a parent asks us to do so. We have a duty of care as a school. This is because the risk to a child's safety and welfare if transporting themselves home is higher if they have been suspended.
- Supervision of the student following the issue of a suspension will be with a member of senior staff/HOY/inclusion until it is time to be collected.
- Reception will check the identification of the person collecting the student and inform student services of the arrival of the person collecting the student. Reception will then send the person collecting the student to the student services gate for collection. Student services staff will escort the student to the student services gate to meet the person collecting them.
- The supervising staff will escort the student to services when the person collecting them arrives.
- We will issue a letter to cover the reasons for and duration of the suspension, with details of reintegration.
- We cannot transport students home if they have been suspended in the school day, unless there are exceptional circumstances, following a risk assessment related to the suspension, such as the arrangement is part of a plan with social services, or a young carer support agreement, or we know that the parent has a registered disability that prevents collection and the nominated emergency contact is unavailable.

What we ask parents to do...

- Please do ensure that the nominated emergency contacts have for your child are up to date and feature people who have your trust to collect and supervise your child if they are suspended from school. You can update the emergency contact for your child by emailing enquiries@tollbaracademy.co.uk or Tel: **01472 500 505**
- Collect your child or make arrangements for a nominated emergency contact to help if we request that you do so.
- When a parent/person with parental responsibility / nominated emergency contact arrives to collect the student, **go to reception**. Reception will check ID, inform student services of your arrival and direct you to the student services gate to collect your child. Student services staff will escort the student to the **student services gate** to meet the person collecting them.
- If a student came to school on a bike, this can be collected with the help of our Custodians, from the bike sheds when a student is collected, or arrangements can be made for the bike to be stored safely at the Academy until it can be transported home.
- Ensure your child is supervised by yourself or a trusted adult when they are suspended.
- Attend the reintegration meeting following the suspension with your child.

What we ask students to do...

- Ensure you have written an account of what happened before you are collected.
- Wait with a member of senior staff/HOY/inclusion until it is time to be collected.
- Attend student services when the person collecting you arrives.
- Students in Y7-11 are not permitted to exit through reception, under any circumstances.



Other exceptional Circumstances for absence in a school day

We appreciate that, exceptional circumstances occur from time to time, such as a death in the family. If the circumstances dictate that it is essential for you to collect your child from school due to an emergency or exceptional circumstances, parents/nominated emergency contacts must contact the school **Tel: 01472 500 505** to inform a senior member of staff/the students head of year and make arrangements providing as much information as possible.

In such circumstances, after informing us of the situation, please attend reception and we will check ID of the parent or nominated emergency contact, then make arrangements for your child to be collected from the student services gate and signed out by student services. We ask that you keep us informed of when your child will return and keep us updated in relation to their wellbeing. We can often offer support in emergency or exceptional circumstances.

For any other absence such a sporting event, or a wedding, parents should use our leave of absence form www.walthamtollbaracademy.co.uk/leave-of-absence/ when applying for leave of absence for an event. This form can then be submitted by email enquiries@tollbaracademy.co.uk or to the Academy's postal address which is on our website.

When a student is registered for a part time/reduced fixed term timetable

- We will set up a record of the agreement, reason for the reduction and instruction of the part time/reduced temporary timetable with Parents. This will include a clear indication of the start and end date of the agreement, the start and finish times, whether the student will be collected by parent/those with PR or agreement that the adjusted start and finish time means the student can independently travel to and from school.
- In this situation, written agreement from a parent that a student could travel home independently **is acceptable**, due to amended circumstances of start and finish time and in the absence of mitigating factors such as illness, medical need or suspension which could increase risk.
- If starting later than 9.15am, the student will **enter school via reception** after signing in.
- Students will be issued with a part time/reduced temporary timetable card/pass for the duration of the timetable amendment.
- Students will attend student services and **depart via student services** nearest gate with exit supervision from the member of staff in student services.
- Students **will not** be permitted to exit premises through main reception, under any circumstances.

Notes:

1/ **Parental responsibility** is defined in the Children Act 1989 as "all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his or her property". It equates to legal responsibility for the child. The child's mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he is either: (a) married to the child's mother; or (b) listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in). You can apply for parental responsibility if you do not automatically have it (for example in cases of adoption). Further information including information for same sex partners is also available here: <https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility>

2/ As a school we cannot refuse to allow the child into the care of the person with parental responsibility, unless we have grave concerns about the child's welfare based on the behaviour or the school's knowledge of the parent, or we have sight of a court order confirming that parent no longer has PR (parental responsibility) and is not permitted to collect the child. In such circumstances the DSL or a member of senior staff in their absence would inform the adult of this decision and make the necessary referrals.