



# Early Release Due to Illness Policy

*(For Students Leaving School Without Being Collected)*

<b>Policy:</b>	Early Release Due to Illness Policy
<b>Reviewers:</b>	SLT
<b>Approved by:</b>	Interim Executive Board
<b>Date:</b>	Dec 2025
<b>Review cycle:</b>	2 Year

VERSION CONTROL		
DATE	AUTHOR	CHANGES
Nov 2025	Tammy Seals	New policy.

Our vision is to create a distinctively Christian and values driven environment that provides the best start to the 70 or more great years our students should enjoy when they leave our school. Our students should have the opportunity to live life in all its fullness and be good citizens wherever they may be.

## 1 INTRODUCTION

### 1. Purpose

To provide a safe, consistent, and auditable process for releasing students who become unwell during the school day, including circumstances where they may travel home uncollected. The policy ensures all decisions prioritise student safety, parental responsibility, and safeguarding compliance.

### 2. Rationale

The school recognises that some older students are capable of travelling home safely without being collected; however, this must be carefully risk assessed. The rationale for assessment includes:

- **Student capability:** Ensures only students with the maturity to travel safely are allowed to leave unaccompanied.

- **Health considerations:** Students must be well enough to travel without risk of deterioration.
- **Safe route and distance:** The journey must be reasonable and low-risk.
- **Parental awareness:** Parents must explicitly consent, as they take over responsibility once the child leaves.
- **Safeguarding compliance:** Decisions must align with statutory guidance, child protection procedures, and duty of care.

This ensures consistent practice, minimises risk, and provides a clear protective framework for both students and staff.

### 3. Policy Statement

Students who become unwell during the school day are normally expected to be collected by a parent/guardian.

However, **there are Authorised staff members who** may approve an uncollected early release only when all safety criteria are met, and the parent/guardian has provided explicit consent.

No student may leave uncollected without **Authorised staff members'** approval.

### 4. Criteria for Allowing Early Release Without Collection

#### 4.1 Student Capability

The student must:

- Meet the school's minimum age/Year threshold which is currently Year 9+
- Demonstrate maturity and responsibility.
- Be alert, coherent, and able to understand instructions.
- Have no behavioural or safeguarding concerns that make independent travel unsafe.

#### 4.2 Health Considerations

The student may be released uncollected only with minor conditions (e.g., mild headache, mild cold symptoms).

They must not travel unaccompanied if they have:

- Vomiting or diarrhoea
- High fever
- Dizziness or faintness

- Shortness of breath
- Severe pain
- Any condition requiring urgent or close supervision

#### **4.3 Distance, Route & Travel Mode**

The journey must be:

- Reasonable in length (30 minutes or less)
- Safe and on a familiar, appropriate route
- By a safe method of travel: walking, bus, taxi arranged by parent
- The student must be able to get home safely and directly.

#### **4.4 Parental Awareness & Explicit Consent**

Before approving release:

- Parent/guardian must be contacted directly.
- They must give explicit consent (phone call, text, or email).
- The parent must understand the child's symptoms and agree the child can travel alone.
- Lack of consent = automatic requirement for collection.

#### **4.5 Safeguarding & Legal Compliance**

The **Authorised staff member** must ensure:

- The decision aligns with safeguarding/child protection procedures.
- The student has no known vulnerabilities that make unaccompanied travel unsafe.
- DSL advice is sought for students with safeguarding plans (CIN, CP, significant pastoral concerns).

#### **4.6 Additional Contextual Factors**

The **Authorised staff member** should consider:

- Weather conditions
- Time of day/darkness
- Whether the student can access their home
- Any known contextual risks in the community

### **5. Procedure**

1. Student reports illness to staff.
2. Student is directed to The Health Team.
3. The Health Team assess symptoms and record details.

4. Parent/guardian is contacted to arrange collection **OR** consent for unaccompanied travel is sought.
5. Attendance Lead completes the Early Release Checklist (see Appendix A below).
6. Attendance Lead approves or declines release.
7. Decision and all evidence (notes, call times, consent) are recorded in the student's file.
8. Student signs out at reception and leaves promptly.

## **6. Documentation**

All early releases must have:

- Completed checklist
- Parent consent log
- Staff signatures
- **Authorised staff member** approval

These records support safeguarding, consistency, and audit readiness.



## Appendix A

### EARLY RELEASE ASSESSMENT CHECKLIST

(To be completed by an Authorised staff member BEFORE any uncollected release)

<b>Student Name:</b> _____	
<b>Year Group:</b> _____	
<b>Date:</b> _____	
<b>Time:</b> _____	

#### 1. Student Capability

Check	Yes	No	Notes
Meets age/year threshold (Y9+)	<input type="checkbox"/>	<input type="checkbox"/>	
Alert, coherent, calm	<input type="checkbox"/>	<input type="checkbox"/>	
Understands travel plan and instructions	<input type="checkbox"/>	<input type="checkbox"/>	
No behavioural/safeguarding concerns preventing safe travel	<input type="checkbox"/>	<input type="checkbox"/>	

#### 2. Health & Symptoms

Check	Yes	No	Notes
Symptoms are minor and safe for travel	<input type="checkbox"/>	<input type="checkbox"/>	
NOT vomiting/diarrhoea	<input type="checkbox"/>	<input type="checkbox"/>	
NOT faint/dizzy	<input type="checkbox"/>	<input type="checkbox"/>	
NOT severely unwell (pain, breathing issues, fever)	<input type="checkbox"/>	<input type="checkbox"/>	

#### 3. Journey Safety

Check	Yes	No	Notes
Journey home is short and reasonable	<input type="checkbox"/>	<input type="checkbox"/>	
Route is safe and familiar	<input type="checkbox"/>	<input type="checkbox"/>	

Mode of travel appropriate (walk/bus/taxi)	<input type="checkbox"/>	<input type="checkbox"/>	
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#### 4. Parental Contact & Consent

Check	Yes	No	Notes
Parent/guardian contacted directly	<input type="checkbox"/>	<input type="checkbox"/>	
Parent gave explicit consent	<input type="checkbox"/>	<input type="checkbox"/>	
Consent recorded (call log, text, email)	<input type="checkbox"/>	<input type="checkbox"/>	

#### 5. Safeguarding

Check	Yes	No	Notes
Decision complies with safeguarding policies	<input type="checkbox"/>	<input type="checkbox"/>	
No known vulnerabilities making travel unsafe	<input type="checkbox"/>	<input type="checkbox"/>	
DSL consulted (if required)	<input type="checkbox"/>	<input type="checkbox"/>	

#### 6. Final Decision

Approve early release without collection:

☐ YES

☐ NO

<b>Authorised Person Approving Early Release:</b>	
<b>Signature:</b>	
<b>Time and Date:</b>	