



MILTON ABBAY SCHOOL

POLICY ON REQUESTING WEEKEND LEAVE

Introduction

Milton Abbey is a unique and profoundly pastoral environment, brought about by the small size of our School and complemented by our beautiful setting and surroundings. Our full boarding offer is one of the primary reasons that parents choose Milton Abbey, and we are very proud of our full-boarding status and of the comprehensive academic and extra-curricular provision we provide, including our full weekend programme.

We run a wide-ranging programme of engaging and rewarding extra-curricular activities which enhance pupils' experiences of living and learning at Milton Abbey. As part of the full-boarding experience, Milton Abbey pupils are kept busy throughout the weekend as well as during the working week.

This policy sets out our approach to weekend leave, balancing our commitment to the full boarding experience with recognition that there are occasions when pupils may need or wish to spend time away from school. The policy ensures that all weekend leave is managed safely, consistently, and in line with our safeguarding responsibilities.

Purpose

This policy aims to:

- Maintain the integrity and benefits of our full boarding provision
- Ensure the safety and wellbeing of all boarding pupils when they leave school premises
- Provide clear and transparent procedures for requesting and authorising weekend leave
- Meet our safeguarding requirements and duty of care obligations
- Maintain clear communication between school, parents/guardians, and pupils

Scope

This policy applies to all boarding pupils at Milton Abbey School. It covers weekend leave during term time, excluding calendared exeats and half-term holidays.

Family emergencies and bereavements do not come under this policy; such circumstances will be handled with sensitivity and flexibility on a case-by-case basis.

With the exception of calendared exeats and half-term holidays or occasional special requests, we expect all boarding pupils to remain in school at weekends to benefit fully from our comprehensive boarding programme.

Requesting weekend leave

Pupils may request weekend leave for special occasions or exceptional circumstances. Such requests will be considered on a case-by-case basis. All requests for weekend leave must be authorised by the Senior Deputy Head.

Weekend leave requests must be made by a parent or guardian with parental responsibility for the pupil. Requests must be submitted to the Housemaster/Housemistress (HSM) no later than noon on Wednesday prior to the weekend requested. Pupils will only be permitted to leave school once they have fulfilled their commitments on Saturday (including attendance at sport/fixtures) and must return by 21:30 on Sunday evening.

Departure and Return Procedures

Departure

- Pupils must fulfil all Saturday commitments, including attendance at sport lessons/fixtures
- Pupils must inform their HSM of their intended departure time
- Pupils must sign out in person with boarding staff before leaving
- Pupils must ensure they have all necessary belongings, including any medication

Return

- Pupils must return by **21:30 on Sunday evening** unless otherwise agreed
- If a delay is anticipated, parents must contact the school as soon as possible
- Pupils must sign in on return with boarding staff

Late Returns and Non>Returns

Late Returns

A late return is defined as a return more than 30 minutes after the expected return time without prior notification.

If a pupil is late returning:

- Parents should contact the school as soon as they know there will be a delay
- If no contact has been received, House staff will attempt to contact parents/guardians
- All late returns will be recorded
- Repeated late returns may result in restrictions on future weekend leave request

Non>Returns

If a pupil fails to return by the expected time and staff have been unable to contact parents/guardians:

1. The HSM and SLT on duty will be notified immediately
2. The Designated Safeguarding Lead will be informed
3. Further attempts will be made to contact parents/guardians and emergency contacts
4. The school's Missing Pupil Procedures will be followed
5. If the pupil cannot be located and there are safeguarding concerns, the police will be contacted

International Pupils

For international pupils, additional considerations may apply:

- Appropriate guardianship arrangements must be in place
- Visa requirements and restrictions will be considered
- Additional documentation may be required