

# Larchfield Primary and Nursery School



## Access to School Premises

### Our Vision

Our children are central to all that we do:  
nurturing, caring and preparing them to  
add value to an ever-changing world.

Approved by: Full Governing Body

Date: 18.07.2024

Next review due: July 2026

1. Larchfield Primary and Nursery school buildings and site are private property. People do not have an automatic right to enter. Parents and primary carers of children enrolled in the school have an “implied licence” to come to school premises at certain times, for example, individual appointments, to attend a school event and to drop off or pick up a pupil. The usual process for each is described below.
  - Individual appointments-  
Parents/primary carers must enter via the car park gate using the intercom. They must proceed to main reception where they will be given further instruction by the office staff.
  - Attending special school events-  
Entry is via the main gate or car park gate. Parents/primary carers should proceed to main reception, where they will be asked to sign in and given further instruction.
  - Dropping off/picking up children-  
The main playground gate is staffed between 8.30-8.40.  
Parents/primary carers may wait at the main playground gate if they wish to speak to a member of teaching staff or the office staff. After 3.05, parents/primary carers may pick up from the playground.  
Reception children are dropped with staff at the wooden car park gate between 8.30-8.40. Parents and primary carers remain at the gate.  
Reception children are released from the same gate at 3.15.
  - Dropping off and picking up procedures for nursery children are different and times may vary depending upon the sessions attended (am/pm) (parents/primary carers will be kept informed).
2. Anyone who breaks the rules for accessing the school premises would then be trespassing. This is a civil offence which means the school can ask trespassers to leave and potentially take court action against them.
3. At Larchfield we do not tolerate any form of violence and abuse towards our school family. Violence and abuse can be psychological, physical or sexual. It can range from disrespectful and offensive language and behaviour, to acts of serious physical harm. Anyone who is violent or abusive towards our school family can be asked to immediately leave the school premises.

4. The School can bar someone from the premises if the Headteacher feels that the person's aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It is enough for a member of staff or a pupil to feel threatened.
5. The school will tell an individual that they have been barred or that the school intends to bar, in writing, Letters will usually be signed by the Headteacher though in some cases the local authority may wish to write instead. The individual can respond in writing within 10 school days following notification of a temporary or permanent bar from site.
6. After receipt of a response from a barred individual a panel of 3 Governors will convene to review the case. A decision will be made regarding continuation of the bar and communicated with the individual within 10 school days of receipt of the response.  
The DfE does not get involved in individual cases.
7. Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without legal permission (barred) to cause or permit a nuisance or disturbance. Trespassing itself does not constitute a criminal offence.  
To have committed a criminal offence an abusive individual must have been barred from the premises or have exceeded their "implied licence", then also have caused a nuisance or disturbance.  
If a school has reasonable grounds to suspect that someone has committed an offence, the person can be removed from the school by a police officer.

This policy will be reviewed biennially by the Governing body.

July 2024