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**Presentation Secondary School**

**Church Street, Castleisland, Co. Kerry**

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# **Permission to Leave Policy**

**This Policy was ratified by the Board of Management on 18<sup>th</sup> November 2025**



*Our vision is to prepare accomplished, confident, resilient and independent young adults, who follow their passions, develop a love of learning and become positive role models in society.*



in relation to parental permission being granted to students leaving school during the school day, the following are steps, rules and conditions that are to be followed as agreed and laid down by the Board of Management of the school:

- 1) Students are requested to go to their Year Head for approval of their '*Permission to Leave Early*' note on the school app. The recommended times to do this are: before school, at break or at lunch.
- 2) Following this, students must present themselves at the school office prior to their departure and inform the Principal, Deputy Principal or Secretary that they are signing out.

If students have completed the above two steps, they will proceed to step 3. If students have yet to get their app note approved by their Year Head, the office will inform the student of the location of their Year Head in order for their note to be approved.

**Please note: if a Year Head is absent, the Principal or Deputy Principal will approve the app note.**

- 3) Students can then proceed to sign out at the iPad located outside the front office.

If there is no note on the app, a phone call will be made to a parent/guardian and the student will be signed out manually in the office by the Principal, Deputy Principal or Secretary.

- 4) Students *under 18 years of age* **must** remain on the premises, at reception, until a parent/guardian or a nominated family member/adult over 18 years of age presents themselves at the front office to either the Principal, Deputy Principal or Secretary.

**Important to note:**

- If a student is under 18 years of age, regardless if their appointment/destination is in Castleisland, they must satisfy Step 4 above. In exceptional circumstances, a member of staff will walk the student/s to their appointment/destination in Castleisland.
- If a nominated Guardian, (a person recognised as being outside of the family e.g. a neighbour) is collecting your daughter/daughters, then this person's name must be mentioned in the '*Permission to leave early*' note on the school app.
- **Please note that students aged 18 years of age or over, can leave the school premises unaccompanied, but must complete steps 1 to 3 above first.**
- A leave reason marked as '**OTHER**', on a '*Permission to leave early*' app note, **must** be accompanied with **an explanation** in the text box provided, in order for that '*Permission to leave early*' note, to be approved by the relevant Year Head. If there is no explanation, the student **will not** be given permission to leave school.
- Students with an app note to go to the **library**, **will not** be approved by the relevant Year Head or school management. School has and always will be, the best supervised environment for students to learn and study. The library will never be a substitute for the classroom.



## Break & Lunchtimes

- ~~Fourth~~ to Sixth Year students are allowed outside the school grounds at lunchtime, each day. Therefore, they **are not** required to sign out or sign in at lunch break. This will include **all students** on Friday's only from 5<sup>th</sup> January 2026.
- Please note that '*Permission to leave early*' notes from First Year to Third Year in relation to lunchbreak (Monday to Thursday) i.e. 12.35pm to 1.05/1.20pm, will not be approved by the relevant YearHead.
- Students allowed outside the school grounds at lunchtime (see first point above) **are required** to be back on the school premises **five minutes before** the end of lunchtime. On Mondays and Tuesdays, students must be back by 1.05pm and on Wednesdays, Thursdays and Fridays, students must be back by 1.15pm.
- Students that are late for class after lunch i.e. not present in class when the bell goes at the end of lunch, will immediately lose this privilege of going up town at lunchtime, until the next mid-term/end of term break.

The two exceptions to this are as follows:

- 1) If a staff member is talking to a student/s before the bell goes at the end of lunch, resulting in this student/s been late after the final lunch bell.
- 2) If there is a health and safety incident before the bell goes at the end of lunch, resulting in a student been late after the final lunch bell.

In both exceptions, a staff member **must verify** the occurrence and the management of the school has the right to deem what is considered a reasonable health and safety incident, resulting in a student/s been late after the final bell at lunch.

- **All students** must remain on school grounds during the 11am break.

Signed: Mary O'Keeffe  
Chairperson of the Board of Management

Signed: Pierce Dugan  
Principal/Secretary to the Board of Management

Date: 18 / 11 / 25

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