



ST MARY'S PRIMARY SCHOOL, A Catholic Voluntary Academy

Policy for Requests for visits from Pupils not on roll

Introduction

Requests are sometimes made by parents or other interested parties for pupils from abroad, or from another area of the country, to visit St Mary's for a day or days, as if on the school roll. These are normally made for relatives or close friends of pupils on roll, or for ex-pupils. Requests ask for such children to join a class for as a pupil for a period of time.

Also, in exceptional circumstances one off request are sometimes made by staff to bring their child to their place of work. These requests should be made to the headteacher only when all other childcare arrangements have been explored.

Governors Policy

The governors recognise that we have a duty to promote the education of pupils in the school, and to ensure that such education is not prejudiced by factors outside the normal functioning of the school. We recognize that visits from children that are not on the school roll could be either beneficial or disruptive to children's learning, and could potentially place additional burdens on staff.

The governors' policy is that permission for such visits can be granted as long as:

- The pupil or pupils concerned are of primary-school age
- Parents of such pupils, and the pupils themselves, agree to recognise the authority of staff during the visit
- There is adequate information shared to ensure the effective safeguarding of visiting pupils and pupils on roll
- The visit is for a maximum of one school day.

Permission for granting requests is entirely at the discretion of the headteacher, who is best placed to make decisions about the appropriateness of such visits.

February 2026