



TRAVELLING TO & FROM SCHOOL ALONE POLICY

October 2025



TRAVELLING TO & FROM SCHOOL ALONE POLICY – OCTOBER 2025

Mission Statement

Our school aims to be a community which reflects real Gospel values of love and forgiveness.

A community in which each individual, child or adult can work and develop in an atmosphere of mutual respect and understanding;

so as to broaden their appreciation of the world, its cultures and its people.

Study - Sanctity – Service



School Motto

Only My Best Will Do. Be Kind To One Another. Amen.



CONTENTS

1 Introduction.....	3
2 Pupils of St Sebastian’s Catholic Primary School & Nursery.....	3
Pupils in Nursery, Reception, Y1, Y2, Y3 & Y4	3
Pupils in Y5 & Y6	3
3 Roles & Responsibilities	4
The Headteacher	4
Parent Carers.....	4
Pupils	4
4 Granting Permissions	5
5 Travelling Procedures	6
6 Pupil Safety	7
7 Monitoring & Review	7



1 Introduction

At St Sebastian's Catholic Primary School & Nursery, we aim to promote pupils' independence as much as possible. We recognise that, as pupils become older, parents may wish for their children to be able to travel to and from school independently. With this in mind, the school has created this policy to clarify the procedures in place to ensure that all pupils can travel safely.

There are no laws determining the age or distance of travelling to school independently.

Parents are legally obliged to ensure their children get to school and attend regularly. As a school we are responsible for the welfare of pupils and therefore must consider what we believe is good practice in ensuring the safety of our pupils.

The aims of this policy are to:

- Clarify responsibilities of parents and the school, specifically the headteacher.
- Outline the procedures for requesting permission to travel to and from school alone.
- Establish effective procedures for travelling to and from school alone to maximise safety of pupils.

2 Pupils of St Sebastian's Catholic Primary School & Nursery

Pupils in Nursery, Reception, Y1, Y2, Y3 & Y4

Our agreed school policy is that no pupil in Nursery, Reception, Years 1, 2, 3 and 4 should travel to or from school on their own or be left on their own on the school premises either before or after school.

In addition, we will only hand over pupils to named adults or carers over the age of **16**. If school believes that the carer is under the age of 16, the parent will be contacted and asked to either collect their child or send another named adult over the age of 16.

Pupils will not be handed over to other adults unless the school has been informed by the child's parent | carer that they have made this arrangement and a password provided. If no one turns up to collect a child in these year groups they will be kept in school and parents contacted.

Pupils in Y5 & Y6

There is no set age when children are ready to travel to school or home on their own. It very much depends upon their maturity and confidence. Therefore, with regard to pupils in years 5 and 6, we believe that you as parents/carers need to decide whether your child is ready for this responsibility.

In deciding whether your child is ready to travel to school you should assess any risks associated with the route and your child's confidence.

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to travel to school independently. Travelling to school is a great opportunity to learn road safety skills. The best way to do this is to walk/cycle with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and way finding on their own, in preparation for travelling with friends or alone when they are older.



3 Roles & Responsibilities

The Headteacher

The headteacher is responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents/carers.
- Ensuring effective procedures are in place for pupils travelling to and from school alone.
- Deciding the years in which pupils may be considered for travelling to and from school alone.
- Liaising with parents/carers to establish whether individual pupils will be granted permission to travel to and from school alone.
- Deciding whether pupils will be given permission to travel to and from school alone.
- Informing parents where their child has not arrived at school to co-ordinate an effective response.

Parent | Carers

Parents/carers are responsible for:

- Adhering to the principles outlined in this policy.
- Carefully considering whether their child should be permitted to travel to and from school alone.
- Ensuring their child is aware of road safety and how to keep themselves safe when travelling to and from school.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Ensuring that their child is aware of how to access help if they encounter a problem or danger on their route or at home.
- Submitting a request via annual individual pupil | medical form to the headteacher where they wish for their child to travel to and from school alone.
- Informing the school office when their child has not returned home from school.
- Ensuring that the school has up to date contact information for the responsible persons at the address(es) the pupil will be travelling to and from.
- Notifying the school office if there is any change to the arrangements e.g. if a child is to be collected when they are usually allowed to walk home (by the parent or another person).

Pupils

Pupils are responsible for:

- Ensuring they are competent to travel to and from school alone.
- Ensuring they are aware of the principles of road safety.
- Adhering to the route for travelling to and from school alone, as outlined by their parents.
- Behaving appropriately when travelling to and from school alone.
- Making sure they arrive at school on time when travelling alone.



4 Granting Permissions

- 4.1. If parents/carers would like their child to travel to and from school alone, they are required to indicate this request via annual online pupil | medical form.
- 4.2. Parents/carers should ensure they have read this policy before requesting permission for their child to travel to and from school alone.
- 4.3. The headteacher will only grant permission to pupils in years 5 and 6 – the school's policy is that no pupils in earlier years are able to travel to and from school alone.
- 4.4. Each request will be assessed on a case-by-case basis. Requesting permission for a pupil does not automatically result in the pupil being permitted to travel alone to and from school.
- 4.5. Permission will only be granted where the parents/carers and the headteacher are satisfied that the pupil:
 - Can be trusted to travel straight to school or home from school.
 - Will adhere to the route that their parent/carer has identified.
 - Can be trusted to behave sensibly.
 - Is aware of road safety.
 - Is aware of the protocols to follow if a stranger approaches them or asks them to do something they do not want to.
 - Would know how and where to ask for help.
- 4.6. In order to consider a request, the headteacher may request a meeting with the parents/carers of the pupil to discuss the matter. If this is necessary, parents/carers will be informed in writing as soon as possible.
- 4.7. Where pupils live further than a 15-minute walk away from the school, or the headteacher has concerns about a pupil's ability to travel safely, the headteacher may not grant permission.
- 4.8. Where a request has been denied, the headteacher will contact the parent | carer and outline the reasons for this.
- 4.9. If a parent/carer wishes to appeal the headteacher's decision, they are required to follow the procedures outlined in the school's Complaints Policy.
- 4.10. Parents/carers are required to inform the headteacher of the agreed route that their child must follow.
- 4.11. If the headteacher feels the safety and welfare of a pupil is at risk at any point after granting permission, they withhold the right to withdraw their permission for the pupil to travel to and from school alone.
- 4.12. Parents/carers may withdraw consent at any point. To do so, they are required to inform the headteacher in writing.
- 4.13. The school will maintain a register of all pupils granted permission to travel alone to and from school. This is updated whenever permission or contact details are amended.
- 4.14. Only pupils named on the register will be permitted to travel to and from school alone. The register will be shared with all members of staff as necessary.



5 Travelling Procedures

- 5.1. Class teachers will ensure only children with permission to travel home alone will leave the school site without an appropriate adult.
- 5.2. If, at any time, a member of staff is concerned about the welfare of a pupil by allowing them to travel home alone, the member of staff may not permit them to leave and the parent/carer will be contacted.

- 5.3. Pupils are expected to follow the route outlined to them and advised to the school by their parents/carers. **ONCE A PUPIL LEAVES THE SCHOOL PREMISES, OR IS TRAVELLING TO THE SCHOOL, THE RESPONSIBILITY FOR THEIR WELFARE LIES WITH THE PARENTS/CARERS.**

- 5.4. Parents/carers should ensure that they, or another responsible adult, are available at their home or agreed destination point once their child arrives home from school.

The law does not say an age when you can leave a child on their own, but it's an offence to leave a child alone if it places them at risk.

Parents/carers must use their judgement on how mature your child is before you decide to leave them alone, for example at home or in a car.

The National Society for the Prevention of Cruelty to Children (NSPCC) says:

- *children aged 12 or older should only be left alone for long periods of time when both the child feels safe and the parent feels they're ready*
- *children under 12 are rarely mature enough to be left alone for long periods of time*
- *babies, toddlers and very young children should never be left alone*

<https://www.gov.uk/law-on-leaving-your-child-home-alone>

- 5.5. The school ensures that a register is taken at the beginning of the school day. If a pupil that travels alone has not arrived at school, and the school has not already been informed that the pupil will be absent, the parents/carers will be contacted.
- 5.6. A DSL will be notified of the pupil's absence and the procedures outlined in the school's Attendance Policy will be followed.
- 5.7. If a pupil is late to registration more than three times, the headteacher will hold a discussion with the pupil's parents/carers to determine whether travelling alone to school is appropriate. If necessary, the headteacher may withdraw their permission to allow the pupil to travel to and from school alone.
- 5.8. Where a pupil does not arrive home from school, parents/carers should contact the school to determine the time they left the school. **The responsibility of the pupil lies with the parents/carers once a pupil has left the school premises.**



6 Pupil Safety

In preparing pupils to travel to and from school safely, parents and carers should teach their child to:

- Always pay attention to traffic when crossing the street; never become distracted.
- Cross the road at a place where they can clearly see in all directions, avoiding crossing near parked cars or bends in the road.
- Look both ways before crossing; listening for traffic coming and keeping an eye on traffic whilst crossing.
- Look out for cyclists.
- Remember that drivers may not see them, even if they see the car/motorcycle/cycle.
- Remember that it is hard to judge the speed of a moving vehicle, so to be cautious.
- Never follow someone who is either a stranger or someone they know but who is not a designated 'safe' adult. (A safe adult is someone who has been previously agreed upon by the parent/carer and child to be safe, such as a grandparent or trusted neighbour).
- To wear high visibility clothing, especially in winter months and when visibility is reduced.
- Behave sensibly when travelling to and from school, including when with a friend.
- How to react if approached by a stranger and how to get help if needed.
- Walk straight to school and straight home, or to their designated destination (e.g. childminder).

7 Monitoring & Review

This policy will be reviewed annually by the headteacher.

Any changes made to this policy will be communicated to all staff and parents.

POLICY WRITTEN: October 2025

SHARED WITH GOVERNORS: October 2025

STAFF RESPONSIBLE: Mrs J McCormick

NEXT REVIEW: October 2026