

Kirkcaldy High School

Learner Passes Policy



May 2026



Context

Over the past 3 sessions, we have seen a significant rise in the number of young people with various passes for many reasons. Whilst some of these passes are required due to medical issues (both physical and mental), there has been an increase in requests for passes where this may not be the correct solution.

Reviewing the current situation with passes across S1-3, the following table shows the number of young people who have a pass and the type of pass. (The numbers in brackets are the numbers of learners in a year group.)

	Out of Class Pass	Time out Pass	Early Lunch Pass	Toilet Pass
S1 (242)	88	58	36	54
S2 (281)	134	78	34	90
S3 (284)	114	89	18	54

From the data, you can see that anywhere from a third to almost half of learners in each year group have a pass for various reasons.

The table below shows the number of learners who have a medical reason that may require a pass.

	Anxiety	Health Care Plans	Health Condition with possible need for pass
S1 (242)	12	6	30
S2 (281)	54	3	22
S3 (284)	26	16	38

From the data, around 5% of each year group may require a pass for a medical reason. This is much less than those currently with a pass.

We need to create a policy that supports those who require a pass for medical reasons but also ensures safety and good order for all.



Policy for out of class / learner passes

A pass to allow learners out of class / access to toilet / early lunch / time out / other will only be granted in the following circumstances:

- A genuine medical need, with accompanying evidence if required – agreed with Guidance teacher
- A valid support strategy for learners with additional support need – agreed with Guidance and Support for Learning teacher
- A valid need due to a current issue – peer concern etc. – agreed with Year Head and Guidance teacher
- All passes will be reviewed termly by Guidance teacher through House Team Meetings and communicated to learner(s) and family.
- All time out passes must have a clear plan where this time should be taken and shared on One Stop Shop.
- GIRFEC Legislation and other policies will be followed and adhered to throughout our decision-making process

Managing the misuse of Passes

- Any pupil, who is the subject of harassment arising from the misuse of passes or other concerns related to inappropriate use of passes should report the matter to their Guidance Teacher or Year Head Depute, who will investigate in accordance with the school policy.
- Pupils who misuse their pass will be subject to the following action:
 - ❖ Reported to Guidance teacher and a warning issued with follow up communication via email to parent / carer. This will be noted on our One Stop Shop and remain for a period of 2 terms.
 - ❖ If there is further misuse during the 2 terms, Year Heads will review with young person and family through a call or meeting. Agreement on future expectations and consequences to take place with outcome shared with school staff through referral / One Stop Shop.
 - ❖ Any further misuse will result in all passes being removed, subject to appeal. Appeals to be made to Headteacher. Families will be notified in writing of the outcome within 5 working days.

Further Supporting Guidance and Information

- GIRFEC - [Getting it right for every child: Policy Statement - 2022](#)
- Getting it Right in Fife Framework - [GIRIF framework 2023.pdf](#)
- UNCRC - [UN Convention on Rights of a Child \(UNCRC\) - UNICEF UK](#)
- Promoting Positive Behaviour in Schools - [Promoting Positive Relationships & Behaviour Guidance.docx](#)

This policy will be reviewed in **May 2027** in accordance with the School Development Plan and will take account of changes in legislation and advances in technology.