



Vehicle Access to School Grounds for Parents and Carers / Pupils with Disabilities Policy

Approved by: Headteacher

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1. Purpose

Milton Mount School is committed to ensuring that reasonable adjustments are made to support pupils, parents and carers with disabilities whilst maintaining the safety and security of all members of our school community.

This policy sets out the arrangements for parents and carers who request permission to drive onto school grounds because:

- They have a disability and hold a valid Blue Badge; or
- Their child or children have a disability or additional need that makes vehicle access to the school site necessary.

Access to school grounds is strictly controlled to ensure the safety of pupils, staff, visitors and other site users.

2. Scope

This policy applies to all parents, carers and family members requesting permission to bring a vehicle onto school premises during the school day, including at drop-off and collection times.

3. Eligibility

Permission to drive onto school grounds may be considered where:

- A parent or carer holds a valid UK Blue Badge due to a disability; or
- A pupil has a disability, medical condition or significant additional need which makes access to the school site by vehicle a reasonable adjustment.

Each application will be considered on an individual basis.

Having a Blue Badge or a child with a disability does not automatically guarantee permission to access the school site by vehicle. Permission will be granted only where the Headteacher determines that it is reasonable, practical and safe to do so.

4. Application Process

Parents or carers wishing to request vehicle access must:

- Submit a request by completing this form: [Vehicle Access to School Grounds - Permission Request Form – Fill out form](#), which will be considered by the Headteacher.
- Provide supporting evidence where requested.
- Present a valid Blue Badge if applying on the basis of their own disability.
- Provide relevant medical or professional evidence where vehicle access is requested to support a child with a disability or additional need, where appropriate.

The school reserves the right to request updated evidence if circumstances change or when permissions are reviewed.

5. Authorisation

The decision to permit vehicle access to school grounds rests solely with the Headteacher.

Only those individuals who have received written confirmation from the Headteacher will be authorised to drive onto school premises.

Permission may be:

- Granted for a specified period;
- Subject to review at any time;
- Withdrawn if the conditions of this policy are not followed or if circumstances change.

The Headteacher's decision is final.

6. Permit System

Where permission is granted:

- The school will issue a vehicle access permit.
- The permit must be clearly displayed in the front windscreen of the authorised vehicle whenever it is on school premises.
- The permit confirms that the driver has received permission from the Headteacher to access the site.
- Permits are non-transferable and may only be used by the authorised individual and vehicle(s) agreed with the school.

Lost permits should be reported to the school immediately.

7. Conditions of Access

Access times to the school grounds at the start of the school day for 'drop off' and end of the school day for 'pick up' are as follows:

- 08:30am to 09:00am for 'drop off'.
- 15:00pm to 15:30pm for 'pick up'.

All authorised drivers must:

- Drive with extreme caution at all times.
- Adhere to any designated routes, parking areas and instructions provided by school staff.

- Observe the school site's speed limit, or where none exists, drive at walking pace.
- Give priority to pedestrians at all times.
- Switch off engines when parked.
- Follow all safeguarding, health and safety and site security procedures.

Authorised access does not guarantee a reserved parking space unless specifically agreed by the school.

8. Safety and Safeguarding

The safety of pupils remains the school's highest priority.

Vehicle access may be restricted or temporarily suspended during:

- Emergency situations;
- School events;
- Building works;
- Periods of increased pedestrian activity; or
- Any circumstance where the school considers vehicle access to present a safety risk.

All drivers must comply immediately with instructions given by school staff.

9. Withdrawal of Permission

The school reserves the right to withdraw permission to access school grounds if:

- False or misleading information has been provided;
- The Blue Badge or supporting evidence is no longer valid;
- The permit is misused or used by an unauthorised person;
- The driver breaches school safety requirements; or
- Continued access is no longer considered appropriate or safe.

10. Data Protection

Any personal information and supporting documentation provided as part of an application will be handled in accordance with the school's Data Protection Policy and UK data protection legislation.

Only information necessary to assess and administer applications will be collected and retained.

11. Monitoring and Review

This policy will be reviewed regularly to ensure that it remains effective, fair and compliant with relevant legislation and guidance.