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ACCESS TO SITE POLICY

November 2026

Status	Current	**Approval**	FGB
Review frequency	Annual	**Author (role)**	Headteacher
Date first introduced	October 2016	**Date last approved**	November 2026
Date of next review	November 2027	**Date withdrawn**	N/A

Rationale
Keeping children safe is a key priority of the schools who share the Foxhills Campus (Pre-school, Infant and Junior). Due to the restricted number of allocated parking spaces and bays, and the large number of children who enter and leave the site each day, it is essential that we restrict and regulate access to and parking on the site.

Staff, governors, parents of children who attend the three schools, and visitors who are eligible for an 'access pass' must abide by this policy. These regulations are designed to maintain the safety of our children and all health and safety requirements placed on educational settings. This document sets out our Policy.

Access to the School site
The school's site is private property and the driveway is not a public highway. No vehicle has an automatic right to enter the school site, at any time, unless the driver has an access pass or has permission to enter the site (as set out in the policy below).
We must keep children and adults safe on our school site at All times by managing the amount of on- site traffic, particularly during the start and end of the school day.

Who is authorised to access the school site
- Staff and service providers.
- Blue Badge Holders: A reasonable adjustment is made for drivers who hold a blue badge (see below).
- Temporary access pass holders (see below).
- All other drivers must park and stride.

Note: Access to the school site may, on rare occasions, be restricted to all pass holders, for example, when the car park is totally full or when a situation/ event occurs on site that places visitors/ children in danger.

Blue Badge Holders
- Blue Badge holders qualify for an access fob. There is £5 deposit required which is refunded when the fob is returned to the school Office.
- Other, pre-registered, Blue Badge holders can use the intercom system to gain access to the school site. their vehicle with the respective school office.
- Vehicle access is only granted to the person who holds the Blue Badge. No other adult is permitted to enter the school site via a vehicle.
- Blue Badge holders must drive with caution (5mph) and give priority to cyclists and pedestrians at all times.

When vehicles are on the school site, drivers must
- Blue Badge holders must drive at 5mph in order to cautiously adhere to our **'safe and slow'** speed limit, at all times, during restricted access times (8:00am to 8:45am AND 3:00pm to 3:25pm)
- respect the rights of pedestrians at the crossing points
- park safely, within marked bays, and must not obstruct other vehicles

Temporary permission to access the site
In special circumstances, schools will allow temporary access to non-Blue Badge holders, (for example, where a child has sustained an injury that restricts them walking), but only when permission has been agreed, in advance, by the nursery or either school.

In all cases, temporary passes are issued for a limited period only. This will allow the parent to seek alternative means to drop-off and collect children. Schools are unable to grant access to the site on a longer-term basis without an official Blue Badge.

- To minimise the movement of cars on site, parents with temporary permission to access the site must not drive their vehicle during the following times: **8:20am to 8:45am** **3:00pm to 3:20pm**
- Non-Blue Badge holders who arrive at the barrier during these times will be refused access.

Applying for an Access fob

For all schools on the site, please complete the Registration Form and return to the school office.

Collecting children from after-school Clubs at the Junior School

Parents must park and stride - only authorised users may enter the site (see above)

Parents who use New Forest Childcare: the entrance barrier closes at 8:15am and re-opens at 4:45pm. Parents can access the school site outside of these times, but must

- drive very slowly (5mph) along the driveway, and give way to pedestrians and cyclists
- park in a marked bay/ in a sensible way so as to not block traffic flow

Staff who work in clubs

- may only park on site on the condition that there is available parking. If the car park is full club staff are permitted to drive in to drop-off their equipment but must then drive off-site again and park off-site.
- cannot enter during restricted times, must adhere to the 'safe and slow' speed limit, and must not block in other cars

Responsible Parking

All vehicles must be parked responsibly in a marked bay. The rights of other drivers and pedestrians must be considered at all times. Drivers must avoid restricting access to the site and/ or other vehicles.

Mobility Scooters

Access for mobility scooters will be as per Blue Badge holders. They must use the road way and should park in a safe place in the car park, as near as possible to the school entrance. Mobility scooters must not be used on the pathways, under any circumstances, as these are too narrow to accommodate the volume of users.

Revoking an Access Pass

The School reserves the right to revoke access to the campus for drivers who do not adhere to our policy, demonstrate irresponsible driving* or who demonstrate other antisocial behaviours. Access may be revoked within 24 hours of an event, regardless of whether they are a pass holder of any kind, including visitors to one of our Schools. A driver will no longer be able to access the site once the Pass has been withdrawn.

** Irresponsible driving is defined as examples of excessive speed, reckless driving, driving the wrong direction around the one-way system and causing an obvious obstruction through parking or waiting. This definition is not exhaustive and any incident where safety is compromised by a driver's behaviour will be considered irresponsible.*

Exceptions

Access to the site without an Access Pass may be granted in exceptional circumstances, for example, when a parent has been asked by the school to collect a sick child from the school. However, parents who have appointments or meetings with school staff during the day must park off site and walk in to school.