

# Our Lady and St Patrick's College, Knock



## Study Leave Policy

### Policy Details

Legal Status	Adopted	Version Date	Last Review	Next Review	Responsible
Non-Statutory	3 <sup>rd</sup> June 2026	June 2026	June 2023	June 2029	Ms McCarthy

### Related Documents and Location

1. Attendance Policy for Students
2. School Development Plan
3. DE Circular 2025/09 (as amended) - Attendance Guidance & Absence Recording by Schools

All policies are available on the College Website and Private Folders.

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## **1. Introduction**

The allocation of Study Leave is important to ensure students reach their potential and have sufficient time to prepare independently for public examinations. To enable our school to record and monitor Study Leave in a consistent way, the College adheres to the guidance provided in the annual Department of Education Circular - Attendance Guidance & Absence Recording by Schools.

## **2. Aims**

1. To ensure students reach their full potential through the allocation of Study Leave.
2. To provide students with sufficient time to prepare independently for public examinations.
3. To provide suitable supervised study facilities throughout the academic year and the public examination period.
4. To provide information and guidance on designated Study Leave and study facilities to students, parents/guardians and staff.

## **3. Allocation of Study Leave**

Decisions on Study Leave for each academic year will be made by the College's Senior Leadership Team. Students may study at home during this period or avail of the supervised study facilities provided by the College.

Appropriate dates for Study Leave for Years 11-14 will be selected by the Senior Leadership Team following careful consideration of the timetable for public examinations. Parents will receive a minimum of three weeks' notice in writing from the Principal that Study Leave is being awarded to students.

Year 11 students will receive a period of Study Leave during their GCSE module examinations in May/June. In addition, supervised study will be provided for Year 11 students in the College the day before a GCSE module examination, and also on the morning of the examination if it is scheduled for the afternoon session. Year 11 parents will receive a minimum of three weeks' notice in writing from the Principal of the study arrangements for the Year 11 modules.

Study Leave is not normally used for students in Years 8-10 during internal examinations in May/June. However, short periods of supervised study are provided in the College as part of the internal examination timetable for Junior School.

## **4. Recording of Study Leave**

Study Leave for public examination candidates (Years 11-14) during the public examination period will be recorded as S (Study Leave).

The Student Secretary has responsibility for recording Study Leave each day during the public examination period.

## **5. Role of the School**

Supervised study facilities are provided in the Sixth Form Study and the College Library throughout the academic year. During the public examination period, Year 11-14 students are encouraged to attend school to study in the Sixth Form Study or the College Library. It is compulsory for students to sign the attendance register in the Sixth Form Study/College Library when on the premises during the public examination period. The Head of Senior School and the Head of Upper School will oversee the provision of supervised study during the public examination period.

**6. Role of Parents/Guardians**

Parents/Guardians should ensure that students only take Study Leave as outlined in written correspondence from the Principal. Any other absence to study at home is considered unauthorised and is not acceptable to the College.

**7. Role of Students**

Students are expected to adhere to Guidelines outlined in Use of Study and Library (Appendix 1) when utilising the College’s supervised study facilities. When attending the College during the public examination period, students are required to adhere to all College Rules for Students as outlined in their Student Planner, including rules on uniform and appearance.

**8. How to Raise a Concern or Make a Complaint about the Administration of this Policy**

If you have a concern or complaint about the administration of this policy please contact Ms McCarthy, Vice Principal, in the first instance. If necessary, you may then access and follow the College’s Complaints Procedure which is available on the College website at [www.knock.co.uk](http://www.knock.co.uk). Should you remain dissatisfied with the College’s response after completing the internal complaints procedure, you can bring your complaint to the Northern Ireland Public Services Ombudsman within six months. Contact details for the Northern Ireland Public Services Ombudsman are provided on Page 8 of the Complaints Procedure.

Signed: Mr Leo O’Reilly  
(Chairperson of Board of Governors)

Date: 3<sup>rd</sup> June 2026

Signed: Miss Deborah McLaughlin  
(Principal)

Date: 3<sup>rd</sup> June 2026



## Use of Study and Library

The Study and Library are places of **silent study**. Students must respect this and cooperate fully with the supervisors or else face serious sanctions. Please abide by the following rules:

- Year 13 students must go to the Library for Study. Year 14 students must go to the Sixth Form Study.
- Enter and leave the Study and Library **in silence**.
- Sign the register in either the Study or the Library.
- If you wish to leave the room for any reason, you must ask the supervisor's permission.
- If you wish to work in another department, you must sign out in the appropriate book and sign in in the subject department.
- You are expected to comply with College Uniform Policy at all times.
- You must not leave the Study or Library early, especially before break, lunch or at the end of the period 11.
- You are not permitted to eat in the Study or Library. You may, however, drink water.
- Supervisors will keep a log of the number of times a student has been told to keep quiet. On the third occasion the student will be reported to the Head of Year or Head of School and a sanction will be applied.
- You are not permitted to play games on the computers in the Study/Library. Any student who disobeys this rule will be told to log off immediately and move into the seating area of the room away from the computers.