



Arrivals and Departure Policy

Review Date	Reviewer	Approved By	Date Approved	Implementation Date
Spring 2025	Mrs K Bushby	Academy Committee	Spring 2025	Spring 2025
Spring 2026	Mr C Harrison	Academy Committee	Spring 2026	Spring 2026
Spring 2027				

Changes to this Policy		
Issue No:	Date	Description
2	Spring 2025	No Changes
3	Spring 2026	KS1 and KS2 finishing times Early departure After school clubs – SLT present

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1. Aims

This policy ensures:

- The safe arrival and departure of all children.
- Clear procedures for children arriving late or leaving early.
- Robust safeguarding arrangements to account for all pupils at all times.

2. Arrival Procedures

School Start Time: 8:45am- 8:55am **Gates Open:** 8:30am

- The main car park gates will be closed from 8.30 to 9.05am and from 3pm to 3.30pm.
- Children and parents/carers are welcomed by staff at the gates to the playground from 8:30am.
- Children enter school at 8:45am and go straight to their classrooms for registration. Attendance is recorded electronically using SIMS.

Late Arrivals

- Electronic registers close at 8:55am.
- School Gates close at 8:55am. Any child arriving after 8:55am must report to the school office with their parent/carer and sign in via the electronic system.
- The office records the reason for lateness and updates SIMS.
- Persistent lateness will be followed up by the Attendance team and may trigger support or referrals.

3. Departure Procedures

End of Day: KS1: 3:15pm KS2: 3:20

- Teachers bring their class to the designated collection points.
- Children are handed over to a known adult. Staff must see the adult before releasing the child.
- Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.
- Any changes to collection arrangements must be communicated to the school office by 2:30pm.
- If no one arrives after 10 minutes to collect a child, they will be taken to the office while staff contact parents/carers.
- If no one arrives to collect a child and the parent or other nominated adult cannot be contacted within half an hour of the end of the school day, the school will contact the police and social services to inform them we have an uncollected child on the premises.

4. After-School Clubs

- Registers are taken at the start of each club.
- Club leaders release children to parents/carers from the designated collection points.

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- All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home.
- Any child not collected promptly will be taken to the office to contact parents. A member of SLT will be present to take over this process.

5. Independent Departures (Year 5/6)

- Parents/carers must give written consent if they wish their child to walk home alone.
- School reserves the right to refuse if there are safeguarding concerns.

6. Early Departures

- The school strongly discourages early departure during the school day, except for unavoidable reasons such as medical appointments.
- Parents/carers are expected to notify the school in advance and provide a reason for early collection wherever possible.
- Parents/carers collecting a child during the school day must report to the school office, sign the child out, and wait for the child to be brought to them.
- Where a child is collected without a reason deemed unavoidable, the time missed may be recorded as an unauthorised absence.
- The school reserves the right to monitor patterns of early collection and take appropriate action where this impacts attendance or raises safeguarding concerns.

7. Safeguarding

- Children will only be released to individuals named on their contact list unless the parent/carer informs the school otherwise.
- If staff have concerns about an individual collecting a child, they will not release them and will contact the Designated Safeguarding Lead immediately.

8. Monitoring and Review

- Attendance and punctuality are monitored daily.
- Persistent concerns are addressed with families.
- This policy is reviewed annually or sooner if guidance changes.