

Arrivals and Departures Policy (Primary)

Review date: February 2026
Date of next review: February 2028

Review history

Review Date	Reviewer	Approved by	Date approved	Implementation
February 2026	Headteacher	Executive Headteacher	February 2026	February 2026
February 2028				

Recent revisions

Issue No.	Date	Revisions made
1	February 2026	New policy

1. Purpose

This policy sets out the Sacriston Academy expectations for the safe and efficient arrival and departure of primary pupils within the Trust.

2. Admission and Attendance Procedures

2.1 Registers

- Schools must record attendance using the Trust-approved MIS (e.g., SIMS/Arbor).
- Registration opens and closes according to school-specific times:
AM Registration: Nursery / Year 2 / Year 3 / Year 6 8.40am, Reception / Y1 / y5 8.45am, Year 4 8.50pm.
PM Registration: Reception 12.45pm all other classes 1pm
- Registers must be submitted promptly by teaching staff.
- Administration teams must run missing marks reports and complete first-day response procedures by 9.30am.

2.2 Late Arrivals

- Pupils arriving after the close of registration must be signed in at the school office by a parent/carers or responsible adult.

- Office staff must record the late mark on the MIS.
- Schools may choose to escort late-arriving pupils to class or allow them to walk independently depending on age and site layout.

2.3 Early Departure / Medical Appointments

- Pupils being collected during the school day must be signed out by an authorised adult.
- The adult must be on the pupil's approved contact list.
- Any concerns regarding collection arrangements must be referred to the Designated Safeguarding Lead (DSL).

3. Arrivals (Start of the school day)

3.1 Gate Management

- **Gate Location:** Our gates are at the top of school lane beyond our arrival plaza.
- **Opening Times:** Top gates are open at 8.40am and close at 8.50am
- Gates should be supervised by facilities/administrative/SLT staff to ensure pupil safety.

3.2 Arrival Timings

- Arrival times are as follows:

Nursery	8.40am
Reception	8.45am
Year 1	8.45am
Year 2	8.40am
Year 3	8.40am
Year 4	8.50am
Year 5	8.45am
Year 6	8.40am

3.3 Staff Responsibilities

- Teaching staff greet pupils on arrival.
- Designated staff (e.g., TAs) supervise entrance doors and close them at 8.50am.
- Class teachers complete final headcounts once pupils enter the classroom.

- Any safeguarding or pastoral concerns raised by parents should be passed to relevant staff or the DSL.

3.4 First Day Response

- Schools must attempt contact with families of pupils absent without explanation by 9.30am
- Concerns or failed attempts at contact must be escalated to the DSL.

4 Departures (End of the school day)

4.1 Departure Timings

- Departure times are as follows:

Nursery	11:40am
Reception	3.15pm
Year 1	3.15pm
Year 2	3.10pm
Year 3	3.10pm
Year 4	3.20pm
Year 5	3.15pm
Year 6	3.10pm

4.2 Gate Opening and Site Access

- The bottom pathway gate is open at all times for access to school site and for parents/carers to enter designated waiting areas.
- Parents may access specified yards/playgrounds but must remain at a safe distance from exit doors.

4.3 Handover of Pupils

- Pupils should only be released to named, authorised adults over the age of 16.
- Any changes to collection arrangements must be verified by office staff using a **call-back system** with a password or other approved safeguarding procedure.
- Where a parent is late, schools should follow their local late-collection procedure, including a defined supervision point (e.g., the school office).

4.4 Independent Travel (Year 5 and Year 6)

- Schools may allow Year 5 and 6 pupils to walk home with written parental consent.
- Any concerns about safe travel must be escalated to the DSL

4.5 Missing Pupils

If a pupil cannot be located at collection time:

1. Inform DSL immediately.
2. Identify the staff member who dismissed the child.
3. Initiate internal search procedures.

5 Gate and Site Access Management

5.1 Standard Gate Opening Times

Time Window	Purpose
7.50am	Breakfast Club
8.40am	Main school arrival
11.40am	Nursery Collection
3.10pm	End of day departure

5.2 Vehicle Gate / Delivery Gate Arrangements

- All gates in the school lane are locked between the hours of 8.20pm and 3.30pm. Any deliveries during this time are risk assessed, and access granted if timings are appropriate.

6. Breakfast Club and After School Procedures

6.1 Morning Provision

- Site access opens at 7.50am for breakfast club.
- Parents must accompany children to the designated entrance.

- Staff sign in pupils and pass on any important messages.

6.2 Transition to Classrooms

- Breakfast club staff must complete a headcount before escorting pupils to class at 8.35am.

6.3 After School Clubs

- Clubs finish at 4.15pm.
- Pupils must be collected by an authorised adult unless alternative arrangements have been approved by the DSL.

7 Behaviour and Parent Conduct

- Parents/carers must wait on the school yard, standing along the fence boundary for KS2 and wait in line to collect EY and Year 1 pupils.
- Dogs (except assistance dogs) should be kept off site.
- No vaping/smoking.
- No filming/photography.
- Respectful conduct
 - Any confrontation: staff withdraw, call SLT, record on [CPOMS].

8 Contingency and Critical Incidents

8.1 Severe Weather

- Paths and entrance gritted as appropriate in icy conditions.

8.2 Lockdown / Evacuation

- Follow schools lockdown procedures.

8.3 Gate Failure / Staff Absence

- Cover staff in place if staff responsible for opening and closing gates are absent.
- If gates fail to open, alternative entrance and exit gates are accessible.

9 Safeguarding

- All arrival and departure procedures operate within the Trust's safeguarding and child protection policies.

- All concerns must be reported to the DSL or deputy DSL without delay.

10 Linked Policies

This policy operates alongside:

- Safeguarding
- Attendance
- Behaviour and Rewards
- Lockdown Policy