

Meriden Church of England Primary School



Admissions, Arrivals and Departures Policy

This policy is part of the school's policies for safeguarding children. Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded in a separate register held in the office, which all parents must sign when children are taken from the premises earlier than the usual sessions. Similarly, when a child arrives late, parents must sign the record held in the office. The register will be kept in an accessible location in the office at all times.

Records of daily registers are kept by the school for the recommended years by Local Authority.

The school's designated persons for safeguarding children, the Head Teacher, Lucy Winkler, and her deputy DMS, Sarah Parker will ensure alternative providers are fully informed of children with open Child Protection [CP] files.

Arrivals

Members of staff will be on duty in the KS2 playground from 8.50 am – 9.00 am each day. Children in Foundation Stage can go straight into the classroom at 8.50am in order that information can be shared between home and school at the beginning or end of each session to ensure children's welfare is given high priority.

Parents of children in Keys Stage 1 [KS1] and Key Stage 2 [KS2] will be asked to make an appointment at the office to discuss any concerns etc with the member of staff.

At the start of the school day, a member of staff will record the child's attendance in the daily register which is taken through SIMS. Any children arriving after the school gate has been locked **MUST** come into school via the front reception door and register with the office staff.

Office staff will endeavour to contact parents of any children not accounted for by 10am, to ensure the parent knows the child is absent and unable to attend, ensuring parents and school know where children are at all times.

Looked After children [LAC] and children with CP plans who are absent will be notified to the Head Teacher as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school will inform the attendance officer of any child who has unsatisfactory attendance [below 90%] and a pattern of non attendance on certain days of the week.

School will be responsible for children using the coach once they have entered the school gate – the coach escort will ensure they enter the school grounds safely.

Gates

There will be two members of staff on gate duty from 8.50 until 9.00 to ensure children are kept safe. However, when it is raining only one member of staff will be present as teachers will be needed to supervise children in the classrooms. The main gates to the playground and early years will be locked at 9 am. The main pedestrian gate at the front of the school will be used during the day to restrict access and protect the staff and children.

At 3.20 pm the main gate will be unlocked and opened. The top playground gates will be locked at 8.30am and unlocked for staff to exit the site at 3.30pm but will remain closed. Children are not allowed to use the top gates at any time.

Departures

Teachers will escort their own class out of school every night. KS1 children will be escorted to waiting parents/carers at the main gate. Foundation unit children are kept in classrooms until their parent/carer has arrived to collect them. All children not collected within 5 minutes are to be brought into school where it is safe and warm by their teacher.

All children in KS2 are to be taught to return to school if the person collecting them is not at the designated place.

If the children are to be collected by someone other than the parent/carer, this must have been pre-arranged (preferably in writing) before the end of the school day. The adult nominated to collect a child must be one of those named by the parent.

Permission and arrangements for children leaving the school at the end of the day will be a matter for discussion between the school and parents/carers, based on an understanding of a child's age, maturity and previous experience. Parents are invited to make their preference known for KS2 children as some parents wish their children to walk home alone. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

All children must be collected from clubs by an adult unless written permission is given for the child to walk home.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

School staff will escort children using the bus to the coach doors once the register has been taken and all children are accounted for. Once on the coach, the escort will take responsibility for them.

Date ratified: _____

Review date: _____

Chair of Governors _____