



**ENDEAVOUR**  
ACADEMY

## **Arrival and Departure Policy**

**(Autumn 2024)**

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.

### **Arrivals**

Children in **Year 4 or below** are expected to be brought to school by their parent/carer or another authorised adult and remain the responsibility of these adults until admitted into the school building. Children in **Year 5 and Year 6 (UKS2)** may walk to school unaccompanied, provided the school has received written consent from their parent or carer. Any mobile phones brought to school must be switched off and handed in at the school office before children enter the playground. If an unaccompanied child repeatedly or seriously misbehaves while travelling to school or once onsite before the start of the school day, the school will request that a parent or authorised adult accompanies them to ensure their and/or others safety and wellbeing.

Children may be signed into **Breakfast Club between 8:00am and 8:30am** each day. Children arriving after 8:30am will not be admitted and will remain the responsibility of their parent or authorised adult, who must stay with them until the school doors open at 8:40am.

Staff are responsible for ensuring that accurate records are kept of all children on site, and that any arrival to or departure from the premises is recorded at the Office. Daily registers are retained for the period recommended by the Local Authority.

Members of staff will be on duty at the main entrance doors from **8:40am–8:50am** each day to support a safe and positive start to the day. During this time, brief information may be shared between home and school. If parents or carers require more time to discuss concerns or share detailed information, they are politely asked to pass the information via the school office or make an appointment to speak to the teacher again via the school office. This allows staff to remain focussed on safeguarding and supporting pupils as they arrive.

Teaching staff will be available in classrooms to greet children and ensure a positive start to learning. A member of staff will record each child's attendance in the daily register, which closes at **9:00am**. Children arriving after the doors have closed must enter via the school office and be signed in by a parent, carer or authorised adult (unless the child is in UKS2 and has written permission to walk to school unaccompanied).

The attendance officer will endeavour to contact parents or carers of any child not accounted for by **9:30am**, to confirm that the child is safe and to ensure both home and school know the child's whereabouts.

Looked After Children (LAC) and children with Child Protection (CP) plans who are absent will be reported to the Designated Safeguarding Lead (DSL) or the Deputy DSL, as a matter of priority. The DSL will inform the child's social worker of the absence and any reason given. Where parents or carers of a child with a social worker cannot be contacted, the school will work with the social worker, police and other relevant agencies to coordinate an appropriate safeguarding response, depending on the level of risk.

Parents and carers of children attending alternative provision must inform both the school and the alternative provider if the child is going to be absent.

The attendance officer will inform the Principal of any child whose attendance is a cause for concern (92% or below), or where a pattern of non-attendance on particular days has been identified.

## Gates

The main school gate and KS2 gate (middle gate to the KS2 playground) will operate to the following schedule each day:

|                  | Arrivals | Departure                   |
|------------------|----------|-----------------------------|
| Main gate open   | 8.00am   | 11.25am (Nursery)<br>3.00pm |
| KS2 gate open    | 8.30am   | 3.15pm                      |
| KS2 gate locked  | 8.55am   | 3.45pm                      |
| Main gate locked | 9.00am   | 4.30pm                      |

Only the pedestrian gate at the front of school will be in use during the day to restrict access to the site and protect the children and staff.

## Departures

Classes will depart each day from the following collection points and should be collected promptly at 3.15pm (or 11.30am for Nursery)

| Class   | Collection point                          |
|---|---|
| Nursery   | Classroom door                            |
| Reception   | Classroom door                            |
| Years 1 and 2 (KS1)   | Hall doors                                |
| Years 3-6 (KS2)   | KS2 playground                            |
| Children in Years 5 and 6 with written consent to walk home | Exit via front of school pedestrian gate. |

**At departure time, teachers' priority is the safeguarding and safe dismissal of all pupils. Parents and carers are therefore expected to wait until every child has been collected if they wish to speak with staff.**

If a child is to be collected by someone other than the usual parent, carer, or authorised adult, this must be communicated to the school office **before 2:45pm**. Notification can be made in person, by telephoning the school (0161 368 3366 -please note that phone lines and the office counter are often very busy at this time), or by sending a message via the My Child At School (MCAS) app.

Any child not collected by 3:25pm will be taken back into school by staff to wait in a safe, supervised environment.

Only adults—or individuals in Year 12 or above—are permitted to collect children. Pupils from Nursery to Year 4 must be collected from school. Pupils in Years 5 and 6 may walk home independently only when school has received written consent from the parent or carer. The school reserves the right to refuse or withdraw permission for a child to walk home alone if there are concerns about their safety or wellbeing, or if the distance is judged to be inappropriate.

If a child needs to be collected before the end of the school day, the school must be informed **no later than the morning of the appointment**, and relevant appointment evidence (e.g., letter/card/text) must be shown to the school. On arrival, the parent or carer should report to the school office; the child will then be brought by staff to the reception area.

### **Departure form after-school clubs**

All children attending after school clubs must be collected from the hall doors by an adult (or individual in Year 12 or above) unless the child is in Year 5 or 6 and written permission has been provided for them to walk home independently. If someone other than the usual named parent, carer, or authorised person arrives to collect a child from club without prior notice, the school will contact the parent or carer and will await their instruction before releasing the child.

### **Late collection at the end of the school day or from after school clubs**

If a parent, carer, or nominated adult is going to be late, the school office must be informed as soon as possible. If no authorised adult arrives to collect a child, and if the parent/carer or listed emergency contacts cannot be reached within **30 minutes** of the end of the school day or within **20 minutes** of the end of a club, the school will make a home visit (if appropriate and dependent on the distance). If the child is still uncollected, school will contact **Children's Social Care** to report an uncollected child in line with safeguarding procedures.