

Arrivals and Departures Policy



Policy Revised: May 2026

Next Review: Annual – June 2027

Date Ratified by LGB: June 2026

This policy forms part of the Barnes Infant Academy's safeguarding procedures.

Introduction

Barnes Infant Academy is committed to ensuring that all children arrive safely and are collected safely at the end of each school day. Clear procedures are in place to support the safeguarding, wellbeing and smooth transition of all pupils during arrival and departure times.

Admissions

It is the responsibility of staff to ensure that an accurate record is kept of all children in the Academy and that any arrival or departure to and from the premises is recorded using the electronic signing-in system held in the main office.

Parents/carers must sign children out if they are collected earlier than the end of the school day. Similarly, when a child arrives after registration, they will be classed as late and parents/carers must sign them in using the electronic system in the main office.

This process will be supplemented by regular head counts throughout each session.

Records of daily registration will be retained in line with current Records Management Guidelines. SLT and our school Family Liaison Officer will monitor this closely.

Arrivals

Nursery Reception classroom doors will open from 8:45am until 8:55am.

Nursery classroom doors will open from 12:15 for children attending afternoon sessions only.

Key Stage 1 classroom doors will open from 8:50am until 9:00am.

Staff will be available on the yard each morning and a member of staff will be present in each classroom to welcome children safely into school. This allows important information to be shared between home and school and ensures children's welfare remains a high priority.

Parents/carers should not arrive too early unless dropping off siblings. Children must remain with their parent/carer and be supervised at all times whilst on the school premises before the start of the school day.

Children should line up calmly and sensibly so that they are ready to begin learning promptly. Class teachers and support staff will collect children from the designated line-up areas and escort them safely into their classrooms.

During periods of poor or inclement weather, children may be invited to filter into school gradually before the official start time to ensure a safe, calm and orderly start to the day. This will be managed by Academy staff as appropriate.

Children remain the responsibility of their parent/carer until they enter the school building.

Parents/carers should not leave the school grounds until they have seen their child safely enter school.

For safety reasons, after children have lined up following the bell, parents/carers and family members should step back to allow children enough space to enter school independently and safely with their teacher.

On arrival to the classroom, a member of staff will immediately record the child's attendance on the daily register.

Any child arriving after the designated start time (8:55am for Nursery and Reception and 9:00am for Key Stage 1) must enter the Academy via the main reception entrance and be signed in by a parent/carer using the electronic signing-in system. Registers close at 09:10.

For any child not accounted for by 9:30am, the office staff will endeavour to contact parents/carers to ascertain the reason for absence.

Departures

Nursery and Reception children will be dismissed at 3:15pm.

Nursery children attending morning sessions only will be dismissed at 11:45am.

Key Stage 1 children will be dismissed at 3:20pm.

All children must be collected by a named adult at the end of the school day. Each child will be handed over directly to their parent/carer or authorised adult by a member of Academy staff.

If a child is to be collected by somebody other than their parent/carer, this must be communicated to a member of staff before collection.

Parents/carers are required to provide the Academy with details of adults authorised to collect their child. Only adults aged 16 years and over will be permitted to collect children.

Staff may request photo identification if they are unfamiliar with the adult collecting the child.

No adult other than those authorised by the parent/carer will be permitted to leave the Academy with a child. In the event that an unknown adult arrives without prior

agreement, the Academy will contact the parent/carer immediately before releasing the child.

Children attending clubs or wraparound provision must also be collected by an authorised adult.

If a parent/carer or authorised adult knows they will be delayed, they should inform the Academy as soon as possible.

Any child not collected within 10 minutes of the end of the school day will be brought back into the building by the class teacher or another member of staff. Parents/carers and additional emergency contacts listed on the child's collection information will be contacted.

If a parent/carer or authorised adult knows they are going to be delayed collecting their child, they must inform the Academy as soon as possible.

If a child is not collected within 15 minutes of the end of the school day, staff will attempt to contact the child's parent/carer using the contact details held on file. If contact cannot be made, the Academy will begin contacting the emergency contacts provided for the child in order to establish the reason for the delay and expected collection time. Where possible, messages will be left requesting an immediate response.

During this time, the child will remain safely supervised by Academy staff.

The Headteacher, or a designated senior member of staff, will be informed of any child who has not been collected within this timeframe. Repeated late collection, or situations where the Academy is unable to make contact with a parent/carer or emergency contact, may be treated as a safeguarding concern and dealt with in line with the Academy's safeguarding procedures.

Repeated late collection may result in further meetings with parents/carers in order to ensure appropriate collection arrangements are in place.

At the end of the school day, parents/carers should stand an appropriate distance away from the class line so that children can clearly see the adult collecting them and staff can hand children over safely.

Parents/carers must ensure that all emergency contact details and authorised collection information remain accurate and up to date.