

Arrivals and Departures Policy (Primary)

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 Diamond Hall Junior 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: Year 3 and Year 5 – 08:40, Year 4 and Year 6 – 08:45
PM Registration: Year 3 and Year 4 – 12:30, Year 5 and Year 6 – 13:30
- Registers must be submitted promptly by teaching staff.
- Administration teams must run missing marks reports and complete first-day response procedures by 09:30

2.2 Late Arrivals

- Pupils arriving after the close of registration must be signed in at the school office by a parent/carer 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

- Schools must specify which gates are used for arrival and their opening times:
- **Gate Location: School Yard Main Gate**
- **Opening Times:** 08:35am – 08:45am
- Gates should be supervised by facilities/administrative/SLT staff to ensure pupil safety.

3.2 Arrival Timings

- Arrival times are as follows:

Year 3	8.35am
Year 4	8.40am
Year 5	8.35am
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 08:45
- 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 09:45
- 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:

Year 3	15:10
Year 4	15:15
Year 5	15:10
Year 6	15:15

4.2 Gate Opening and Site Access

- Gates open at 15:10pm 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
08:35 – 08:45	Main School Arrival
15:10 – 15:30	End of day departure

5.2 Vehicle Gate / Delivery Gate Arrangements

- Schools Gates leading to the Yard are locked from 08:45 until 15:10
- Main Entrance Gate is locked from 08:35- 08:50 and 15:00 – 15:25

6 After School Clubs

- Clubs finish at 16:15
- 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: remain behind the marked line.
- 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

- Activate Wet/Ice Plan (grit priority paths; open alternative entrances; deploy extra staff).

8.2 Lockdown / Evacuation

- Follow schools lockdown procedures.

8.3 Gate Failure / Staff Absence

- Another Gate leading to yard would be used in the event of gate failure
- Staff Absence would be covered with alternative staff

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