

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	Governance Manager	Executive Board	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 Meadowdale 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: 8.35am - 8.45am
PM Registration: 1.00pm
- Registers must be submitted promptly by teaching staff.
- Administration teams must run missing marks reports and complete first-day response procedures by 9.00am

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

- **Gate Location:** Main Pedestrian Gate
- **Opening Times:** 07:30 – 08:15
- **Opening Times:** 08:35 – 17:00

- **Gate Location:** Gate to the school yards
- **Opening Times:** 07:30 – 08:15
- **Opening Times:** 08:35 – 08:50
14:40 – 15:30

- Gates should be supervised by facilities/administrative/SLT staff to ensure pupil safety.

- **Gate Location:** Yard Gate next to Meadowdale Park
- **Opening Times:** 8:35 – 8:50
15:05 – 15:30
- Gates should be supervised by facilities/administrative/SLT staff to ensure pupil safety.

3.2 Arrival Timings

- Arrival times are as follows:

Nursery	8.45am
Reception	8.45am
Year 1	8.45am
Year 2	8.45am
Year 3	8.45am

Year 4	8.45am
Year 5	8.45am
Year 6	8.45am

3.3 Staff Responsibilities

- Teaching staff greet pupils on arrival.
- Designated staff (e.g., TAs) supervise entrance doors and close them at 8:50
- 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 9.10am
- 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	14:45
Reception	15:15
Year 1	15:15
Year 2	15:15
Year 3	15:15
Year 4	15:15
Year 5	15:15
Year 6	15:15

4.2 Gate Opening and Site Access

- Gates open at 14:40 for parents/carers to enter designated waiting areas for Nursery and then the rest of the school.

- 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 4, Year 5 and Year 6)

- Schools may allow Year 4, 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
07:30– 08:15	Breakfast Club
08:35 – 08:50	Main school arrival
14:40 – 14:50	Nursery Collection
15:05 – 15:30	End of day departure

5.2 Vehicle Gate / Delivery Gate Arrangements

- Schools should specify which gates remain locked during the day and when deliveries may occur.
- Kitchen deliveries normally occur on a Friday at around 08.00 to 10.00, after deliveries, the deliveries gates are then locked.

6. Breakfast Club and After School Procedures

6.1 Morning Provision

- Site access opens at 07:30 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 08:45

6.3 After School Clubs

- Clubs finish 16:15
- Pupils must be collected by an authorised adult unless alternative arrangements have been approved by the DSL.

6.4 Wrap Around Provision

- Pupils are signed out by a named adult at wraparound before 17:00

7 Behaviour and Parent Conduct

- 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 school's lockdown procedures. Please see Lockdown Policy.

8.3 Gate Failure / Staff Absence

- SLT will direct parents to gates which are open in the event of gate failure.
- A member of SLT will cover if staff absence.

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