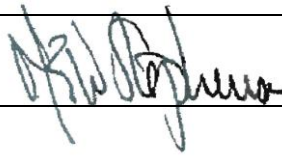




WISE
ACADEMIES
We Inspire Success and Excellence

Arrivals and Departure Policy Bothal Academy

Date Agreed	Summer Term 2026
Date to be Reviewed	Summer Term 2029 (or sooner if required)
Signed	

The school's Arrival and Departure Policy is part of the school's policies for pastoral and safeguarding. WISE Academies 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 is completed when children are taken from the premises earlier than the usual sessions, including for educational visits. Similarly, when a child arrives late, it is recorded on the register held in the Office.

The register will be kept in an accessible location in the Office at all times.

This process will be supplemented by regular head counts during key times in the school day.

Gates

The front gate will be unlocked at 6.30am to allow access to for breakfast club. The playground gates will be unlocked at 8.00am and locked at 8.40am after the normal start of the school day. At 3:15pm the gates will be unlocked for home time. They will be re locked at 3:45pm. The main gates are locked at 6.30pm once all children have been collected from After School Club.

At all other times, access to and from the premises will be the intercom on the main entrance.

Arrivals-

Doors are opened to pupils at 8.30am. A member of staff is present at each door to take messages from parents, prevent adults from entering the building, and to ensure no children leave. The doors are then locked at 8.40am.

Should parents wish to speak directly to a class teacher, their presence in the building is noted and monitored. Parents are encouraged to speak to staff at the end of the day when possible.

Nursery children enter via their own entrance with an adult. They are then signed in and their care handed over to school staff. Again the door is manned by an adult to ensure no children can leave.

Once in the classroom, a member of staff will immediately record the child's attendance electronically, this is sent to the office by 8.50am. Any children arriving after the external door has closed MUST come into school via the main entrance and register with the office staff.

For any children not accounted for by 9.10am, the office staff will endeavour to contact parents to ensure the child is ill and unable to attend and has not 'dawdled' on their way to school, ensuring parents and school know where children are at all times. If no contact can be obtained, school may contact the Attendance Officer in order to request a home visit to ascertain a reason for absence or, if there are safeguarding concerns, contact Children's Services, Social Care.

Departures

All children must be collected by an adult at the end of the school day.

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff before collection. The adult nominated to collect a child must be one of those named by the parent.

Generally only adults – aged 18 years and over – and who are on the list, will be authorised to collect children. In exceptional circumstances, and only when it has been discussed in advance with the Headteacher, children may be collected by older siblings. Each scenario will be considered on an individual basis and in the instance of a sibling being of school age, a risk assessment must be completed between the parent and a Designated Safeguarding Lead at the school. This must be completed in advance of the collection. Under no circumstances will children aged 14 or under be allowed to collect pupils from school. School has a safeguarding responsibility and as such, all requests for siblings aged 14 and under to collect a child from our school will be politely refused, even if the parent has consented. The decision to release a child from school lies with the Designated Safeguarding Lead (DSL) / Headteacher under safeguarding protocols. In any situation where there is a safeguarding risk, the DSL / Headteacher will refuse to allow the child to leave until they can be sure that risks are mitigated. This will be discussed with the parent in the first instance. External agencies may be contacted if required.

Each year group is taken to their designated door by their class teacher. Children are only dismissed to an adult once eye contact has been made between adult and teacher to acknowledge that the child is being passed to their care. To make this process manageable each year group exits via a different door.

If an adult wishes to speak to a teacher at the end of the day they are encouraged to wait until the teachers have safely dismissed the rest of their class.

If any child is leaving during the school day for a medical appointment for example, they must be collected by an adult.

No adult other than those named on the pupil contact sheet 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 in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

All staff will accompany children to the applicable yard. All children not collected within 10 minutes are to be brought to the school office where it is safe and warm by their teacher. The Uncollected Children protocols will then be followed.