

### **Protocol for entering the school at the start of the day**

**At 8.45am** The single gate and double gates are unlocked and opened by staff members. Year 5 and 6 pupils may be left by parents to wait on the school playground until the whistle is blown at 8.50am. Parents of other children should remain with their child/ren until a staff member collects the class at 8.50am.

**At 8.50am** The whistle is blown to indicate that the children should line up and walk into school with a staff member. At 8.50am the pupils are the responsibility of the school. The single gate is closed and locked shortly after 8.50am. The double gate will be closed and locked after the nursery pupils have arrived at 9am.

Nursery children enter the double gate at 9am to start their day and are collected from the double gate at 3pm.

**The register closes at 9am.** The School Administrator prints off a daily attendance report showing pupil numbers in case of a fire emergency/evacuation. This is held for the day in the black signing in/out folder held in the office.

In addition to this, a staff member in each class records the number of pupils present on the classroom laminated poster. This shows clearly how many pupils are present at school in each class in the morning session and in the afternoon session.

### **If a child is not registered at 9am and is late**

Pupils who have no previously arranged appointments arriving after the school gates have been closed at 8.50 am and are not registered at 9am are considered to be late. Staff will record the pupil as arriving late on the school's MIS, Arbor. The number of minutes late will also be recorded.

### **If a child does not attend school without prior notification**

At 9.15 am the School Administrator will call the parent of any pupil who has not arrived at school if the school has not been given prior notification of a planned absence or if the school has not been notified that the child is absent and the reason for this.

The School Administrator will inform the Head Teacher if he/she is unable to make contact with the parent by phone or by email by 9.45am. At 9.45am two staff members will travel to the pupil's home address to check on the pupil's whereabouts. If the pupil is at their home address, the staff members will check on the child's welfare and remind the parent to notify the school of their child's absence in future. If there is no-one present at the child's home address, the local police will be contacted.

All pupils who leave the school site at times other than 3.30pm, must be signed out by a parent/relative and copies of letters for medical appointments should be shared by parents with the school. Pupils who arrive at school later than 9am should be signed in by the parent, whether this be due to a late arrival at school or due to a previous appointment. In the case of children leaving or arriving at school other than the usual dropoff and pickup times, the number of pupils present in that class should be altered on the classroom laminated poster. Staff members leaving or arriving at the school site earlier or later than their normal working hours should also sign in or out using the black folder in the office.

### **Children missing education**

In the case of children being absent from school because they are 'missing education', Rocliffe CE Primary School will follow the our Children Missing Education policy.

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