



Arrival, Departure and Absence Policy-

(in conjunction with the Safeguarding and Missing Child policy)

This policy applies to all sections of Lanesborough School, including EYFS. Our policy is intended to fulfil our school's aims and objectives.

Daily registration

Nursery

At Lanesborough, Nursery parents sign their child in at the start of the day and the Nursery Leader checks each pupil out again at the end of the session. Arrival and departure times are noted as well as the adult collecting the child. Pupils are also invited to be a part of the self-registration system.

The Nursery Leader will enter the data onto the electronic register by 9:00am.

Shell, KS1 and Prep Departments

In all other parts of Lanesborough, registration is completed by the Form Teacher in class sessions before 9am.

All parents are requested to phone or email in to explain a child's absence before 9:00 am.

After 9:00am any unauthorised absences are followed up by a phone call from a member of the School Office Staff. (The exception is made for those few pupils who travel in by public transport – these phone calls are made earlier) If there is no response from the parent, staff will continue trying and will also send an email. If no contact is made or if there appears to be a pattern of absence observed, the DSL will be notified. The DSL will decide about contacting Social Services or the Police.

Pre-Prep Daily Routine

7.30	Breakfast club
8:00	Early drop off
8.15	Gates open for Pupils; Staff on Duty
8.35	Bell goes

8.40	Registration
8:45	Assembly: Monday, Tuesday, Friday Wednesday Hymn practice, Thursday form-time
9.05 – 10:20	Period 1 &2
10.20	Snack
10:25-10:45	Playtime
10.50-12:00	Period 3 & 4
11.55	EYFS get ready for lunch
12.00 – 12:25	EYFS lunch Period & 5 for KS1 (short period)
12.30-1:00	EYFS play & KS 1 Lunch
1.00 – 1:25	EYFS Period 5 & KS 1 play (Clubs on Mon, Tues, Thurs, Fri)
1.30-2:00	Period 6
2:00-2:25	EYFS free flow & Period 7
2:30-2:45	KS1 Play & EYFS Period 7 (Till 3:00pm)
2:50-3:15	Period 8
3.20	Bell. End of lessons & Pupils dismissed on front concourse
3.30-4:00	Late Class & Clubs
4:00-5:15	After Care at Pre-Prep
5:15-6:30	Pupils go over to Prep department (During 5.30-5:50pm NO collection during this time as Pupils are eating supper)
6:30	After Care ends

Prep Day Routine

7.30	Breakfast club
8.00	Doors open for Pupils; Staff on Duty
8.25	Bell and Form Time: registration by Form Teachers

8.40	Assembly (8.35am on Tuesdays as hymn practice takes place). There is extended form time until 9am on Thursdays.
9.00	Period 1
9.40	Bell. Period 2
10.20	Bell. Period 3
11.00	Bell. Milk in Pupils' own classrooms. Break
11.20	Bell. Pupils line up on Playground
11.25	Period 4
12.05	Bell. Period 5
12.45	Bell. Lunch Break
1.10	Club session starts
1.40	Club session finishes
1.45	Bell. Pupils go quietly to form rooms
1.45	Registration
1.50	Bell. Period 6
2.30	Bell. Period 7
3.10	Bell. Period 8
3.50	End of lessons
3.50-4pm	Form time
4pm	Playtime on the playground. Pupils in sports clubs go to the changing room and get changed.
4.15	Pupils line up in their clubs and a register is called. Snack provided. Pupils then collect their bags, instruments etc. before going to their activities.
4.20	Clubs start

4.20	Short Club 1 (School and external staff)
4.50	Short Club 2 starts
5.25	All Clubs finish
6.15	After School Care (During 5.45-6pm NO collection during this time)

Security at the end of the session

In Pre-Prep, if a different person is collecting the child, parents are asked to speak with the child's Class Teacher or notify the office by phone or email. Children may only leave the School with a person named by the parents. The child will be required to stay at School until permission has been given to collect the child by an un-named adult. Pre-Prep pupils are dismissed from the front concourse to an appropriate adult by the class teacher. Names are marked off on the class clipboard and then passed to the Late or After Care supervisor for cross checking.

In Prep, the Form teachers in Years 3, 4 and 5 (or cover teachers) will dismiss the pupils from the door into the care of the responsible adult (Year 3 at the back of the dining room; Year 4 at the Sports Hall; Year 5 at the Science Lab). In Years 6 – 8 pupils are dismissed from their Form Rooms. If pupils are travelling home independently notification must be received from the parents.

Absences

EVERY absence from School or games etc. needs to be covered by a note or email from home. All letters etc. are sent to the School Office where they are safely stored in the pupils individual file or on the secure database. After reading the note, form teachers initial to show that it has been noted.

The Head may give pupils exemption from School for holidays with parents, but this is discouraged. Requests for this type of absence must be through Head.

In form business at the 8.30am and 1.45pm, any pupil who is not present in the register must be marked with O.

Registration forms

A registration pack is completed when a new child starts at Lanesborough. This contains information about each individual child's needs, date of birth, details of address and parents'/carer's contact details. Parents are also informed about the correct procedure for reporting absences. This information is stored confidentially in the locked filing cabinet in the School Office and is also saved on the School's secure (password protected) database.

Reviewed: Deputy Head AM/ Head Pre-Prep AHT July 2019
To be reviewed July 2020