



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.

Daily Routine 2020-21

	Prep	Pre-Prep
	8am-8:25am Year 3 (Chinese Gates entrance) Year 4 (sports Hall doors) Year 5 (Lab doors) Year 6 (Markham House)	8:00-8:25-Nursery (Nursery) 8:00-8:15am Year 1 (Blue g) 8:15-8:30am-Shell (Blue ga 8:00-8:30am- Year 2 (Brag
8:25-8.40	Registration	Registration

8:40-8:55	Assembly	Asse
9:00 – 9:30	Period 1	Period 1
9:35 – 10:05	Period 2 KS1 and 2	EYFS Break
10:05– 10:20	Milk and biscuits in P2 classrooms Years 3 and 4; Years 1, 5 and 6 have break	Period 2 EYFS Milk and biscuits in classro Year 1 have break
10:20 – 10:35	Milk and biscuits in P3 classrooms Years 5 and 6; Years 3 and 4 have break outside	Period 2 EYFS Milk and biscuits in classro Year 2 have break
10:40 – 11:10	Period 3	Period 3
11:15 – 11:45	Period 4	Period 4
11:50-12:20	Period 5	EYFS lunch* *except Thursday when Ye / nursery eat in nursery) Period 5 Years 1 and 2*

	Lunch (Pre-Prep Hall, LPS, Dining Hall)	Reading in form rooms (Pr
12:20-12:50	Year 1, 3 and 4 lunch	Year 5 Year 2 Reading (play 1.05)
12:50 – 1:20	Year 2 Year 5 and 6 lunch (1.05-1.35)	Year 4 Reading
1:20 – 1:50		Year 1 and 3 Reading; Year Reading (from 1.35- 1.50)

1:50 – 2:25	Period 6 including 5 mins for registration by teacher taking them for period 6	Period 7 EYFS, Year 1 and
2:30 – 3:00	Period 7	Break EYFS/ Reading KS
3:05 – 3:35	P8	Nursery depart from 2pm Shell depart Blue Gates at Year 1 depart from Blue G Year 2 depart from Bragan
3:40 – 4:00	Form time	Lates in different rooms pe
4:00//	Year 3 depart LPS, back of the dining hall and Chinese Gates Year 4 depart from the Sports hall Year 5 depart from the Lab doors Year 6 depart from Markham House	Lates in different rooms pe
4pm-5:30pm	Lates in different rooms per year group bubble Departure at 4:30, 5:00 or 5:30. Year 3 depart LPS Chinese Gates Year 4 depart from the Sports hall Year 5 depart from the Lab doors Year 6 depart from Markham House	Lates in different rooms pe 5:20. Shell/Nursery depart Nurse Year 1 depart from the Blue Year 2 depart from Bragan

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.

In Prep, 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 July 2020
To be reviewed July 2021