St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

Admission, Arrival & Collection Policy

Revised: July 2026

Reviewed and ratified by Full Academy Trust:

Date: 16.7.26

Signed: A. Christou

Name: AREDI CHRISTOU

Position: Chair of Education Committee

Date of next review: July 2027

Mission Statement

The aim of St. Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.
The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.

This policy is part of the school's policies for safeguarding children.

The Academy will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

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. Parents must sign their child out of school using the Entry System in the office when they are taken from the premises earlier that the usual sessions. Similarly, when a child arrives late, they are signed in using the Entry System in the office. The log of children arriving late and leaving early is printed daily and kept in a file in the office.

Records of daily registers are kept by the school for the recommended years by Local Authority.

The school's designated persons for safeguarding children will ensure alternative providers are fully informed of children with open Child Protection files.

Arrivals
Members of staff will be on duty in the playground during the opening times for arriving in the school, from 8.40am to 8.50am each day. If it rains doors will be opened earlier for children to come in.

Teaching staff will be available in the playground or classrooms to greet the children and ensure a good start to the day. A member of staff will electronically record the child's attendance. Any children arriving after the external door has closed **MUST** come into school via the front reception door and register with the office staff.

For any children not accounted by 9.00 am, office staff will contact parents to confirm the reason for absence affirming that both parents and school know where children are at all times.

If any Looked After children [LAC] and children with CP plans are absent the Head Teacher (or other designated safeguarding lead) will be notified as a matter of priority.
Parents of children attending other schools for alternative provision will be asked to notify St Cyprian's if their child is going to be absent, as well as informing the alternative provider which their child is temporarily attending.

The attendance officer will inform the EWO of any child who has unsatisfactory attendance [below 90%] and or a pattern of non-attendance on certain days of the week.

Gates
The main gates to the playground and Early Years will be locked at 8.50 am. The main pedestrian gate at the front of the school will be used during the day to restrict access and protect the staff and children. At 3.20 pm the gates will be unlocked.

Departures
Teachers will escort their class out of school every afternoon and be on duty in the playground till 3.40 pm. All children not collected within 10 minutes are to be brought into school where it is safe and warm by the member of staff on late collection duty. A senior teacher is always on duty.

Permission and arrangements for children leaving the school at the end of the day will be a matter of discussion between the school and parents, based on an understanding of a child's age, maturity and previous experience. Parents of children in Years 5 & 6 are invited to make their preference known if they wish their children to walk home alone. Children in Years 5 & 6 will not be permitted to be responsible for taking younger siblings home (Reception to Year 4). All children must be collected from clubs by an adult unless written permission is given for them to walk home. This can only be considered for children in Years 5 & 6. For Year 5 children permission may only be considered in the summer term as the days are lighter.

A letter should be provided stating the following:

I give permission for (my child) to walk home alone to (address). I understand that their safety once they have left the school is my responsibility.
Date:
Parent's signature:

Alternatively, parents should complete the Academy's 'Permission to Walk Home' form.

The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time such as the child's age and maturity.

According to DfE guidance, there is no set legal age that children can walk to and from school independently, or be left on their own. It is an offence, however, to leave a child alone if it places them at risk and therefore schools have a continual obligation to alert relevant authorities if they believe this is the case. This could, theoretically, include the journey to and from school.

The NSPCC advise the following:
Children under 8 should not be outdoors for a considerable length of time unaccompanied. Children under the age of about 12 should not be home alone for more than a very short period of time.

No adults other than those named will be allowed to leave the school with a child. In the event of someone else arriving without prior knowledge, the school will telephone the parent immediately and await their advice.

If the parent or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival.

Late collection from school
A fine will be imposed for children collected late from school as per the following tariff:

½ hour	£10
1 hour	£20
1 ½ hour	£35

In exceptional circumstances only, children may be sent to the Wrap Around Club to await collection. A suitable fee will be advised.

Drop off and collection by older siblings
It is the parent's responsibility to ensure that the child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised. There is no minimum age set in law when a young person is allowed to remain in charge of another child, however, it is an offence to leave a child alone if it places them at risk. This can include in the care of an older sibling, if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act 1933). Therefore, parents must understand and be prepared to take responsibility for anything that could go wrong in their absence. They are also responsible for the care and safety of their eldest child, even while that child is acting in a caring role for younger siblings.

The suitability of a sibling caring for a younger child needs to be considered on a case by case basis: by a judgement of the potential risks of the arrangement, the maturity of the child collecting/being collected, the length and nature of the journey home, the behaviour and relationship of the children collecting/being collected. The Royal Society for the Prevention of Accidents and the NSPCC recommend that no one under 16 should be left to care for a younger child.

Checklist for supervision of children before/after school
The following factors should be considered when children are left unsupervised at home, walking to/from school, or in the care of a sibling:

- Has the parent considered the risk posed by leaving their child alone/walking to and from school/ in the care of a sibling?
- Age of children?
- Maturity of children? What is their level of understanding about being unsupervised/walking to and from school?
- How comfortable is/are the child/ren with the arrangements (this includes the younger child and the older child who is acting as 'carer')?
- Where will the child/ren be left? Is this a safe place?
- How long and how often will the child/ren be left?
- Is the home environment safe and secure? Has the parent assessed the home environment/journey to and from school for risks? Has the older child or 'carer' been involved in this risk assessment?
- How far will the child/ren have to walk (if appropriate)?
- How far away will the parent be? Will they be easily contactable?
- Do any of the children (this also includes the older sibling or 'carer') have additional needs – medical, emotional, behavioural, learning difficulties/disabilities? How will these needs be met in the parent's absence?
- Does the child or sibling caring for another child know what to do in an emergency? Does the child know who they can contact in case of an emergency? Have instructions been left e.g. in case of a fire?
- What are the expectations of the child/ren during this time? i.e. are they expected to cook for themselves?
- Does the child have knowledge about how to keep themselves and younger siblings safe e.g. road safety, not answering the door to strangers, cooking etc?
- What is the level of knowledge when it comes to first aid?
- How well do the siblings get on? How will tension be managed in the absence of the parent?
- Are the children clear about rules and boundaries i.e. what they can and cannot do while parents are out? If they are looking after a younger sibling, do they have confidence and authority to implement these rules consistently? What will they do if the younger children misbehave?

Walking alone to and from school

There are no laws around age or distance of walking to school. A families' guide to the law states: "There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."
Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However as an academy we are responsible for the welfare of

our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

Pupils in Foundation Stage or KS1

The agreed Academy policy is that no pupil in Foundation Stage or Key Stage 1 should walk to or from the academy on their own or be left on their own on the premises either before or after the school day. In addition pupils will only be handed over to named adults or older siblings provided they are 14 years old or above. Pupils will not be handed over to other adults unless the academy has been informed by the parent that they have made this arrangement. Parents are to keep the academy informed of any changes in arrangements, preferably by letter. If no one turns up to collect a child in these year groups they will be kept in the academy and parents contacted.

Pupils in KS2 (Years 3, 4, 5 & 6)

With regards to pupils in KS2, the academy expects pupils in Years 3,4 & 5 to be picked up and be brought to school by a responsible adult. In addition pupils will only be handed over to named adults or older siblings provided they are 14 years old or above. Children in Year 5 will only be allowed to walk home alone in the Summer term with permission from the Headteacher. Parents must fill in a form requesting that their child walk home.

In deciding whether children are ready to walk to school parents should assess any risks associated with the route and their child's confidence. Parents should work with their children, building independence while walking to school through route finding, road safety skills and general awareness. There are lots of ways parents can prepare their children to make an independent journey. Children who are driven to school have less opportunity to develop road awareness and are therefore more vulnerable when they start walking to school independently. Walking to school provides a great opportunity to learn road safety skills. The best way to do this is for parents to walk with their children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence in dealing with traffic, in preparation for walking with friends or alone when they are older.

Parents can teach their children to:

- Pay attention to traffic at all times when crossing the road; never become distracted.
- Always cross at the intersection where there are traffic lights and do not cross in the middle of the road. Alternatively cross in a place where they can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car, so be cautious.
- Never follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by parent and child to be safe, such as a grandparent or trusted neighbour).

When deciding whether your child is ready for this responsibility parents might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asks?
6. Would they know the best action to take if a stranger tries to make them do something they did not want to do (scream, shout, kick, and fight)?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?

If parents are not confident about how their child would react then they must seriously consider whether their child should be allowed to walk on their own.

If parents decide that their child is ready for this responsibility then the school must be informed by letter or by completing the slip below (Appendix 2). Children will be prevented from walking home unless this permission has been given in writing.
Children will also be responsible for their behaviour whilst on the school premises either before or after the school day. Should their behaviour not be acceptable parents will be asked to accompany or collect them until they have proved they can be trusted again.

IF AT ANY TIME PARENTS NEED TO CHANGE ARRANGEMENTS THEY HAVE MADE

THEY MUST ENSURE THE SCHOOL HAS BEEN NOTIFIED IN WRITING IMMEDIATELY

Note:
Where parents are mentioned this includes guardians and carers.

Appendix 1 – Useful links

Children's Act 2004
Children's Act 1989
Children and Young Person's Act 1933
Education Act 2002
Occupier's Liability Acts 1957 & 1984
www.thegrid.org.uk/info/welfare/child_protection/policy/legislation.shtml

All available at www.legislation.gov.uk

Appendix 2

Permission to Travel Home Alone & Mobile Phones

Your child's safety is most important to us. We recognise that as some children reach the summer term in year 5 and when in Year 6, they may feel more confident and ready to travel home on their own with your permission. We are not willing to allow children to travel home alone from school without your consent.

By signing below you give your permission for your child to travel home independently.
We will ensure your child's safety at school and as parents, you understand that certain dangers are present when travelling home alone or catching a bus.

Please sign and date below that you give permission for your child to travel home alone.

Mobile Phones
Permission to bring in mobile phones will only be permitted for children travelling home alone. All mobile phones should be clearly labelled with your child's name. Children must not use mobile phones in the playground prior to handing them in to the office in the morning, or once collected when school has finished. Failure to do so will result in mobile phones being confiscated.

Thank you for supporting us in caring for your child.

Yours sincerely

Mr A McDonald
Headteacher

I give my child permission to travel home alone from St Cyprian's Primary Academy at the end of the school day. I accept full responsibility for their safety.

Child's Name:_____ Child's class_____

Name of adult at who will be at home when child arrives:_____

How child will be travelling:_____

My child needs to have access to a mobile phone whilst travelling from school to home alone: Yes/No

Date:_____