

St Cyprian's Greek Orthodox Primary Academy



Admission, Arrival & Collection Policy

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Reviewed and ratified by Full Academy Trust:

Date: 16/07/2014

Signed: *A Tallis*

Name: ANDROULLA TALLIS

Position: CHAIR OF EDUCATION

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.

Our school 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 all parents must sign when children are taken from the premises earlier than the usual sessions. Similarly, when a child arrives late, they are logged in the Late Book, held in the Office. The register will be kept in an accessible location in the Office at all times.

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 we will open the door for children to come in at 8.40am.

Parents will be encouraged to come into the Nursery to share the experience with their child. Parents will not be encouraged to come in to the KS1 and KS2 areas but will be asked to make an appointment at the office to discuss any concerns with the member of staff.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will immediately record the child's attendance in the daily register, and send the register to the office by 9 am. Any children arriving after the external door has closed **MUST** come into school via the front reception door and register with the office staff.

Any children not accounted for by 9.30 am, office staff will endeavour to contact parents to ensure the child is ill and unable to attend and has not 'dawdled' on way to school, ensuring parents and school know where children are at all times.

Looked After children [LAC] and children with CP plans who are absent will be notified to the Head Teacher (or Deputy Head Teacher in her absence) as a matter of priority. The

parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school will inform the attendance officer 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 9.15 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 3.15 pm the gates will be unlocked.

Departures

Teachers will escort their own class out of school every night 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.

If the children are 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. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

Permission and arrangements for children leaving the school at the end of the day will be a matter for discussion between the school and parents/carers, based on an understanding of a child's age, maturity and previous experience. Parents are invited to make their preference known for KS2 children as some parents wish their children to walk home alone.

They should provide a letter 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:

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.

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 school journey.

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.

All children must be collected from clubs by an adult unless written permission is given for the child to walk home.

No adult other than those named 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.

Drop off and collection by older siblings

It is the parent/carer'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/carers must understand and be prepared to take responsibility for anything that should 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 this 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/carer considered the risk posed by leaving their child alone/walking to and from schools/ in the care of a sibling?
- How old are the child/ren?
- How mature is/are the child/ren? 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/carer 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/carer 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/carer'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 doors 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/carer?
- Are the children clear about rules and boundaries of what they can and can't do while parent/carers are out? If they are looking after a younger sibling, do they have the confidence and authority to implement these rules consistently? What will they do if the younger children misbehave?

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

