Punctuation Progression 2024-25

The table below focuses on Standard English and should be read in conjunction with the programmes of study as it sets out the statutory requirements. The table shows when concepts should be introduced first, not necessarily when they should be completely understood. It is very important, therefore, that the content in earlier years be revisited in subsequent years to consolidate knowledge and build on pupils' understanding. Teachers should also go beyond the content set out here if they feel it is appropriate.

	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Basic Punctuation Capital Letters and full stops		Demarcate sentences in their writing with capital letters and full-stops. Use capital letters for names, days of the week, places and for the personal pronoun 'I' correctly.	Demarcate sentences in their writing with capital letters and full-stops. Use capital letters for a range of proper nouns, including names, days of the week, places and for the personal pronoun 'I' correctly.				
Basic Punctuation Question marks and exclamation marks		Use question marks and exclamation marks appropriately,	Use question marks and exclamation marks appropriately.	Use question marks and exclamation marks appropriately, beginning to use them within direct speech.	Use question marks and exclamation marks appropriately, including within direct speech.	Use question marks and exclamation marks appropriately, including within direct speech.	Use question marks and exclamation marks appropriately, including within direct speech.
Commas			Begin to use commas to separate items in a list.	Use commas to separate items in a list.	Use commas to separate items in a list and after fronted	Use commas to separate items in a list, to clarify meaning and	Use commas to separate items in a list, to clarify meaning and avoid

	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
					adverbials.	avoid ambiguity, including after fronted adverbials, between adjacent adjectives and to separate both subordinate clauses and relative clauses from main clauses.	ambiguity, including after fronted adverbials, between adjacent adjectives and to separate both subordinate clauses and relative clauses from main clauses.
Apostrophes			Use apostrophes for contraction and singular possession.	Use apostrophes for contraction and singular possession.	Use apostrophes for contraction and both singular and plural possession.	Use apostrophes for contraction and both singular and plural possession.	Use apostrophes for contraction and both singular and plural possession.
Inverted commas and other speech punctuation				Use inverted commas to punctuate direct speech.	Use inverted commas and appropriate punctuation (i.e. comma, question mark and exclamation mark) to close the direct speech.	Use inverted commas, appropriate punctuation (i.e. comma, question mark and exclamation mark) to close the direct speech, and use commas to separate the non-spoken part when it starts the sentence.	Use inverted commas and appropriate punctuation (i.e. comma, question mark and exclamation mark), including both when the non-spoken starts the sentence and within split speech.
Parenthesis						Use brackets, dashes or commas to	Use brackets, dashes and commas to indicate

	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
						indicate parenthesis.	parenthesis.
Colons, semi colons, hyphens and bullrt points						Use colons to start lists. Use of ellipsis	Use of the semi-colon, colon and dash to mark the boundary between independent clauses [for example, It's raining; I'm fed up] Use of the colon to introduce a list and use of semi-colons within lists Punctuation of bullet points to list information How hyphens can be used to avoid ambiguity [for example, man eating shark versus man- eating shark, or recover versus re-cover] Use of ellipsis
Terminology		sentence, punctuation, full stop, question mark, exclamation mark	question, exclamation, apostrophe, comma	clause, subordinate clause, direct speech, inverted commas (or 'speech marks')		parenthesis, bracket, dash, ellipsis	ellipsis, hyphen, colon, semi-colon, bullet points