

Steps to Success – Punctuation Ladder

Expectation as children move through school	Objective	Symbol(s)	Example
Children start here when they start school in Reception (EYFS)	I can break the flow of speech into words.		the/cat/sat/on/the/mat
	I can segment the sounds in simple words and blend them together.		c-a-t cat
	I can attempt to write short sentences in meaningful contexts.		the cat sat the mat
	I can write sentences that make sense.		The cat sat on the mat.
	I can use capital letters to start a sentence.	<u>A</u> a	The cat sat on the mat.
	I can use a full stop to end a sentence.	.	The cat sat on the mat.
	I can sometimes use question and exclamation marks and commas in lists.	? ! ,	Did the cat sit on the mat? Yes along with the dog, bird and aligator!
Children aim to achieve this by the end of Key Stage 1	I can usually use: capital letters, full stops, question marks and exclamation marks.	<u>A</u> a . ? !	Oh no! Is that the cat sitting on my new mat? Yes it is.
	I can sometimes use speech marks and usually remember to use punctuation inside the speech marks.	“ ”	“ The cat sat on the mat, ” said the teacher.

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	I can use: capital letters, full stops, question marks, exclamation marks and commas in lists.	Aa . ? ! ,	Did the cat sit on the mat? Yes along with the dog, bird and alligator!
	I can use comma splice, especially in my story writing.	,——,	Last night, when I walked into the lounge, the cat was sat on the mat.
	I can sometimes use commas to mark clauses.	——,—	After the cat sat on the mat, I hoovered up all the hair.
	I can use speech marks to show direct speech. I can show reported speech in my writing.	“ ”	" The cat sat on the mat, " said the teacher. The teacher said that the cat was on the mat.
	I can use the apostrophe for omission.	,	The cat didn't sit on the mat.
Children aim to achieve this by the end of Key Stage 2	I can use apostrophes for possession.	,	This is the cat's clean mat.(Singular) The dogs' beds are usually a mess. (Plural)
Extension beyond KS2 expectations	I can use ellipses and brackets in my writing.	... ()	The cat sat on the mat, but then... he ran up the stairs. The cat sat on the mat (next to the open fire).
	I can use hyphens, semi colons and colons in my writing.	- ; :	The cat sat on the mat; he was warm and snug. A passer-by saw the cat sitting on the mat. A cat needs: food, a bed and lots of love.
	I can use commas to mark clauses.	——,—	After the cat sat on the mat, I hoovered up all the hair.
	I can consistently use a full range of punctuation accurately in a variety of sentence structures.	A range of punctuation	A range of simple, compound and complex sentences.