



Progression in Punctuation

	Reception	Year 1 and Year 2	Year 3 and Year 4	Year 5 and Year 6
			Building on from KS1, pupils will:	Building on from Lower KS2, pupils will:
Capital letters and full stops	Begin to use full stops to end a sentence and capital letters for proper nouns	Use capital letters for names, places, days of the week, months of the year, the pronoun 'I' and use full stops to show the end of a sentence.	Use capital letters for all proper nouns, including titles, headings and subheadings.	Accurately and independently choose when a capital letter and full stop are needed within a piece of writing.
Question marks and exclamation marks	Show awareness of question marks and exclamation marks when reading a shared or individual text	Use question marks and exclamation marks to show a question and exclamation sentence.	Demonstrate accuracy with using question and exclamation marks in all writing, including when direct speech.	
Punctuating lists Semi colons colons	Write lists across the areas of learning.	Begin to use bullet points to list ideas and words. Use commas to separate items and adjectives in a list.	Use commas with confidence for writing list sentences.	Use a colon to introduce a list, with commas for separation of ideas Use semi-colons within phrases and phrase lists.
Commas, colons, semi colons, hyphens, brackets and dashes	Aware of a comma to separate a list of ideas	Use two adjectives, separated by a comma to describe a noun. (2a sentences)	Use commas to identify time, place and cause using conjunctions, adverbs or prepositions. Use commas after fronted adverbials and subordinate clauses.	Use commas after fronted adverbials, subordinate clauses. Use commas and hyphens to clarify meaning and possibility. Use colons, semi-colons and dashes to mark the boundaries of independent clauses. Use brackets, dashes and commas for parenthesis where additional information is needed.
Apostrophe for possession and contraction (omission)	Attempts to verbally use the plural tense in conversation	Begin to use apostrophes to mark singular possession in nouns and contractions (omission).	Use apostrophes to mark singular and plural possession in the right context within a sentence and for contractions (omission).	Independently use apostrophes to mark singular, plural possession and contractions (omission) when writing a range of sentences and genres.
Speech	Speak in full sentences when talking to adults and children	Use organisational devices such as thought bubbles to introduce speech. Begin to use inverted commas to punctuate direct speech.	Use inverted commas and other relevant punctuation to indicate direct speech (including a comma after, or before, the reporting clause).	Use correct punctuation to indicate direct speech, commas for reporting clauses and use split speech sentences wrapped around the verb.
Terminology	Full stops Capital letters	Proper noun Questions mark Exclamation mark Comma Apostrophe Possession and Contraction (Omission) Direct speech and Inverted Commas	Conjunctions Fronted Adverbials Subordinate Clauses Prepositions Reported Clauses	Dashes Colon Semi-colon Hyphens Brackets