

Progression in Punctuation

Most children learn to:

- Use a range of punctuation correctly to **support meaning and emphasis**
- Convey **meaning** through grammatically accurate and correctly punctuated sentences

Year	Specific punctuation introduced	Key objective	Key points
FS	. CL	Write their own names and other things such as labels and captions and begin to form simple sentences, sometimes using punctuation	<ul style="list-style-type: none"> • Awareness of punctuation when reading • Reading and writing simple sentences (<i>Letters and Sounds phase 3 onwards</i>)
1	. CL	Use capital letters and full stops when punctuating simple sentences	<p>As above, plus:</p> <ul style="list-style-type: none"> • Awareness of punctuation when reading • Reading and writing simple sentences (<i>Letters and Sounds phase 3 onwards</i>)
2	, (in lists)?	Use question marks, and use commas to separate items in a list	<p>As above, plus:</p> <ul style="list-style-type: none"> • Recognise commas and question marks in reading and understand purpose • Begin to extend the type and length of sentences – in reading and writing • Develop vocabulary to add description and detail to sentences • <i>Letters and Sounds phase 5 and 6</i>
3	! “ ”	Clarify meaning through the use of exclamation marks and speech marks	<p>As above, plus:</p> <ul style="list-style-type: none"> • Listen to and identify different sentence types and recognise where a question mark or exclamation mark would be more appropriate than a full stop. • Write dialogue in stories • Understand the difference between direct and reported speech • Write a variety of sentences and choose appropriate punctuation

4	, (mark clauses) ' (for possession)	Use commas to mark clauses, and use the apostrophe for possession	As above, plus: <ul style="list-style-type: none"> • Read and write complex sentences • Recognise a clause within a complex sentence • Read own writing aloud and recognise where punctuation may be needed to clarify meaning • Understand how different parts of a sentence relate to each other • Clear use of pronouns
5	“ ” ' (for possession and omission)	Punctuate sentences accurately, including speech marks and apostrophes	As above, plus: <ul style="list-style-type: none"> • Regularly use a range of sentence types, including dialogue • Explore the purpose and use of other punctuation in context (including brackets, hyphens, colons, semi-colons, etc.)
6	(May introduce brackets, hyphens, colons, semi-colons, but no specific objectives)	Use punctuation to clarify meaning in complex sentences	As above, plus: <ul style="list-style-type: none"> • Write a range of sentence types with appropriate punctuation (may include those explored in Y5) • Understand how the order of clauses may affect meaning
Progression to Y7		Use punctuation to convey and clarify meaning and to integrate speech into longer sentences	As above, plus: <ul style="list-style-type: none"> • Increased confidence and accuracy in using a range of punctuation to clarify meaning in complex sentences • Experiment with the order of clauses to alter the meaning and emphasis for specific purposes and audiences