



Springfield Primary School

Late Collection Policy

Date policy last reviewed:	
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Signed by:			
	Headteacher	Date:	
	Chair of governors	Date:	

Last updated: 1st May 2025

Late Collection Policy

Aims

We aim to provide a safe and caring environment. In the event that a child is not collected or delayed, they will be reassured in order to cause as little distress as possible. We inform parents/carers of our procedures being followed.

In the event that an authorised adult does not collect a child, we will put into practice the agreed procedures, unless agreement to walk home alone has been obtained.

Methods

Parents of children starting in the school are asked to provide specific information, which is kept in our data file in the office, including:

- Home address and telephone number of parents / carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of emergency contacts who are authorised by the parents/ carers to collect their child from school e.g. childminder, relative, neighbour.
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above, we ask that the school office is notified immediately. When there is a change to the end of day arrangements, we ask that parents inform either school office or the class teacher.

We inform parents that if children are not collected at the end of the day we follow the following procedures:

In the event that the parent/carer is running late or has made alternative collection arrangements with a friend or relative, they should ring the school to advise us of those changes so that both the teacher and child are aware.

If it appears that there have been no alternative arrangements made for the collection of a child by the parent / carer, the school staff should take the following action:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents / carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime, the child will wait near the office under adult supervision Charges for late / non-collection of children Under Section 457 of the Education Act 1996 and

relevant Regulations, the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after a school activity. The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and when those times are varied for a specific event or date.

The governing body has decided that, except in exceptional circumstances and with the discretion of the head teacher (be advised that traffic does not count as an emergency situation), where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then a charge will be made to the child's parent or carer. The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child. The Charging Arrangements in cases where a child is not collected within fifteen minutes of the end of the day or after school activity, a charge of £7.00 will be made to the parent / carer. This is in line with our charge for wrap around provision. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay may lead to further action being taken. If the child has not been collected after one hour from the end of the day or after school activity and no contact has been made with the parent or arrangements agreed, you are regularly late collecting your child, or no payment has been made for previous late collections then we will follow our Child Protection Procedures for uncollected children.

Procedures for Non-Collected Children and Late Collected Children

- All late collected children will be recorded in the "Late Book" and this information may be passed onto the Local Authority's Education Welfare Team for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection a second letter will be sent and a referral made to the Local Authority's Children's Social Care Team.

After School Clubs

- If children are collected late or not collected, the Procedures for Non-Collected Children will apply.
- Where children are collected more than 15 minutes late from a school-run-afterschool club on 2 occasions they will automatically lose their place at after school clubs for the rest of the academic term.