



Late Collection Policy

Approved by: Head Teacher & Chair of Governors

Date Created: April 2025

Next review Date: Annually or earlier if required

Aim

Ashwood Park Primary School aims to provide a safe and caring environment. If a child is not collected, or collection is delayed, they will be reassured in order to cause as little distress as possible. We inform parents/carers of our procedures so if they are unavoidably delayed, they will be aware of procedures being followed.

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 adults who are authorised by the parents/carers to collect their child from the school i.e. 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 the day arrangements, we ask that parents inform either the school office or the class teacher.

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

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

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 steps:

- 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
- At 3.25pm the child will be registered in OSCA (fully supervised provision)

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 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 also when those times are varied for a specific event or date.

The governing body has decided that, except in emergency situations, where children are not collected from the school within ten 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 emergency situations 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

On the first late collection within an academic year, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from school at 3.15pm.

If the child is collected late a second time, a late collection fee of £15 will be issued. This is payable to the school office within 7 days of the date that the late collection took place.

As staffing at OSCA is based on the number of pre-booked places, the purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

If the child has not been collected after one hour of joining OSCA and no contact has been made or arrangements agreed, we will follow our procedures for uncollected children.

Procedures for Non-Collected Children

Late Collected Children

All late collected children will be recorded and this information may be passed on to the school's Designated Safeguarding Lead (DSL) for further investigation.

After School Clubs

If children are not collected, the Procedures for Non-Collected Children will apply.

Uncollected Children

Under no circumstances are the staff to look for the parent, nor do they take the child home with them.

Parents/carers will be contacted to collect their children. If contact with parents/carers or other designated adults cannot be made or where a parent refuses to collect their child/ren, the school will contact children's services and treat the matter as a safeguarding issue.

Persistent Late Collection

If a family is persistently late in collecting a child, then the head teacher will consider taking further action that may include a referral to other services.

Signed _____ Head Teacher

Signed _____ Chair of Governors

Date updated _____