



LATE COLLECTION POLICY

AUTHOR	REVIEWED	NEXT REVIEW
R. HORTON	SEPTEMBER 2024	SEPTEMBER 2025

Oulton Primary School Late Collection Policy

Aim

Oulton 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:

- 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
- At 3.35pm the child will be registered in the school Teatime club (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 a term, 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, an invoice will be issued as follows:

The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

Scenario 1 – A child is not collected by 3.35pm and joins Teatime club (3.35–4.15pm). A charge of £5.50 will be made by the school

Scenario 2 – A child is not collected by 3.35pm and joins Teatime for a time later than 4.15pm. A full session charge of £8.00 will be made by the school

Scenario 3 – A child has attended a school club 3.20–4.20pm and has not been collected by 4.35pm. The child joins Teatime club for the second session. A charge of £5.50 will be made by the school

If the child has not been collected after one hour of joining Teatime club 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 in the "late book" and this information may be passed on to the school's educational welfare officer (EWO) 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.
Appendix A: Letter for late collection



Dear Parent/Carer of

I am writing to you regarding the late collection of your child on_____.

It is the parents' responsibility to ensure children are collected on time and being late is often very distressing for the child/ren concerned.

If your child continues to be collected late at the end of the school day, the Governing Body has agreed that charges will be incurred. In cases where a child is not collected within ten minutes of the end of the school day or after school activity a charge of £4.50 will be made to cover the cost of Teatime Club provision (3.15pm – 4.15pm) should your child remain uncollected at the end of this session a further charge of £2.50 will be made to cover the second Teatime Club session (4.15pm – 5.45pm)

This charge will be automatically added to your online parent account for payment.

This letter is intended only to make you aware of the problem so you can begin to address it. I look forward to an improvement in the situation.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'R Horton', with a stylized, cursive flourish extending to the right.

Mr R Horton