



Late Collection of Children Policy

Rationale

If an authorised person does not collect a child, our aim is to resolve the situation causing as little distress as possible to the child.

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.

Procedures

We keep all the names and telephone numbers of adults who are authorised by the parents/carers to collect their child from school on file. We also hold information about any person who has been denied legal access to the child. If there are any changes to this information we ask that the school office be notified immediately. When there is a change to the end of the day arrangements we ask that parents inform the school office and the class teacher will be informed.

The procedures at the end of the day are as follows:

- For Reception – Year 6 the school day finishes at 3.20pm. Nursery sessions finish at 11.45am and 3.30pm.
- For Reception – Year 5 - Teachers will see children out of their classroom or shared area doors until 3.30pm.
- For Year 6 - Teachers will see children out of the door at the rear of the building until 3.30pm.
- Morning Nursery doors will be open until 12.00pm and afternoon nursery until 3.40pm
- The children will then be taken to the school office.
- Parents/carers are contacted at home or work using all the numbers available.
- If this is unsuccessful other adults authorised by the parents/carers will be contacted. In the meantime the child will wait in the corridor near the office under adult supervision.
- All late collections are recorded in the 'Late Book', which is monitored by the Learning Mentor and the Head Teacher.

Persistent Late Collection

If a family is persistently late in collecting a child then the headteacher will consider taking further action that may include a referral to Social Services or the Children and Families First team.

What will happen if the school is unable to find someone to collect the child?

If this procedure fails to locate an authorized adult to collect the child and they have not been collected by 4.30pm, the school will contact Social Services. Social Services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority.

Under no circumstances will the staff go looking for the parent or take the child home with them.



A full report of the incident will be written and placed in the child's school file.

What will happen if I arrive late to collect my child?

There are, on occasion, unavoidable situations which arise which prevent parents or carers from being here at 3.20pm. If you know you are likely to be late, please contact us to let us know. However, if children are collected after 3.35pm more than twice in a half term we will be forced to charge for their afterschool childcare.

- For all children - a charge of £5 will be made for each child who is waiting to be collected for more than 15 minutes after the end of the school day or Nursery session.
- The charges will be invoiced on the next school working day. All monies collected will be put into the school fund account.
- After school activity clubs - Late collection (i.e. more than 10 minutes late) from a school-run activity club e.g. football club on two occasions will mean the child will automatically lose their place at the club.

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