Walverden Primary School

Late Collection Policy

Approved by:	Governors	**Date:**	March 2025
Next review due by:			

Aim

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 on SIMs and Cpoms, 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 emergency situations (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 £5.00 will be made to the parent / carer for up to 30 minutes of non-collection and then £10.00 thereafter for each thirty-minute period that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

On the second 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 3.30pm, see Appendix A.

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 we will follow our Safeguarding Procedures for uncollected children.

Procedures for Non-Collected Children

Late Collected Children

- All late collected children will be recorded onto Cpoms/Inventory and this information may be passed onto the Local Authority for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents. (See appendix A)
- Where there is no improvement in late collection a second letter will be sent and a referral maybe 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 an afterschool club on 2 occasions they will automatically lose their place at after school clubs for the rest of the academic term.

Non-Collected Children

- Under no circumstances are the staff to look for the parent, nor do they take the child home with them.
- If there has no contact made after one hour, or no staff available on the premises, the police will be telephoned and given the child's details i.e. name, DOB, address, names of parents/carer's and any other contact details.

- Children's Social Care may also be informed.
- If the police cannot locate an appropriate adult to come for the child, they will notify Children's Social Care via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
- Should the parent fail to collect the child before 4.45pm then the head teacher will ensure that the child is taken to the police station or the allocated after-hours social care.
- The police may decide to take the police protection order (PPO) as part of this process.
- If there are, two or more such episodes within a six-week period, staff will make a referral to Children's Social Care.
- A full report if the incident will be written and recorded in the child's record on Cpoms.

Appendix A

Date: XX

Dear Parent/ Carer of XX

I am writing to you regarding the number of times your child has been collected late from school this half term. Your child has been collected late on _____ or more occasions this half term. It is the parents' responsibility to ensure children are collected on time and being collected late is very distressing for the child/ren concerned.

The governing body has agreed that charges will be applied for late collections. In cases where a child is not collected within fifteen minutes of the end of the school day or after school activity a charge of £5.00 will be made to the parent/carer for up to 30 minutes on non-collection and then £10.00 thereafter for each 30-minute period that the child is not collected. You will have received an invoice for any late collection charges applied please ensure that this is paid within the date set on the invoice. Failure to pay will lead to further action being taken.

The School's Designated Lead for Child Protection will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's Safeguarding Policy and Procedures.

This letter is intended 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

Headteacher