



Late Collection Policy



Our Lady's Catholic Primary School

COMMITTEE: Local Academy Committee

DATE APPROVED: January 2026

POLICY REVIEW DATE: March 2027

Aim

At Our Lady's Catholic Primary School, we aim to provide a safe and caring environment. In the event that 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 delayed, they will be aware of procedures being followed. In the event that a child is not collected by an authorised adult, we 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 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 the class teacher at the beginning of the day.

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

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 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

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.

Our Lady's Catholic Primary School's Governing Body have decided not to enforce these charges. However, it must be respected that teachers have a huge amount of work to do once the children have gone home. The decision not to charge will be reviewed periodically and is subject to change.

Late Collected Children

Late collection will be classed from 15 minutes after the agreed event finish time i.e. school day, school trip, after school provision has ended. All late collected children will be recorded via the sign in app and this information will be passed on to the school's Attendance and Behaviour Lead 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 or the late collection persists, a second letter will be sent requesting a meeting between parents/carers and the Inclusion Lead, and/or a referral made to the Educational Inclusion Partnership Team (EIPT) and or Multi Agency Safeguarding Hub (MASH) Team (see Safeguarding Considerations). See Appendix B

After School Clubs (Run by School)

Where children are collected more than 15 minutes late from a school-run after school club on two occasions this may jeopardise their place at any after school clubs in the future.

If children are collected late or not collected, the Procedures for Uncollected Children will apply.

Uncollected Children

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

Every effort will be made to contact parents first and then all emergency contacts using the details supplied by parents. After 1 hour following the end of the school day (3:45pm) or after 30 minutes at the end of any after-school activity/club, the Police may be informed and given the child's details i.e. name, date of birth, address, names of parents/carers 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).

The Police may decide to impose a Police Protection Order (PPO) as part of this process.

If there are two or more such episodes within a six-week period, staff can make a referral to Children's Social Care.

Safeguarding Considerations

Frequent and or persistent late collection of a child from school may give cause for wider safeguarding concerns for the child. In all instances, the first step would be a discussion with the Designated Safeguarding Lead.

For parents or carers who repeatedly fail to collect their child(ren) on time from the school or after school childcare facility, meetings with the parent/carer will be set up to address this. Consideration should be given to making a referral for early help at this time to help determine levels of need and which may indicate if a referral should be made to the Early Help (EHT) or Educational Inclusion Partnership Team (EIPT)

If this fails to improve the situation, contact with Children's Social Services can be made through the Multi-Agency Safeguarding Hub (MASH). They can give advice and guidance to schools, settings and childcare providers about any concerns in this area and can advise when a referral to Children's Social Care may be appropriate.

Appendix A

Dear Parent / Carer of

I am writing to you regarding the number of times your child has been collected late from school this half term.

Our records show your child has been collected late on ____ occasions this half term. It is the parents' responsibility to ensure children are collected on time as being collected late can be very distressing for the child/ren concerned.

If all reasonable attempts have been made to make contact with parents, carers or any other nominated person, and these have failed then the school will contact the police and/or the Children's Social Care Team.

The school 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 and Child Protection Policy and Procedures.

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,

Mrs Connor

Attendance and Behaviour Lead

DDSL

Appendix B

Dear Parent/Carer of

I am writing to you concerning the persistent late collection of (child/children's names) at school which as you are aware is causing concern. I would therefore like you to attend a meeting, with the aim of exploring the reasons behind the persistent late collection and to draw up a plan to help improve a timely end of day collection.

Time of Meeting:

Date of Meeting:

Whilst your involvement is voluntary, you should be aware that should the late collection remain persistent, the Local Authority may take more formal action. I hope that you will work with us to improve this matter.

Should you have any special requirements please do not hesitate to contact me so that arrangements can be made prior to the meeting.

Yours sincerely

Mrs Connor

Attendance and Behaviour Lead

DDSL