



Late Collection Policy

This policy reflects our commitment in ensuring every member of our Academy community will promote a safe, positive and caring environment which enables all our pupils to value themselves and others, and become responsible, successful citizens of the future.

- Minuted and adopted by ...

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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 at the Academy 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 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 Academy office is notified immediately. When there is a change to the end of day arrangements, we ask that parents inform the Academy office, giving as much notice as possible.

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 Academy 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 Academy 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 be brought to the Academy office and 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 Academy's governing body has the power to impose a charge on parents or carers who fail to collect their child from the Academy 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 Academy to ensure parents and carers are notified of the timing of the school day or after school club 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 Academy within fifteen minutes after the school day or after school club ending, then a charge will be made to the child's parent or carer. The Academy 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 Academy 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 school day or after school clubs a charge of £5.00 will be made to the parent / carer; a £10 charge will be made for up to 30 minutes of non-collection; a £15 charge will be made for over thirty-minutes of non-collection. (This does not apply to the Academy's After School Club which has its own policy regarding late collection.)

The parent will be advised of the relevant charge and expected to pay via ParentPay. Failure to pay will lead to further action being taken.

Following a late collection, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from the Academy at 3.15pm (the end of the school day).

If the child has not been collected after one hour from the end of the school day or after school club and no contact has been made with the parent or arrangements agreed, we will follow our Child Protection Procedures for uncollected children. The Academy will phone the Social Work Duty Line.

Procedures for Non-Collected Children Late Collected Children

- All late collected children will be recorded and this information may be passed onto the Local Authority's Education Welfare Team for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents requesting they meet with a senior leader at the Academy.
- Where there is no improvement in late collection, advice will be sought from 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 Academy run after school club on 2 occasions they will automatically lose their place at the after school clubs for the rest of the academic term.
- If there is 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).
- The Police may decide to take the police protection order (PPO) as part of this process.
- A full report of the incident will be written and placed in the child's safeguarding file.

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Updated - May 2024

Review terms every three years – May 2027

