



## **Late Collection Policy**

**Protocol for dealing with children who are not collected  
from school at the end of school day/ school activity**

## **Late Collection policy**

This policy has been put into place due to the rising number of parents that regularly pick their children up from school after our closing time of 3pm. We expect children to be picked up promptly at their finishing time. Two things happen when you are late picking up your child. First, your child becomes anxious about why you are late. Second, staff who have responsibilities after school finishes may have to stay at school past their scheduled time and be late for their afternoon or evening commitments.

At Greenbank the school hours are as follows:

<b>SCHOOL HOURS</b>	<b>8.45am – 3.00pm</b>
<b>NURSERY</b>	<b>8.45am – 11.45am</b>
	<b>12.15pm – 3.15pm</b>

## **Aim**

We aim to provide a safe and caring environment. In the event that a child is not collected on time, 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. 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 (only Y6 children are allowed to walk home alone and this is after school has received written permission from a parent/carer).

## **Methods**

Parents of children starting in the school are asked to provide specific information which is kept in our data file in the office, parents are asked to update this information at the start of each academic school year. The information includes the following:

- 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. child minder, relative, neighbour (and are willing to be contacted).
- 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 throughout the school year 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 including their names and up to date phone numbers of who will be picking up your child/ren. This means that both the teacher and child can be made aware of the changes.

In the event of a delay in collecting a child and 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 or in a classroom 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.

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 extreme emergency situations, 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 emergency situations can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a rare and genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child. Please note that unforeseen emergencies do not include: having to first pick up other children from another school, picking up late due to a shopping trip, lateness of collecting your child/ren as it fits in with your work commitments.

## **The Charging Arrangements**

If a child is picked up late the time will be recorded on the child's school file. In cases where a child is not collected within fifteen minutes of the end of the school day or after a school activity (for example: an After School Club) a charge of £2.50 per child will be made to the parent/carer. Following the initial £2.50 charge a further £2.50 charge per child will be made for each 15 minute period that a 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. The school office clock will be used to determine the period of time a child is collected late and the cost incurred.

**If a child is collected late for the 3<sup>rd</sup> time in an academic year the fine per 15 minutes will be increased to £5.00 per 15 minutes per child. This increased fine will remain in place for the remainder of the academic year for all additional times a child is collected late.**

## **Procedures for Late and Non-Collected Children**

### **Late Collected Children**

- All late collected children will have their late collected time recorded on their school file and this information **may be passed on** to the school's and Local Authority's Attendance Team for further investigation.
- Where a child has 3 recorded late collections in one half term information **will be passed on** to the school's and Local Authority's Attendance Team for further investigation.
- Where there is **no improvement in late collection** a Common Assessment Framework (CAF) may be initiated. As part of the CAF parents/carers will be expected to attend meetings with members of the Senior Leadership Team and the Pastoral Team with the aim to support the family in improving collection of the child/ren on time.

### **Non-Collected Children**

- If there has been no contact made after one hour, 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 Services may also be informed

- If the police cannot locate an appropriate adult to come for the child, they will notify Children's Social Services 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 after one hour 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 Services.
- A full report of the incident will be written and placed in the child's school file.

**In summary:**

- **School starts at 8:45am      Morning Nursery starts at 8:40am**  
**Afternoon Nursery starts at 12:15pm**
- **School ends at 3:00pm      Morning Nursery ends at 11:45am**  
**Afternoon Nursery ends 3:15pm**
- **Emergency contact details need to be up to date at all times. Please inform school of changes in phone numbers and change of addresses.**
- **If children are not collected by parents/carers the names, addresses and phones numbers of adults picking up your child/ren must be provided to the school.**
- **Parents/carers should leave their phones on during the day and have enough credit to respond to calls from school**
- **Children will not be allowed to go home in a taxi without an adult who is designated to collect your child.**
- **Children will not be permitted to be picked by an older sibling under the age of 14 years old.**
- **Children will only be allowed to walk home if they are in Y6 and have written permission by a parent/carer**
- **Fines will be imposed for late collection of your child/ren. A charge of £2.50 per child for each 15 minute period he/she is collected late. On the 3<sup>rd</sup> occasion and subsequent occasions after this in an academic year the charge will increase to £5.00 for every fifteen minutes for every child.**
- **Persistent lateness in collecting children could involve Local Authority intervention eg: Attendance team or Social Services. Police may be contacted in persistent non collection of your child/ren.**

**Policy:** Late Collection Policy

**Reviewed on:** January 2020

**Next Review:** January 2021

