



Late Collection Policy

October 2025

Review Date: October 2028

Guidance for Uncollected Children at the End of the School Day

1. Schools have a general duty to ensure that pupil's records are kept up to date. Please ensure that your contact numbers for parent/carers for use in an emergency are current.
2. Parents/carers must be informed that they should make every effort to contact School if they are going to be delayed in collecting their child/children.
3. Schools must ensure that parents/carers are informed as a matter of routine that should a child be left at school repeatedly for an unreasonable amount of time after the school day has ended, that Children's Services may be contacted. In these circumstances Children's Services can treat the matter under Child Protection Procedures as a potential issue of abandonment/neglect.
4. In the event of a child/children being left behind at the end of the school day, schools should make every attempt to contact the parent/carer or emergency contact person who is able to collect the child. Below are suggested details to be available.

School Contact Name
School Telephone Number
Name of Child
Date of Birth
Address
Alternative Address
Parent/Carer Name
Home Telephone Number
Emergency Contact Number
Religion
Ethnicity
Language Spoken
Special Dietary Needs
SEN/Medical Conditions/Allergy, Behaviour Difficulties
Any Previous Uncollected Incidents - Dates and Times
Referrer's Name

5. It is felt to be in the child's best interest to stay at school in familiar surroundings for as long as possible. You are asked to bear this in mind when making your call.
6. A Designated Safeguarding Lead should be informed who will have access to any previous safeguarding concerns. **If the child/children has not been collected by 6.00pm then school should contact the Emergency Duty Team on 0345 606 1212**

7. The school should deliver a letter to the child/children's home after this time informing the parent/carer that the child is in the care of the Emergency Social Care Team, it should also include contact numbers.
8. The Head of School/Headteacher will discuss the situation with the parent/carer the following day and notify Education Welfare Service Manager of action and details.

**It is important that these arrangements are made known to all
parents**

Approval and Review

This policy was approved by the CEO in **October 2025**.

This policy shall be reviewed on a regular basis to ensure its continued effectiveness and compliance with the law and regulations.

Next review date: **October 2028**

Late collection Procedure (daily)

Recording late children:

- Write down all children's names and classes on daily accumulative record sheet (Appendix A)
- Each child will need an individual record sheet (Appendix B) filed alphabetically by first name at the back of the folder.
- Complete individual record as child is collected:
 - Date
 - Time Collected
 - Ask Parent reason
- Update daily accumulative record with times collected
- Call parents to find out where they are/who is picking child up etc.

Late Letters:

If a child is **collected late 3 times in one half term**, a letter needs to be sent to the parent/carers. This letter needs to include the dates and times collected from child's individual record sheet

If a child is **collected late 4 times in one half term**, they need the second letter. Arrange a meeting with the Assistant Headteacher or Deputy Head or Head of School/Headteacher

Appendix A – Daily Accumulative Record

Date

Number of late collections today.....

	Name of child	Class	Time collected	Reason for late collection	Who collected?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Appendix B – Individual Record Sheet

Name of child:.....

Class:.....

Any signs of distress or upset?	Date	Time collected	Reason for late collection	Follow up action and date: