St Ignatius' Catholic Primary School

Late Collection of Children policy.

'Rooted in love, respect, care, and a commitment to working hard.'

Updated February 2026
Agreed by Governors Spring 2026
To be reviewed: September 2026

We aim to provide a safe and caring environment.

In the event that a child is not collected or delayed being collected, 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 safely, in line with GDPR regulations, within our Management Information System (Arbor)

If there are any changes to any of that data shared, 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/staff and child are aware.

If it appears that there have been no alternative arrangements made for the collection of a child by the carer, the 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, they may be placed in After School Club if no staff are available to care for them.

See further below for details of late or non-collection from After School Club.

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. This charge will be for the child to access After School Club. 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

The charge of the late collection will be made against After School Club at a cost of £3.50

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 3.15pm /4.15pm (end of school and club times). 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 Child Protection Procedures for uncollected children.

Procedures for Non-Collected Children Late Collected Children

All late collected children will be recorded in the records of punctuality kept in the school office 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 who will be invited to a meeting with Mrs Archibald. Where there is no improvement in late collection a second letter will be sent and a referral 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 a school-run-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 been 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 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 of the incident will be written and placed in the child's school file.

Template letter to parents

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 Club there will be a charge of £3.50. Please be aware staff are only employed for 15 minutes after the club closing time. You will be asked to pay this charge on collection via Arbor.
Failure to pay will lead to further action being taken.

The School's Designated Lead for Child Protection (Mrs Luena Archibald) 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
Mrs Luena Archibald
Headteacher