St. Mary & St. Andrew's Catholic Primary School

Late Collection of Children Policy

Mission Statement

We are guided by God who is at the centre of everything we do.
We support each other to be the best we can be to secure bright futures for everyone.
With our parishes, families and the community, we work together to create a school that is safe, happy, respectful and inspirational.

Statement of Intent

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.

Parent Responsibilities & Data Security

Accurate Data: Parents provide emergency and contact details upon starting school, which are kept secure in line with GDPR within our Management Information System (Arbor). Parents must notify the school office immediately of any data changes.

End-of-Day Changes: If regular collection arrangements change, parents must inform either the school office or the class teacher.

Delays: If a parent/carer is running late or has arranged alternative collection with an authorised friend or relative, they must telephone the school or Newhouse Out Of School Club immediately.

Step-by-Step Staff Procedures for Late Collection

1. Check Messages: Verify if any changes to end-of-day arrangements have been communicated.
2. Contact Parents: Attempt to contact parents/carers at home or work.
3. Contact Emergency Contacts: If unsuccessful, contact other authorised adults listed on the system.
4. Supervision: The child will wait near the school office under adult supervision or be placed in the Newhouse Out Of School Club if space and staff availability permit.

Charging Structure for Late / Non-Collection

Under Section 457 of the Education Act 1996, the governing body has the power to charge parents who fail to collect their child within a reasonable time after the close of the school day or activity.

- **Grace Period:** Except in genuine, unforeseen emergencies (note: standard traffic congestion does not constitute an emergency), collections occurring more than 15 minutes after the close of the school day or club will incur a charge.
- **Fees:**
    - A flat fee of £5 applies at the 15-minute mark.
    - A further charge of £5 for every subsequent 5 minutes will be added.
    - Invoicing and Sanctions: Charges are billed via invoice. No new club bookings will be permitted until penalty fees are fully paid.

Escalation Process: Repeated Lateness & Safeguarding

To manage persistent lateness and protect student welfare, the school applies the following escalation milestones:

- **2nd Late Collection (Term):** The parent/carer is sent a formal reminder letter. For after-school clubs, children collected more than 15 minutes late on 2 occasions will automatically lose their club place for the remainder of the term.
- **3rd Late Collection (Half-Term):** A letter is sent home and parents are invited to a formal meeting with the Headteacher (Mr Waywell). Punctuality is logged in office records and may be shared with the Local Authority's Education Welfare Team.
- **Continued Lateness:** A second escalation letter is sent and a formal referral is made to the Local Authority's Children's Social Care Team. If two or more uncollected episodes occur within a six-week period, a full report is placed in the child's file and a social care referral is triggered.

Extreme Non-Collection Protocol (After 1 Hour)

Under no circumstances should staff search for parents or take children home.

If one hour has elapsed from the end of the session, no contact has been established and no staff remain available on the premises:

- The police will be contacted with the child's details (Name, DOB, address, parent details).
- Children's Social Care (via the Emergency Duty Team) will be informed.
- The Headteacher will ensure the child is safely transitioned to police custody or allocated out-of-hours social care if parents cannot be located. A Police Protection Order (PPO) may be initiated.

Policy Created: November 2026
Next Review Date: November 2029

Template letter to parents

XX 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 Newhouse Out Of School Club there will be a charge of £5. A further charge of £5 for every 5 minutes will be charged after this time. Failure to pay will lead to further action being taken.

The School's Designated Lead for Child Protection (Mr Waywell) 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

Mr Waywell

Headteacher