



Late Collection Policy

Protocol for dealing with children who are not collected from school at the end of the school day or following after school activities.

Reviewed by: V Terry

September 2025

To be reviewed in September 2026

Late collection policy

This policy has been put into place due to the rising number of parents who regularly pick their children up from school after our closing time of 3:15pm. We expect children to be picked up promptly at their finishing time. Two things happen when parents/carers are late picking up their children. Firstly, the children become anxious about why parents/carers are late. Secondly, staff, who have other responsibilities after school finishes, may have to stay at school past their scheduled time and be late for their afternoon or evening commitments.

At Hamer the school hours are as follows:

SCHOOL HOURS	8:45am-3:15pm
NURSERY	8:30am-11:30am
	12:30pm - 3:30pm

Aim

We aim to provide a safe and caring environment for all of our children. 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 the 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 school are asked to provide specific information on their contact forms which are kept in the school office. They are asked to update this information at the start of each school year and whenever an update is necessary. Amongst other things, the information includes:

- Home address
- Telephone number(s) of parent(s)/carer(s)

- Names and contact numbers of other adults who are authorised by the parents/carers to collect their child from school and who are willing to do so

SCHOOL MUST BE NOTIFIED IMMEDIATELY IF THERE ARE ANY CHANGES TO THE ABOVE

It is the parents/carers responsibility to ensure that children are collected on time. If they are going to be delayed, they should first see if one of the authorised adults on the contact form is able to pick up in their place. If this is not possible, they should ring school as soon as possible to let us know.

In the event of a delay in collecting a child and if it appears that there have been no alternative arrangements put in place by the parent/carer, the school staff should take the following steps:

- Take the child to the late room
- Check for any messages from the parent/carer
- Contact parents/carers by telephone
- If this is unsuccessful, contact other authorised adults
- When children are collected, record details in the Late Book and speak to parents/carers about the importance of picking up on time. Issue the relevant Late Collection charge.

Charges for late/non-collection of children

Under Section 457 of the Education Act 1996 and relevant Regulations the school Governing Board 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 a school day or after school activity. The Governing Board 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 Board has decided that, except in extreme emergency situations, where children are not collected from school within 15 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 emergencies and will ensure that the charge is not imposed on the parent/carer 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 pick up other children from another school, picking up late due to shopping, praying or routine appointments or lateness due to fitting around work commitments.

Charges will also apply for parents/carers who regularly fail to pick up on time. These will be applied after 3 occasions of lateness.

Please note, if you are late picking up from an after school club on two occasions, you will not only be issued with a charge but your child may be unable to attend the club for future sessions.

The Charging Arrangements

If a child is picked up late, the time will be recorded in the Late Book. In cases where the child is not collected within fifteen minutes of the end of the school day or after a school activity, 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 (this will apply for anything over the previous 15 minutes). The parent will be issued with an invoice and expected to pay by the next day. Failure to pay will lead to further action being taken. The late room clock will be used to determine the period of lateness and thus the cost incurred.

Procedures for Late and Non-Collected Children

Late Collected Children

- Late collected children will have their late collected time recorded and this information **may be passed on** to the school's and Local Authority's Attendance Team for further investigation.
- Where there is no improvement in late collection, an Early Help assessment may be initiated. As part of the process, parents/carers will be expected to attend meetings with members of the Senior Leadership Team (SLT) and the Pastoral Team with the aim of supporting the family in improving collection of their child on time.

Non-Collected Children

- School staff will try all emergency contact numbers that they have on record.
- If there has been no contact made by 4pm, the Early Help Team will also be contacted (they may suggest a referral to Children's Social Services).
- If school/Early Help cannot locate an appropriate adult to come for the child, they will notify Children's Social Services via the emergency duty team.
- A full report of the incident will be written and placed in the child's school file.

In summary:

- **School ends at 3:15pm (3:30pm for Nursery)**
- **Emergency contact details need to be up to date at all times and must be amended in person and not over the phone.**
- **Children can only be collected by adults (over the age of 18) who are on the child's contact form.**
- **Parents/carers should leave their phones on during the day and have enough charge/credit to ensure they are available to take and respond to calls from school.**
- **Children can only walk home alone if they are in Y6 and have written permission.**
- **Charges for late collections will be imposed- £2.50 for the first 15 mins and a further £2.50 for each full/part 15 minutes that follows.**
- **Persistent lateness in collecting children could involve Local Authority intervention e.g. Attendance Team (Education Welfare Officers) or Social services.**

* To be read in conjunction with the Charging and Remissions Policy.