

Minsterley School & Nursery



Late Collection Policy

October 2025

Aim

At Minsterley Primary School and Nursery we aim to provide a safe and caring environment. In the event that a child is not collected or delayed, 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 the authorised adult, we put into practice the agreed procedures, unless agreement to walk home has been obtained.

Methods

Parents of children starting in the school are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/carers.
- Place of work and telephone numbers (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 school i.e. childminder, relative, neighbour.
- 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 the above, we ask that the school office is notified immediately.

When there is a change to the end of day arrangements, we ask that the parents inform the class teacher at the beginning of the day or contact the school office.

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 with a friend/relative they should ring the school to advise us of those changes so that both the teacher and child are aware.

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 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.

Any children not collected after 3.25pm will be placed into after school club at a cost of £4 an hour. Where children are collected late (after 5pm) from after-school club on two occasions they will automatically **lose their place at after school clubs for the rest of the academic year.**

Procedures for Uncollected Children

Late Collected Children

- Late collection will be classed from 10 minutes after the agreed event finish time i.e. school day, school trip, after school provision has ended. All late children will be recorded in the "late book" and this information may be passed on to the school's educational welfare officer (EWO) for further investigation.
- Where a child has three recorded late collections in one half term a letter will be sent home to the parents. (See appendix A).
- Where there is no improvement in late collection a second letter will be sent, and a referral made to the Early Help.

After School Clubs

- Where children are collected late from a school run after-school club on two occasions they will automatically **lose their place at after school clubs for the rest of the academic year.**
- If children are collected late or not collected, the Procedures for Uncollected Children will apply.

Uncollected Children

- Under no circumstances are the staff to look for the parent, nor do they take the child home with them.
- Every effort will be made to contact parents/emergency contacts using the details supplied by parents (including emergency contacts), After 30 minutes following the end of school day, or after 15 minutes at the end of any after-school activity club, the police will be informed 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).
- 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 an immediate referral to Children's Social Care.
- A full report of the incident will be written and placed in the child's school file.

Persistent Late Collection

If a family is persistently late in collecting a child, then the head teacher may refer the case to the Initial Contact Team.

Appendix A

Dear Parent/Carer of

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 as being collected late can be very distressing for the child/ren concerned.

If all reasonable attempts have been made to make contact with parents, carers, or any other nominated person, and these have failed then the school will contact the police and/or the Children's Social Care Team.

The School's Designated Person for Child Protection will keep a record of incidents where parents/carers do not collect a child from the 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 and Child Protection Policy and Procedures.

This letter is intended only 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,

Headteacher

