



Wrekin View

Wrekin View Primary School and Nursery

Late Collection Policy



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Policy Lead	Mrs. J Fisher
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1. Purpose

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 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 ten 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 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.

This policy outlines the procedures and charges applied when a child is not collected on time from school or after-school activities. It ensures the safety and well-being of children and supports staff in managing their responsibilities effectively.

2. General collection procedure

Parents will promptly collect pupils at the end of the school day, which is 3.15pm on the playground or designated exit points. Parents are expected to be on school grounds at 3.15pm to collect their children. Children collected after these times are deemed 'late.'

Class teachers typically take 10 minutes to dismiss their class of children.

Where there is a pattern of lateness, with parents being last to collect their children, school will remind these parents of school finish times and this policy. For example, a parent regularly collecting their child at 3.25pm.

Staff members will supervise the playground until all pupils have been collected, accounting for the school's late collection procedure outlined in section 5 of this policy. Sufficient staff to pupil ratios will be met at all times during the collection process.

Staff members will not release a pupil if it is felt that the parents are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. In these cases, the school's Child Protection and Safeguarding Policy will be followed.

Pupils will only be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility. If the parent has arranged for someone else to collect their child, they will need to call the school office to arrange. The collecting person will need to know the password prior to collecting the child.

Older pupils in Year 5 and 6, will be allowed to travel home on their own as long as the Headteacher has been informed in writing of this arrangement by the pupil's parents/carers.

3. Collection times

- End of school day: 3.15pm
- Afterschool clubs end at 4.15pm
- Wraparound club ends at 4.30pm or 5.30pm depending on the session booked.

4. Late Collection Charges

4.1 End of school day

Late	Fine
After 3.25pm up to 3.45pm	£5
After 3.45pm to 4.15pm	£10
After 4.15pm to 4.45pm	£20
After 4.45pm	£25 +£5 for every five minutes after this

4.2 Afterschool and Wraparound clubs

Afterschool Clubs: Collection time 4.15pm

Wraparound: Collection times 4.30pm & 5.30pm

Time Window	Fine
1 st 20 mins	£5
2 nd 20 mins	£10
3 rd 20 mins	£15
4 th 20 mins	£20
5 th 20 mins	£25 + £5 for every 5 minutes over this

Charges are per family, per incident and will be allocated to the parent of the child/ren on the days being collected late.

The parent will be issued with an invoice and expected to pay within 30 days of the date on the invoice. Failure to pay will lead to further action being taken.

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.

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.

Where children are collected more than 10 minutes late from a school-run-afterschool club or wraparound on 2 occasions they will automatically lose their place at after school clubs for the rest of the academic term.

5. Procedure for late collection

The child will be supervised by a member of staff.

Attempts will be made to contact parents/carers and emergency contacts.

If no contact is made and the child is not collected within 60 minutes, the school may contact the Local Authority's Children's Social Care Team.

All late collected children will be recorded in the "Late Book" and this information may be passed onto the Local Authority's Education Welfare Team for further investigation.

6.Repeated late collection

Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.

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

If a child is collected late three times in a half term, a meeting will be arranged with the Headteacher to discuss the issue. Continued lateness may result in:

- Withdrawal from after-school activities.
- Referral to external agencies.

7. Procedure for non-collection

Under no circumstances are the staff to look for the parent, nor do they take the child home with them.

If there has 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/carers and any other contact details. Local Authority's Children's Social Care Team 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 5.45pm 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.

8. Exceptional circumstances

We understand that emergencies happen. In exceptional cases, charges may be waived at the discretion of the Headteacher. Parents must notify the school as soon as possible if they anticipate being late.

9. Monitoring arrangements

This policy will be reviewed every three years by the Senior Administrator and be approved by the Headteacher and governing body.