

St John the Baptist Church of England (VA) Primary School



“Prepare the way”
Isaiah 40:3

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.

Late or Non-Collection Policy

Review

This policy was reviewed by the Governing Body in May 2026 and will be reviewed every xx years.

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Signed: Jill Carr, Chair of Governors

Aim

We aim to provide a safe and caring environment for all children. In the event that a child is not collected or collected late, they will be reassured in order to cause as little distress as possible.

Methods

Parents of children starting in the school are asked to provide specific information, including:

- Home address and telephone number of parents/carers
- Work telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of emergency contacts who are authorised by the parents/carers to collect their child from school e.g. childminder, relative, neighbour. We require at least **three** people who can be contacted.
- Information about any person who has been denied legal access to the child
- Information about who has parental responsibility for the child.

If there are any changes to any of 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 parents inform either the school office or the class teacher.

In the event that an unauthorised adult arrives to collect a child, we will telephone contacts with parental responsibility to validate the unauthorised adult. If someone different is collecting your child/ren it is **imperative** that you contact the school office beforehand to notify us.

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 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, at 3.30pm the school office staff will take the following action:

- Messages are checked to see if there are any changes to the end-of-day arrangements
- Parents/carers are contacted on all available telephone numbers
- If this is unsuccessful other authorised adults are contacted
- In the meantime, the child will wait in or near the office under adult supervision.

Where children are not collected from the school within fifteen minutes after the school day (by 3.30pm) or fifteen minutes after an after-school activity ending, it will be recorded in the "Late Book".

On the third late collection within an academic year, without a justifiable reason, the parent/carer will be asked to attend a meeting, and parents will be issued with a late collection charge.

The charge will be as follows: -

Collection 3:30pm (£5)

Collection between 3:30pm – 3:45pm (£10)

Collection after 3:45pm (£10, plus £10 for every 15 minutes beyond 3:45pm)

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 contact Social Services.

Procedures for Non-Collected/Late Collected Children

- All late collected children will be recorded in the “Late Book”
- Where a child has 3 recorded late collections in one term the parent/carer will be asked to attend a meeting and this information may be passed onto the Local Authority’s Education Welfare Team for further investigation.
- Where there is no improvement in late collection a second meeting will be arranged and a referral made to Social Services.