



Late Collection Policy

September 2025-26

Forest Park Primary School part of
Orchard Community Trust



Approved by Governors		Review Date
September 2024		September 26

Introduction

Forest Park Primary School recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

The school day for **Early Years' school day finishes at 3.05pm and the Late Collection Policy applies from 3.15pm.**

The school day for **Years 1-6 school day finishes at 3.15pm and the Late Collection Policy applies from 3.25pm.**

The Policy and procedures will be brought to the attention of parents, during induction, when their child starts school.

On admission of their child to the school/afterschool club, parents should supply:

- Name and the full address of parents/carers (and confirmation of parental responsibility)
- Mobile/home and work telephone numbers
- The emergency contact details of up to four people who may be called in the event of the parents/carers being unobtainable or in the case of an emergency (this includes the contacts of parents/carers).

This information should be updated annually or whenever circumstances change.

It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately, by a parent with responsibility, if it becomes apparent that the person collecting the child may be late.

Forest Park Primary School agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety.

If parents/carers have not collected their child/children after the allocated time, they will automatically be taken into the school reception office and parents/carers will need to collect their children from there.

Late Collection Procedures

The School's Designated Person for Child Protection/Safeguarding and Attendance Manager/Officer 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 there are any concerns about the child's safety and welfare, these will be dealt with in accordance with the School's Child Protection/Safeguarding Policy and Procedures.

Our procedures:

- If a child is not collected by a parent/carer after the school day or approved activity, the Headteacher or Designated Person will be notified. Every effort will then be made to contact the parent/carer, or failing that, the emergency contacts.
- If a child is not collected from the usual dismissal point by their allocated finish time, they will be taken to the school office/reception area.
- On the first occasion, the parent/carer will be contacted by telephone on their home, work or mobile number to ask why the child has not been collected and a record will be kept. The parent/carer will be given a late collection slip.
- On the second occasion, the parent/carer will be contacted by telephone on their home, work or mobile number to ask why the child has not been collected and the parent/carer will be asked to meet with the Attendance Manager/Officer. Again, a record will be kept and a parental contract will be issued.
- On any subsequent occasion, the parent/carer will be charged £1 per 5 minutes late, per child. For example, if you pick up your child/children 30 minutes late and this will cost you £6.00 per child.
- The 'INVENTORY' system clock will be used to determine the cost.

(There will also be a charge if parents' phone the school to say they are running late but children are still not collected by 3.25pm.)

In the case of a pupil not being collected and no contact being made WITHIN 45 MINUTES OF THE USUAL COLLECTION TIME, the school will ring Stoke-on-Trent Safeguarding Team (CHaD) on 01782 235100 or the allocated Social Worker to discuss the concerns and ask advice. This will allow the Social Care Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child.

Social Care will give advice and make appropriate checks. However, school will continue to be responsible for trying to contact the parent/carer/emergency contact and to keep Social Care updated about the situation.

If attempts to contact a parent/carer are still unsuccessful, school and Social Care will jointly take responsibility for arranging for children to be transported to the Social Care team, (or other appropriate venue) who will arrange a place of safety. This is considered to be a last resort and parent/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity.

After School Clubs

Children must be collected by the agreed time stated on the permission slips.

- Late collection is five minutes after the time stated on the after-school club letter, after this time the late collection procedure will apply as above.
- Late collections for clubs will be reviewed weekly.
- The 'INVENTORY' system clock will be used to determine the time.

In the case of a pupil not being collected and no contact being made WITHIN 45 MINUTES OF THE USUAL COLLECTION TIME, the school will ring Stoke-on-Trent Safeguarding Team on 01782 235100 or the allocated Social Worker to discuss the concerns and ask advice. This will allow the Social Care Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child.

Appendix

Late Collection slips

Parental Contract

Delayed Collection Slip Issue 1



Name of children	Class or Year Group

Minutes of delayed collection: _____ minutes (after 3pm)

Reason for delayed collection:

Delayed Collection Slip Issue 1



Name of children	Class or Year Group

Minutes of delayed collection: _____ minutes (after 3pm)

Reason for delayed collection:

Delayed Collection Slip Issue 1



Name of children	Class or Year Group

Minutes of delayed collection: _____ minutes (after 3pm)

Reason for delayed collection:

Family Support - Late Collection

Name of child/children: _____

Year Group/ Reg Group: _____

Date: _____

Parents attended / Parents did not attend

Current Attendance: _____ %

Minutes collected late/ arrived late to school _____

Summary:

Meeting called in line with the school's attendance policy and procedure for any pupil who has had a pattern of persistent late collections.

A meeting will be held in the parent's/carers absence and they will be informed of the outcome.

Action to be taken:

Meeting called with parents/carers regarding attendance and late collections- discussion of targets to be set.

Targets set:

- Late collections will be monitored and reviewed on a weekly basis – contact to be made between school and parents/carers.
- Early collections - appointments to be made outside of the school day or in term breaks to avoid absences and early collections where possible.
- If a child arrives in school late, this may be recorded as a U code, which is an unauthorised absence and can lead to referral and statutory action.
- I understand that school finishes at _____
- I have been informed of the time the after school club finishes.
- **I am aware there will be charge of £1 every 5 minutes, per child (after 3pm).** This will be charged each time, from the third time I am late to collect my child/children. I will pay this through parent pay.

Late Collection Policy / Parental Agreement discussed, agreed and endorsed by all relevant parties:

Parents Name: _____

Signature _____

School Representative: _____

Signature _____

Copy given to parent: _____

