



Kenningtons Primary Academy

Late Collection Policy

This Policy was reviewed by the Academy Manager and agreed and ratified by the Governing Board on an annual cycle. It is displayed on the school's website.

Date of Approval	24 th September 2026
Review Duration	1 Year
Date of Review	July 2027



Aim

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 an authorised adult, we put into practice the agreed procedures, unless agreement to walk home alone 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 number (if applicable)
- Mobile telephone number (if applicable)
- 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 any of the above, we ask that the school office is notified immediately.

In the event that the parent/carer is running late or has made alternative collection arrangements 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 the child, the school office staff will take the following steps:

1. Messages are checked to see if there are any changes to the end of day arrangements
2. Parents/ carers are contacted at home or work
3. If this is unsuccessful other authorised adults are contacted

The school accepts that a variety of emergency situations 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.

The Governing Body has decided that, where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then they will be taken to after-school provision to be collected.

The Charging Arrangements

On the first and second late collection, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from school at the correct time. If the child is collected late a third time, parents/carers will be charged at the following rates:

After School (3.15pm finish)

- Between 3.15 - 3.30pm. £5.75 charge
Child is to be collected from the Main Office.
- Between 3.30 - 4.30pm. £5.75 charge
Child is to be collected from the 'part-session' of after-school provision.
- Between 4.30 - 6pm. £13.50 charge.
Child is to be collected from the 'full-session' of after-school provision.

After Clubs (4.15pm finish)

- Between 4.15 - 4.30pm. £5.75 charge
Child is to be collected from the Main Office.
- Between 4.30 - 5.30pm. £5.75 charge
Child is to be collected from the 'full-session' of after-school provision.
- Between 5.30 - 6pm. £13.50 charge.
Child is to be collected from the 'full-session' of after-school provision.

After-School Provision (4.30pm & 6pm finish)

- After 4.45pm. £7 charge
Child is to be collected from the 'full-session' of after-school provision.
- After 6pm. To be discussed with Jo

**Charges will be given each subsequent late thereafter for the rest of the school year.
The purpose of the charge imposed is to meet the additional costs in salary and
resources that the school incurs from the late collection.**

If the child has not been collected after one hour (4.15pm) and no contact has been made or arrangements agreed, we will follow our **Child Protection Procedures for uncollected children.**

- Under no circumstances are the staff to look for the parent, nor do they take the child home with them.
- If there has been 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/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).
- Should the parent fail to collect the child before 4.45pm 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.

Persistent Late Collection

If a family is persistently late in collecting a child, then the head teacher will consider taking further action that may include a referral to the Multi Agency Safeguarding Hub.