



**Late Collection Policy**  
**Spring 2025**



## **Late Collections Policy**

Southglade Primary School understands that occasionally delays are unavoidable; however, the school takes persistent lateness in collecting a child very seriously. In extreme cases, it can be considered as abandonment or neglect of the child.

In the event of a child not being collected at the end of the school day, school will make every effort to contact the child's parents/carers. If this proves to be impossible, school staff will try to get in touch with an alternative emergency names contact, who is authorised by the child's parents/carers to collect them on their behalf.

If no contact can be made within an hour and a quarter of the end of the school day, the school will have no alternative but to contact Children's Services to inform them that we have an uncollected child on the premises. Children's services may advise school to contact the police.

### **Late Collection Procedures**

<b><u>Time</u></b>	<b><u>Action</u></b>
3:15pm	Parents to collect their child/children from the area of school or door where the class is released.
3:30pm	All children who have not been collected to be taken to school reception where an initial telephone call is made. If there is no answer, then a message will be left on the answer phone. This is to be logged on the late collection form.
3:45pm	If the children have not been collected, a further telephone call will be made and a member of the SLT informed. Other contacts to be called if appropriate.
4:00pm	Staff to continue to phone contacts at reasonable time intervals if the child/ren have still not been collected. All calls should be logged on the late collection form.
4:45pm	If a child has not been collected by this time, the school will log the incident as a safeguarding concern and children's services will be informed.

If children are repeatedly collected late- 3 occasions over a rolling month period- without reasonable cause, then a letter will be sent to parents (*Appendix 3*). If children continue to be collected late over a prolonged period of time triggering 3 warning letters over 4 months parents will be asked to attend a meeting in school.

**The time a child is collected from school is to be recorded on the Late Collection form together with the reason why the parent is late. The form is to be signed by both parent/carer and staff member.**

A late collection for the purposes of this policy will be classed as any collection after 3:30pm allowing parents a 15 minute window for unexpected incidents/ emergencies which Southglade Primary School understands can happen to all parents/ carers at times.

Late Collection Log

Date: \_\_\_\_\_

Child/Children's names: \_\_\_\_\_

Time of initial phone call	Outcome
Time(s) of further communication with parents	Outcome
Time of collection	Reason for late collection
Follow up actions	



Name and address of parent

Letter \_\_\_\_\_

Your child/ren \_\_\_\_\_ has/ have been collected late from school on 3 occasions in the previous month. These late collections, and the reasons why, are listed below:-

- 1.
- 2.
- 3.

I would like to remind you that, in order to keep your child/ren safe, the school is obliged to implement its Late Collection Procedure for children not collected on time. If you are regularly late to collect your child, fail to collect your child before 4.45 pm, or fail to make suitable alternative collection arrangements this may lead to school contacting Children's Services.

If you receive 3 of these letters within a 4 month period, this could also trigger a referral to Children's services.

Please do speak to either myself or your child's class teacher if you are currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Yours sincerely

Mrs Alison Thomas

Headteacher