

Sandringham Infant and Nursery School



Late/Non Collection Policy

Policy Approved	June 2019
Review Period	Annual
New Review	June 2020
Written By	Sarah Cable/Katherine Money

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 will inform parents/carers of our procedure so if they are unavoidably delayed they will be aware of the procedures being followed. In the event that an authorised adult does not collect a child, we will put into practice the agreed procedures.

Methods

Parents of children starting 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(s) or carers
- Work telephone number if applicable
- Mobile telephone number
- Names and telephone numbers of 2 emergency contacts who are authorised by the parents/carers to collect their child from school e.g. childminder, relative, neighbour
- 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. When there is a change to the end of the day arrangements, we ask that parents inform the school office or the class teacher.

We inform parents that 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/relative, they should ring the school to advise us of those changes so that both the teacher and child are aware.

After school club should be booked 48 hours in advance and a last minute booking to avoid a late collection cannot guarantee a space. The Non-Collected Children procedure can apply in this situation.

If it appears there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following steps:

- Messages are checked to see if there are any changes to the end of the day arrangements
- Parents/carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime the child will wait with the teacher for 15 minutes or the school office if the teacher has a meeting to attend, before being taken to the after school club.

Charges for Late or Non Collection of Children

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 school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and when those times are varied for a specific event or date.

The governing body has decided that, except in an emergency situation (be advised that traffic does not count as an emergency situation), where children are not collected from the school within 15 minutes after the school day or school activity ending, then a charge will be made to the child's parent/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 a child.

Charging Arrangements

In cases where a child is not collected within 15 minutes of the end of the school day a charge of £11.50 will be made for use of our after school club or for a member of staff to stay if the after school club is full.

In cases where a child is not collected by 6pm but before 6.15pm from our after school club a charge of £5 will be made, however after 6.16pm there will be an £11.50 charge.

Payment must be made within 7 days of the charge being applied; failure to pay will lead to further action being taken.

On second late collection within a term, without a reasonable explanation, the parent/carer will be sent a letter reminding them to collect their child from school at 3.10pm or at the end of an after school club. (see Appendix A)

If the child has not been collected after one hour from the end of the school 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.

Procedure for Late or Non-Collected Children

Late Collected Children

- All late collected children from school will be recorded in the 'late book' and this information may be passed on to the Local Authority's School attendance team for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to parents (see appendix B)
- 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

Externally Led Clubs

- If children are collected late or not collected, the procedures for Non-Collected Children will apply
- Where children are collected more than 15 minutes late from an externally led club on 2 occasions they may lose their place for the rest of the academic term.

Non-Collected 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).
- 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

Sandringham Way, Frimley,
Camberley, Surrey, GU16 9YF
01252 837538



Head Teacher: Mrs K Money
www.sandringham.surrey.sch.uk
info@sandringham.kite.academy

Date XXX

Dear parent / Carer of XXX

I am writing to remind you of our Late/Non Collection Policy as your child has been collected late from school on 2 occasions this half term.

In cases where a child is not collected within 15 minutes of the end of the school day or after school activity a charge of £11.50 will be made to the parent/carer for use of our after school club or for a member of staff to stay if the after school club is full.

You will receive an invoice for any late collection charges applied, if you have not already paid please ensure this is paid within 7 days of the invoice to avoid further action being taken.

The School's Designated Safeguarding Lead 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 any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection Policy and Procedures.

Yours sincerely

Mrs K Money
Headteacher

Nurture, Enrich, Inspire

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Registered Number: 09785186. Registered Office: Holly Lodge School, Stratford Rd, Ash Vale, Aldershot, GU12 5PX
Email: info@thekiteacademytrust.org Web: www.thekiteacademytrust.org Tel: 07874 186202*

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Appendix B

Date XXX

Dear parent / Carer of XXX

I am writing to you regarding the number of times your child has been collected late from school this half term. Your child has been collected late on _____ occasions this half term. It is the parents/carers responsibility to ensure children are collected on time and being collected late is very distressing for the child/children concerned.

The governing body has agreed that charges will be applied for late collections. In cases where a child is not collected within 15 minutes of the end of the school day or after school activity a charge of £11.50 will be made to the parent/carers for use of our after school club or for a member of staff to stay if the after school club is full. You will receive an invoice for any late collection charges applied, if you have not already paid please ensure this is paid within 7 days of the invoice to avoid further action being taken.

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This letter and attached policy is to inform you of follow up actions which will occur following the late collection of your child.

Yours sincerely

Mrs K Money
Headteacher

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