

Sandon Primary Academy

Late Collection Policy



Rationale

If an *authorised person does not collect a child, our aim is to resolve the situation causing as little distress as possible to the child.

Procedures

We keep all the names and telephone numbers of adults who are authorised by the parents/carers to collect their child from school on file. We also hold information about any person who has been denied legal access to the child. If there are any changes to this information we ask that the school office be notified immediately.

When there is a change to the end of the day arrangements we ask that parents inform the school office before 2.30pm and the class teacher will be informed.

The procedures at the end of the day are as follows:

- Teachers will wait in the playground with children until 3.25pm.
- The children will then be taken to the school office.
- Parents/carers are contacted at home or work using all the numbers available.
- If this is unsuccessful other adults authorised by the parents/carers will be contacted. In the meantime the child will wait in after school club from 3.30pm where they will be supervised.
- A member of senior staff may visit the child's home to make contact
- All late collections are recorded and monitored by the attendance team.
- A pattern of lateness will prompt action by the EWO in the form of a letter and, if the pattern continues, a meeting will be requested.

What will happen if the school is unable to find someone to collect the child?

If this procedure fails to locate an authorised adult to collect the child and they have not been collected by 5.00pm, the school will contact Children's Services.

The cost of the travel to Children's Services will be charged to the parents/carers. Children's Services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority. **Under no circumstances will the staff go looking for the parent or take the child home with them.** A full report of the incident will be written and placed in the child's school file.

What will happen if I arrive late to collect my child?

There will be a £5.00 charge for every 10 minutes late after 3.30pm if your child is not booked into after school club.

In the instance of the child not being collected by 5.00pm from after school club, after school club late collection charges will also apply; an additional charge of £5.00 for every 10 minutes late will be incurred.