



LATE COLLECTION POLICY

2026 - 2027



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Mission Statement

Our school aims to be a community which reflects real Gospel values of love and forgiveness.

A community in which each individual, child or adult can work and develop in an atmosphere of mutual respect and understanding;

so as to broaden their appreciation of the world, its cultures and its people.

Study - Sanctity – Service



School Motto

Only My Best Will Do. Be Kind To One Another. Amen.

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POLICY WRITTEN & ADOPTED	September 2026
RESPONSIBLE BODY	St Sebastian's Governing Body
RESPONSIBLE PERSON	Mrs J McCormick (Headteacher)
OPERATIONAL LEAD	Mrs J McCormick (Headteacher DSL) Mr N Mosaid (Deputy Headteacher Deputy DSL) Mrs L McCormick (Assistant Headteacher Deputy DSL SENCO) Ms K Mello (Pastoral Lead Deputy DSL) Mrs K Feeney (EYFS Lead Deputy DSL) Ms P Scrimshaw (Daycare Manager DSL)
SHARED WITH GOVERNORS	Autumn 1 Governors Meeting (01.10.2026)
NEXT REVIEW	September 2027 <i>or sooner following changes to statutory guidance, identified concerns or a significant incident</i>



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Policy Aim

- ✓ To ensure prompt collection of all children from the school | nursery | daycare
- ✓ To ensure the safety and well-being of children
- ✓ To enable staff to attend training, meetings and carry out professional duties.
- ✓ To apply the right to charge for repeated late collection of children

At St Sebastian's Catholic Primary School & Nursery | St Sebastian's Daycare, the safety and wellbeing of our pupils is our highest priority. This policy outlines our approach to the late collection of children at the end of the school day and is guided by statutory safeguarding responsibilities, including the **Keeping Children Safe in Education (KCSIE)** guidance and **Section 11 of the Children Act 2004**.

Standard Collection Expectations

It is the responsibility of the parent | carer to collect their child(ren) on time at the end of each school day or allocate session. Please see below for collection expectations for St Sebastian's Catholic Primary School & Nursery | St Sebastian's Daycare:

YEAR GROUP	END OF SESSION SCHOOL DAY COLLECTION
Daycare & Nursery (15hrs Morning Session)	11.45am
Daycare & Nursery (15hrs Afternoon Session)	3.15pm
Daycare & Nursery (30hrs Session)	3.00pm
Reception, Y1 & Y2	3.15pm
Y3, Y4, Y5 & Y6	3.20pm
After-School Wraparound Provision	5.00pm

We expect all children to be collected promptly. We acknowledge that the vast majority of parents and carers collect their children on time, typically at or within five minutes of the end of the school day | allocated session. We also understand that on occasion, delays are unavoidable due to unforeseen circumstances such as traffic or emergencies. In these cases, we ask that the school or daycare office is contacted as soon as possible to keep us informed.



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Collection Arrangements

St Sebastian's Catholic Primary School & Nursery | St Sebastian's Daycare recognises that it has a statutory duty to safeguard and promote the welfare of pupils and this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day | allocated session, or at the end of an authorised activity.

Home-School Information

On admission to the school | daycare and as part of annual home-school information, parents should supply:

- Names and addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change.

If a pupil is not collected at the end of the school day | allocated session or after attending after school clubs, St Sebastian's staff will contact the parents, or anyone on the child's emergency contact list if parents are unavailable.

Walking Home

As per our [travelling to & from school policy](#), pupils in **Years 5 and 6** only may walk home unaccompanied, but only if the school has received **written permission** from a parent or carer.

Changes to collection

All other pupils must be collected by a parent/carer or other known adult. This adult must be someone whose name has been provided to the school in advance by the parent or carer. It is the responsibility of the parent/carer to ensure the school is informed of any changes to collection arrangements.



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Implementation of Late Collection Policy

Late Collection - Timings

The late collection policy will operate to the following timetable:

END OF DAYCARE & NURSERY : 15HOUR FUNDED SESSIONS

- 15hr Funded Provision Daycare & Nursery sessions finish at **11.45am (morning session)** or **3.15pm (afternoon session)**
- Teachers and children will remain in EYFS until **11.50am | 3.20pm** (*5minute grace period*)
- From **11.51am | 3.21pm** the late collection policy applies.

END OF DAYCARE & NURSERY : 30HOUR FUNDED SESSIONS

- 30hr Funded Provision Daycare & Nursery sessions finish at **3.00pm**
- Teachers and children will remain in EYFS until **3.05pm** (*5minute grace period*)
- From **3.06pm** the late collection policy applies.

END OF SCHOOL DAY

- School finishes at **3.15pm (Reception, Y1 & Y2)** or **3.20pm (Y3, Y4, Y5 & Y6)**
- Teachers and children will remain on the playground until **3.20pm (Reception, KS1)** or **3.25pm (KS2)** (*5minute grace period*)
- At 3.21pm | 3.26pm children will be taken to the office for collection
- From **3.21pm | 3.26pm** the late collection policy applies

END OF EXTRA-CURRICULAR ACTIVITIES

- Extra-curricular activities finish at **4.00pm.**
- Teachers and children will remain on the playground until **4.05pm** (*5minute grace period*)
- At 4.06pm children will be taken to the office for collection
- From **4.06pm** the late collection policy applies



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Late Collection – Staff | School Responsibility

The teacher or an appropriate member of staff will:

- ✓ Check with the office staff to see whether a phone call or note has been received
- ✓ If a parent has not made contact or arrived within 10 minutes after the end of a session | club, a member of school staff will make every effort to contact the parent.
- ✓ If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the school office and on the school's Management Information System (MIS).
- ✓ As part of school safeguarding procedures, school | daycare will keep a daily log of late collections (either from daycare | nursery | school and extra-curricular activities).

Late Collection – Procedures for when child is not collected after grace-period

1. On the first occasion, in addition to being recorded on daily late collection log, the parent | carer will be reminded verbally of the late collection policy and processes.
2. On the second occasion, the parent/carers will receive a letter notifying them of future charges should late collection occur.
3. On any subsequent occasion, where late collection becomes a regular occurrence, the school | nursery | daycare reserves the legal right, under **Section 111 of the Schools Standards and Framework Act 1998**, to **charge for the additional supervision provided**.

The charges will be made as follows:

- £1 for every minute period (or part thereof) per child following a 5-minute grace period at the end of the session | school day (as highlighted within policy) or extra-curricular finish time (4.00pm).
- For extended school after-school club, it will be £1 for every minute period (or part thereof) per child after 5.00pm.

Charges will be invoiced to parents/carers and must be paid promptly. An invoice would be issued with payment expected within 30 days. School would take reasonable legal steps to recover any debts incurred this way.

The charging procedures contained within this policy will not be followed where school trips, visits or journeys have caused the late arrival of children back to school.



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We ask parents to call the school | daycare office if they are running very late to help appropriate provision to be made and children can be kept informed (please note that calling will not exempt a parent from any late charges).

Extra-Curricular Activities

Children who attend extra-curricular activities or clubs must also be collected promptly at the stated end time, which is **4:00pm**, unless otherwise communicated by the school.

Late collection procedures and potential charges apply in the same way following these activities.

Persistent lateness (3 late collections in a rolling 6-week period) will result in withdrawal of your child's place.

Extended School Wraparound Provision: After-School Club

Children who attend extended school wraparound provision after-school club must also be collected promptly at the stated end time, which is **5:00pm**, unless otherwise communicated by the school | daycare.

Late collection procedures and potential charges apply in the same way following these activities.

Persistent lateness (3 late collections in a rolling 6-week period) will result in withdrawal of your child's place.

Daycare & Nursery

The content of the policy applies to Nursery, where finish times are either 11:45am, 3.00pm or 3:15pm.

Late Collection Records

As part of St Sebastian's safeguarding procedures, school | daycare keep a daily log of late collections (either from daycare | nursery | school and extra-curricular activities) detailing the collection time and reason given for late collection.



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Impact of Late Collection

Repeated or extended late collection places emotional stress on children and can lead to feelings of anxiety and confusion. It also has operational implications for the school | daycare, including the need for additional staff supervision beyond contracted hours and concerns over the child's safety and care.

Repeated Late Collection

Where late collection becomes a regular occurrence, the school | daycare will formally notify parents/carers of its concern.

The agreed threshold for this is **3 late collections in a rolling 6-week period**.

Repeated late collection (despite discussions with parent | carers) may result in escalating safeguarding concerns to Children's Social Care, resulting in Early Help Support.

Safeguarding Protocols

If a child is not collected **within one hour of the end of the school day, allocated session or an after-school activity** and no contact has been made with parents/carers, the school | daycare will implement safeguarding procedures. This may include:

- Attempting to contact all known emergency contacts.
- A **referral to Children's Social Care**, as the child may be considered abandoned under safeguarding definitions.
- **Police involvement** if no safe arrangements can be confirmed.

These actions are consistent with our statutory safeguarding duties and are taken in the best interests of the child's welfare.

Conclusion

We ask for the support of all parents and carers in ensuring that children are collected promptly at the end of the school day, allocated session and after any school-run activity and that all collection arrangements are clearly communicated with the school | daycare. We remain committed to working in partnership to



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ensure every child feels safe, secure, and valued at all times.