



Our Lady of Lourdes Catholic Primary School

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Principal: Mr D O'Connor



THE ARCHDIOCESE
of BIRMINGHAM

Late Collection Policy

Our vision for Our Lady of Lourdes Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. It is driven by our desire to offer the best possible education for our pupils in partnership with parents, the church and the local community.

Our Lady of Lourdes primary school:

'promotes a Christ-centred, caring environment, where individuals develop their full potential, and achievement is celebrated.'

Aim

We aim to provide a safe and caring environment. In the event that a child is not collected or pick-up is 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 an authorised adult does not collect a child, 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).
- Names and telephone numbers of emergency contacts who are authorised by the parents/carers to collect their child from the 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 either 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.

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

- Messages are checked to see if there are any changes to the end of 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 near the office under adult supervision.

Charges for late / non-collection of children

Under Section 457 of the Education Act 1996 and relevant Regulations, the Local Governing Board Committee 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 Local Governing Board Committee 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 Local Governing Board Committee has decided that, except in emergency situations (be advised that traffic does not count as an emergency situation), where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then a charge will be made to the child's parent or 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 the child.

The Charging Arrangements

In cases where a child is not collected within fifteen minutes of the end of the school day or after school activity a charge of £5.00 will be made to the parent/carer for up to 30 minutes of non-collection and then £10.00 thereafter for each thirty-minute period that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

On the second late collection within a term, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from school at 3.10pm. 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.

Procedures for Non-Collected Children Late Collected Children

- All late collected children will be recorded on CPOMS and this information may be passed on to the County Attendance Team for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- 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.

After School 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 a school-run activity after school club on 2 occasions they will automatically lose their place at after school clubs for the rest of the academic term.
- Failure to collect your child/children on time from After School Club will result in a late collection fee of £1 per child for every minute late. Persistent lateness may result in your child losing their place at the BASC.

Non-Collected Children

- Under no circumstances are staff to look for parents, 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 Principal 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.

Monitoring and review

Any changes made to this policy will be communicated to staff and parents.

Dated: July 2021

To be Reviewed: July 2023, or earlier if required