

Featherstone Primary School

Late Collection of Pupils from School

Policy



Governing Board approval date: 23.10.25

Monitoring, evaluation and review: Every two years

General collection procedure

Parents will promptly collect pupils at the end of the school day, which is 3.20pm (EYFS) and 3.25pm (rest of the school), from the playground or designated exit points. Parents are expected to be on school grounds at 3.20pm (EYFS) and 3.25pm (Y1-Y6) to collect their children. Children collected after these times are deemed 'late.'

Class Teachers typically take 10 minutes to dismiss their class of children. Dismissal starts at 3.20pm (EYFS) and 3.25pm (Y1-Y6). Parents should be on-time to collect their children and not be late.

Where there is a pattern of lateness, with parents being last to collect their children, school will remind these parents of school finish times and this Policy. For example, a parent regularly collecting their child at 3.35pm.

Staff members supervise the playground until all pupils have been collected, accounting for the school's late collection procedure outlined in section 2 of this policy. Sufficient staff to pupil ratios will be met at all times during the collection process.

Staff members will not release a pupil if it is felt that the parents are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. In these cases, the school's Child Protection and Safeguarding Policy will be followed and Children's Social Care, and the Police if appropriate, will be contacted.

Pupils will **only** be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility. If the parent has arranged for someone else to collect their child, they will need to call the school office to make arrangements. The collecting person will need to know the password prior to collecting the child, and report to the office at home time with valid ID.

1 Pupils Travelling home alone:

Older pupils, particularly those in Years 5 and 6, will be allowed to travel home on their own as long as the Headteacher has been informed in writing of this arrangement by the pupil's parents/carers.

2 Late collection procedure:

Monday to Friday	Dismissal timings	Late
Collection time for EYFS: 3.20pm All other children: 3.25pm	Collection time for EYFS: 3.20pm to 3.35pm All other children: 3.25pm to 3.35pm	After 3:35pm , this will be recorded as 'late.'

- Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child, preferably at least 30 mins before the end of the school day.
- The child's name will be recorded in the 'late collection' record along with the time they were collected.
- If the pupil's parents cannot be reached via the contact number provided, emergency contacts will be phoned.
- Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents being late.
- The fine will be based per family and not child.
- The fine will be allocated to the parent of the child/ren on the days being collected late.
- The fine will go to school fund.
- A parent will be given 30 days to pay the fine. If the payment is not settled with the school, then the school will forward parent contact details to Bright Future Solutions – Debt collection (see section 7).
- The Headteacher will take in to account the reasons for late and manage each case, considering any previous lates.

Late Collection from 3:35pm	
Late	Fine
After 3.35 up to 3.45	£20
After 3.45 to 3.55	£30
After 3.55 – 4.05	£40
After 4.05 – 4.15	£50
After 4.15	£50 + £10 for every 5 minutes.

4. After-school clubs collection procedure

- All after-school clubs and extra-curricular activities will finish at the given time
- Clubs finish at 4:00 and 4:25
- Teacher will have 10 minutes to dismiss pupils
- Late will be after 4.10 and 4.35
- Pupils who have not been collected following an after-school club on time, the collection of late fees will also apply.

After school club After 4.10 and 4.35	
Time window	Fine
1 st 10min	£20
2 nd 10min	£30
3 rd 10min	£40
4 th 10 min	£50
5 th 10min	£50 + £10 for every 5 minutes.

5 Collecting a child on someone's behalf

- The school never releases a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents.
- If parents wish for their child to be collected by another party who does not have parental responsibility, they must put it in writing to the school, or come in personally to make the changes, so that we have this on file.
- In an emergency, verbal consent may be given for an agreed person to take their child home.
- Verbal consent must include a full physical description of the person, unless they are already known to the school staff.
- A password will be requested to ensure the identity of the person collecting the pupil is the individual arranged by the parent.
- Staff members who are unsure of an adult's identity will ask to see identification.
- If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
 - The pupil's parents will be contacted for further advice.
 - A member of the SLT will be made aware of the situation.
 - If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed.

Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

6 Non-collection procedure

Procedures when a child is not collected from school

Whenever a parent fails to collect a child from school, or an activity at the expected time, or a parent/carer is not at home to receive the child:

- The school will maintain a record of incidents where parents do not collect child from school or activities or are absent when the child is transported home.

- This will be brought to the attention of the Headteacher or Designated Safeguarding Leader. The Headteacher or DSL will then make every effort to contact the parent/carer.
- If the child has not been collected and it has not been possible to contact a parent or named carer, 60 minutes after the agreed finish time (**by 4:30pm**) a phone call will be made to Birmingham Children's Services.
- Children's Services will give school advice and may carry out appropriate checks and make further attempts to contact the parent/carer. If there are any concerns about the welfare of the parent/carer, Children's Services will ask the local police to visit the home address.
- If an appropriate relative or carer is located, he/she will be asked to ensure that the child is collected. If there is a genuine reason for the relative/carer being unable to do this, Children's services will liaise with school about arrangements for the child to be taken to the address.
- Any child welfare concerns arising out of such incidents will be dealt with in accordance with the child protection procedures of the school.
- In making decisions, Children's Services and the school will prioritise interim care arrangements that best meet the child's personal emotional needs.
- If their attempts to contact a parent/carer remain unsuccessful three hours after the normal time (6.30pm) of the school day, Children's Services will normally make a decision to assume care of the child and arrange for him/her to be taken to a place of safety such as a foster carer or residential home.

7 Bright Future Solution – Debt Collection

- In the event that fines allocated to parents are not paid to the school, parents/carers must pay BFS directly as the matter would be passed to them, and further charges will also be added to the account, which will include £35 administrative cost by the school.
- Once the school has passed this debt to BFS, parents/carers are no longer able to pay school directly – the debt must be cleared with BFS and school will have no more involvement.
- A Formal Demand will be issued immediately advising the parent that BFS Solutions has been assigned to collect the debt.
- The parent/carer will be given the opportunity to contact BFS during their office hours, 9.00am to 8.30pm Monday to Saturday.
- BFS will contact the debtor by phone through their Telephone Collection's Department.
- If payment has still not been received, a follow up letter is sent after 7 days advising of a home visit to discuss the matter. Field Agent visits can be avoided by the parent as long as they commit to a sensible payment arrangement.
- Field Agents will call upon a debtor's home normally 3 to 5 weeks following issue of the Formal Demand.
- Should a parent/carer ignore requests for payment or refuses to pay, the account will be referred to Bright Future Solution's Legal Team and, in some cases, Litigation may be actioned.

- Their legal service may file for a County Court Judgement, apply for a section N293A, and transfer up to a High Court Writ to include the use of High Court Enforcement to settle the debt.

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