



Late Collection Policy

Policy written October 2017 – Review date January 2027

1.0 Statement

1.1 Bradford Christian School is committed to safeguarding pupils, young people and vulnerable adults and expects its staff, volunteers and visitors to share that commitment.

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

1.3 In the event that a child is not collected or collection is delayed, they will be reassured in order to cause as little distress as possible.

1.4 This policy applies to all children in primary and students in the first 2 years of middle school (Years 5 and 6).

1.5 Older students (Year 7 and above) in the school will be expected to leave the school premises by 3.40pm each evening or be in study hall. No students should be unsupervised on school grounds after 3.40pm.

2.0 Methods

2.1 Information Requirements

Parents of children starting in the school are asked to provide specific information which is stored on the school's Management Information System (MIS) including:

- Home address and telephone number of parents/carers
- Mobile telephone number of parents/carers
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school (i.e. 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.

2.2 Changes to Collection Arrangements

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 as soon as possible.

2.3 Procedures for Late Collection

We inform parents that if children are not collected at the end of the day, we follow these procedures:

- In the event that the parent/carer is running late or has made alternative arrangements for collection 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

3.0 Charges for Late/Non-Collection of Children

Under Section 457 of the Education Act 1996 and relevant Regulations

3.1 Powers to Charge

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 a school activity.

3.2 School Responsibility

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 also when those times are varied for a specific event or date.

3.3 When Charges Apply

The governing body has decided that, except in emergency situations, 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.

3.4 Emergency Situations

The school accepts that a variety of emergency situations 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.

4.0 The Charging Arrangements

4.1 On the second late collection within a term, without reasonable explanation, the parent/carer will be sent a letter (see Appendix 1) reminding them to collect their child from school at 3.30pm.

4.2 If the child is collected late a third time, a letter requesting payment will be issued (see Appendix 3). It will explain the following:

- The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection
- 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 per child to the parent/carer for up to 30 minutes after non-collection
- After 30 minutes of non-collection there will be a £10.00 charge per child 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
- If the child has not been collected after one hour (4.30pm) and no contact has been made or arrangements agreed, we will follow the procedures below for uncollected children
- Where the DSL perceives persistent late collection to be neglect they will make a referral to children's social care or the Police

5.0 Procedures for Non-Collected Children

5.1 Recording Late Collections

All late collected children will be recorded in the "late log" which will be kept by the Designated Safeguarding Lead (DSL) (see Appendix 2).

5.2 First Warning

Where a child has 3 recorded late collections in one half term, a letter will be sent home to the parents (see Appendix 1).

5.3 Safeguarding Referral

Where there is no improvement in late collection, a second letter (see Appendix 4) will be sent and a referral made to the Designated Safeguarding Lead (DSL). The DSL 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 Safeguarding Policy and Procedures.

5.4 Staff Safety

Under no circumstances are staff to look for the parent, nor do they take the child home with them.

5.5 Contacting Children's Social Care

If there has been no contact made after one hour, children's social care will be telephoned and given the child's details (i.e. name, date of birth, address, names of parents/carers and any other contact details). Children's social care will make a decision as to the course of action to be taken with regards to the child.

5.6 Record Keeping

A full report of each incident will be written and placed in the child's school file.

6.0 Review

6.1 This policy should be read in conjunction with the Safeguarding and Child Protection Policy, safer recruitment policy.

6.2 This policy will be reviewed on a 2-yearly basis. This latest review was completed in January 2026 in consultation with the senior leadership team, and the next review will be completed in January 2027.

7.0 Version Control

Date of Adoption of this Policy	2 February 2026
Date of last review of this policy	January 2026
Date of next review of this policy	January 2027
Policy Owner (SLT)	Jane Prothero

APPENDIX 1

First Warning Letter - Second Late Collection

Livingstone Road
Bradford
BD2 1BT

[Date]

Dear Parent/Carer of [Child's Name],

Re: Late Collection from School

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 **[number]** occasions this half term.

It is the parents' responsibility to ensure children are collected on time at 3.30pm. Being collected late is very distressing for the child concerned.

If your child continues to be left uncollected after the end of the school day, the governing body has agreed that charges will be incurred in accordance with our Late Collection Policy.

Please note:

- 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/carers for up to 30 minutes of non-collection
- After 30 minutes, a charge of £10.00 will apply for each subsequent 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

If all reasonable attempts have been made to make contact with parents, carers or any other nominated person, and these have failed, then the school will be obliged to contact the Children's Social Care Team.

The School's Designated Safeguarding Lead will keep a record of all 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 Safeguarding Policy and Procedures.

This letter is intended to make you aware of the problem so you can begin to address it. I look forward to an improvement in the situation.

Yours sincerely,

Hannah Pickles
Designated Safeguarding Lead

APPENDIX 2

Log of Late Collections – Year 6 and Below

Date	Child's Name	Time Child Collected	Reason for Late Collection	Proceed to Late Collection Process? Y/N	Number of Times Late in Term	If 2nd Late: Date Letter Sent	If 3rd Late: Letter Requesting Payment	2 or More in 6 Weeks? Date Referred to Social Services

APPENDIX 3

Payment Request Letter - Third Late Collection

Livingstone Road
Bradford
BD2 1BT

[Date]

Dear Parent/Carer of [Child's Name],

Re: Late Collection from School - Payment Required

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 **[number]** occasions this half term.

It is the parents' responsibility to ensure children are collected on time. Being collected late is very distressing for the child concerned.

Where a child has been left uncollected after the end of the school day, the governing body has agreed that charges will be incurred. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

Charge Details:

- 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/carers for up to 30 minutes of non-collection
- After 30 minutes, a charge of £10.00 will apply for each subsequent thirty-minute period that the child is not collected

On **[insert date]** your child was not collected from school until **[insert time collected]** and according to the school policy a charge of **£[insert amount]** is now due to the school and should be paid within the next 7 days. If prompt payment is not made, further action will be taken.

The School's Designated Safeguarding Lead will keep a record of this incident and if concerns about your child's safety and welfare continue, these will be dealt with in accordance with the School's Safeguarding Policy and Procedures.

I look forward to an improvement in the situation.

Yours sincerely,

Hannah Pickles
Designated Safeguarding Lead

APPENDIX 4

Safeguarding Referral Letter - Persistent Late Collection

Livingstone Road
Bradford
BD2 1BT

[Date]

Dear Parent/Carer of [Child's Name],

Re: Persistent Late Collection from School - Safeguarding Referral

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 **[number]** occasions this half term.

It is the parents' responsibility to ensure children are collected on time. Being collected late is very distressing for the child concerned.

The School's Designated Safeguarding Lead keeps a record of all 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.

As there has been no improvement in the collection of your child at the correct time, a decision has been made to make this an official safeguarding issue. A safeguarding file will be created if one does not already exist and Children's Social Services will be contacted and decisions made about what further action should now be taken.

Please could you attend school on **[insert date]** at **[insert time]** to discuss this matter further with the Designated Safeguarding Lead who will then make a full report to Children's Social Services.

Yours sincerely,

Hannah Pickles
Designated Safeguarding Lead