



Nursery and School Late Collection Policy

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Type of Policy:	School

Revision Number	Date Issued	Prepared by	Approved	Comments
1	27.04.26	LE	27.04.26	New policy for new nursery

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	

1. Introduction

This policy outlines the procedures for late collection across Little Common School, including Nursery and EYFS (0–5 years) and Primary School (Key Stages 1–2), as well as all after-school provision. Its purpose is to safeguard children, support staff wellbeing, and ensure smooth operational practice.

The policy is underpinned by the Children Act 1989 & 2004, the Education Act 2002, and the Statutory Framework for the EYFS, which mandates safeguarding and welfare requirements. Furthermore, adherence to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 ensures that parental contacts and records are managed responsibly.

Persistent or unexplained late collection may raise safeguarding concerns and will be monitored in line with our Child Protection and Safeguarding Policy.

2. Roles and Responsibilities

School Responsibilities

- Maintain accurate parent/carer contact details via Class Dojo (nursery) and Arbor (whole school including nursery); parents must keep this information updated to ensure child safety, including passwords for individual collection for nursery children.
- Clearly communicate late collection policies and procedures to parents to promote trust and cooperation.
- Ensure children are always supervised until collected by an authorised adult, verifying identity where necessary.

Parent/Carer Responsibilities

- Collect children promptly. If delayed or someone else is collecting, inform the school in advance.
- Notify the school and update Arbor if a non-regular adult is collecting. Adults not listed as authorised collectors must wait while checks are completed.
- Keep contact details current on Arbor.

3. Definitions of Late Collection

3.1 Nursery Sessions

Nursery sessions end at **12:00pm, 3:00pm, 4:00pm and 6:00pm**. It is imperative for the safety of all pupils that nursery children are collected by the session end times. Early collection before 6:00pm is permitted with prior agreement by the nursery team.

3.2 End of School Day

- Gates open at **3:00pm**.
- Reception pupils may be collected between **3:00-3:15pm** from classroom doors.
- Year 1 and Year 2 dismiss at **3:15pm** from classroom doors (Year 1) and designated collection points (Year 2).
- Years 3–6 dismiss at **3:20pm**.
Parents of siblings are asked to collect Reception children first.

3.3 After School Club and Activity/Trip Collection

Collection is usually via the main office or hall doors. Collection times vary and parents should check Arbor for individual clubs and trips. After School Club finishes promptly at **6:00pm** from the main hall doors, but children may be collected earlier if needed.

4. Late Collection Procedures

4.1 Initial Late Collection

If a child is collected **5 minutes late on more than one occasion**, a senior staff member will be notified.

In the instance of Nursery and After School Club, a late collection fee may be applied (see section 5 below). Late collection from an activity club, or school day may result in an After School Club session charge.

Non collection is defined as no contact from parent/carer 15 minutes after the end of the session/collection time.

4.2 Immediate procedures for Late Collection

- staff will attempt to contact primary and secondary contacts, and use any other emergency contact details available in order to try to ascertain the cause for the delay. Messages will always be left on any answer phones, requesting a prompt response.
- For nursery pupils, keep the child safe and supervised by two members of staff, in line with statutory requirements (EYFS 3.29–3.36)
- For school-aged pupils, keep children in the office in view of the office team whilst parents are contacted. If no contact made, children will be taken to After School Club.

4.3 Repeated Late Collections

- The school/nursery will maintain records of all late collections.
- If a child is collected late three times in a term, parents will be invited to a meeting to discuss underlying issues and supportive options.
- Persistent lateness may result in the loss of a child's place at nursery or after school clubs.

5. Charging Policy: Late Collection Fees

- Nursery: £5 per 5 minutes after the booked session time (12:00pm, 3:00pm, 4:00pm, 6:00pm).
- After School Club: £5 per 5 minutes after 6:00pm.
- School/Activity Clubs: Late collection may result in the child being placed into After School Club and charged accordingly. Please see our website for session fees: www.littlecommon.org

6. Non-Collection Procedures

Immediate Actions

- If a parent/carer/designated adult is more than 15 minutes late, a senior staff member is informed.
- Staff follow the standard contact procedure to determine the reason for delay and expected timeframe.

If No Contact Is Achieved

- The Headteacher or DSL is notified.
- The child remains in the care of senior staff until closing time or up to 60 minutes after their session end time (if earlier than 6:00pm), while further contact attempts continue.
- If still unsuccessful by 7:00pm (or 60 minutes after session end time), SPOA or the Emergency Duty Service is contacted.
- If Children's Services take responsibility, a voicemail and email will be left for parents.

- Staff will not take a child to their home or remove them from the premises except where absolutely necessary for safety.
- The child remains with the school/nursery or social services, depending on the outcome.

7. Off-Site Collections (Trips/Sporting Events)

- Two members of staff remain with the pupil.
- School staff make the contact calls.
- If appropriate and insured, the child may be transported back to school after 30 minutes of non-collection.
- Any associated costs will be charged to parents.

8. Police Involvement

If no parents or emergency contacts can be reached, and Children's Services are unavailable or delayed, the school will contact 101 as a last resort.

9. Safeguarding Procedures

- If a child is not collected, or collected late three times in a term, a concern will be raised via My Concern.
- Persistent late or non-collection may trigger Early Help or referral to Children's Social Care.

10. Monitoring

This policy will be reviewed annually.