

Uncollected Child Policy



Wistaston Academy
Primary and Nursery School
Together We Learn • Together We Achieve

Policy Author	Linda Davis, Principal
Responsible Governor's Committee	Finance, HR and Resources
Date discussed at SLT Meeting	19th April 2017
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Date discussed at Staff Meeting	
Date established and approved by Governors	N/A
Frequency of Review	Review in the light of changes to legislation or operating experience
Website	No

Our procedure supports the welfare requirements of the Statutory Framework for the Early Years Foundation Stage and Key Stage 1.

School will ensure that all children are only collected by an authorised person at the end of each session or end of the day. If a child is not collected at the end of a session or day, and the parent or carer has not notified us that they will be delayed, we will implement the following procedures:

Up to 15 minutes late

- When the parent or carer arrives they will be reminded that they must call School to notify us if they are delayed.
- The parent or carer will be informed that penalty fees may be charged.

Over 15 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, the School will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the School immediately. School will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected the child will be supervised by a member of staff.
- When the parent or carer arrives they will be reminded that they must call the School to notify us if they are delayed, and that penalty fees may be charged.

Over 30 minutes late

- If School has been unable to contact the child's parents or carers after 30 minutes then a member of the Senior Leadership Team will contact the local Social Care Team for advice.
- The child will remain in the care of a member of staff, on the School premises, until collected by the parent or carer, or until placed in the care of the Social Care Team.

Managing Persistent Lateness

Late collection instances are recorded (on the attendance register as an edit mark) and a member of the Senior Leadership Team will discuss them with the child's parents or carers.

If it recurs on more than 3 occasions then penalty fees will be charged.

Current rates are £2 for every 15 minutes and for every child. For example, if three children were uncollected, the parent/carer would be charged £6 for the first 15 minutes, increasing by this amount in blocks of 15 minutes.