



Late/ Non-Collection of Pupils Policy

At Tonacliffe Primary School, we are dedicated to fostering a safe and nurturing environment where every pupil feels valued and secure. In the event that a pupil is not collected on time or if there is a delay in collection, we will ensure they are reassured and supported to minimise any distress. If a pupil is not collected by an authorised adult, we will follow our established procedures to ensure their safety, unless prior arrangements have been made for them to walk home alone.

Collection

Parents/ guardians of the children starting school are required to provide specific information which is recorded on the child's registration form and include information about any person who does not have legal access (this is usually in the form of a court order) to the child.

On occasions when parents or the persons authorised to collect the child are not able to do so, such as the child visiting a child's house after school or attending an after-school club, they should inform their child's class teacher or the school office of the names of the person collecting their child by 3:00pm on that day.

On occasions when parents are aware that they will not be at home or at their regular workplace they need to leave alternative contact details with staff.

Late Collection

In the event that the parent/guardian is running late or has made alternative collection with a friend/relative they should phone the school office by 3:00pm to advise staff of those changes so that both the school and child are aware.

(Please be aware that school finishes at 3:30pm – calls made just prior to the end of the school day mean office staff do not have time to relay any messages to class teachers. Therefore, it is appreciated when contact is made earlier, ideally before 3:00pm.)

When a parent/ guardian is late, their child will be placed into the afterschool club (FUNDA) and they will be charged for the session.

Non-Collection

The child will be placed into the afterschool club (FUNDA) and the parent/ guardian will be charged for the session.

Staff will attempt to phone the parents/guardians that are given on the child's form.

Staff will attempt to contact any other adults identified as emergency contacts on file.

Staff will attempt to contact any others parents/guardians who are known to the family to gather information on the child's parent's whereabouts.

All reasonable attempts are made to contact the parents or nominated guardians or emergency contacts.

The child does not leave the premises with anyone other than those named on the registration form or an adult who the parents have informed school have permission to collect the child.

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

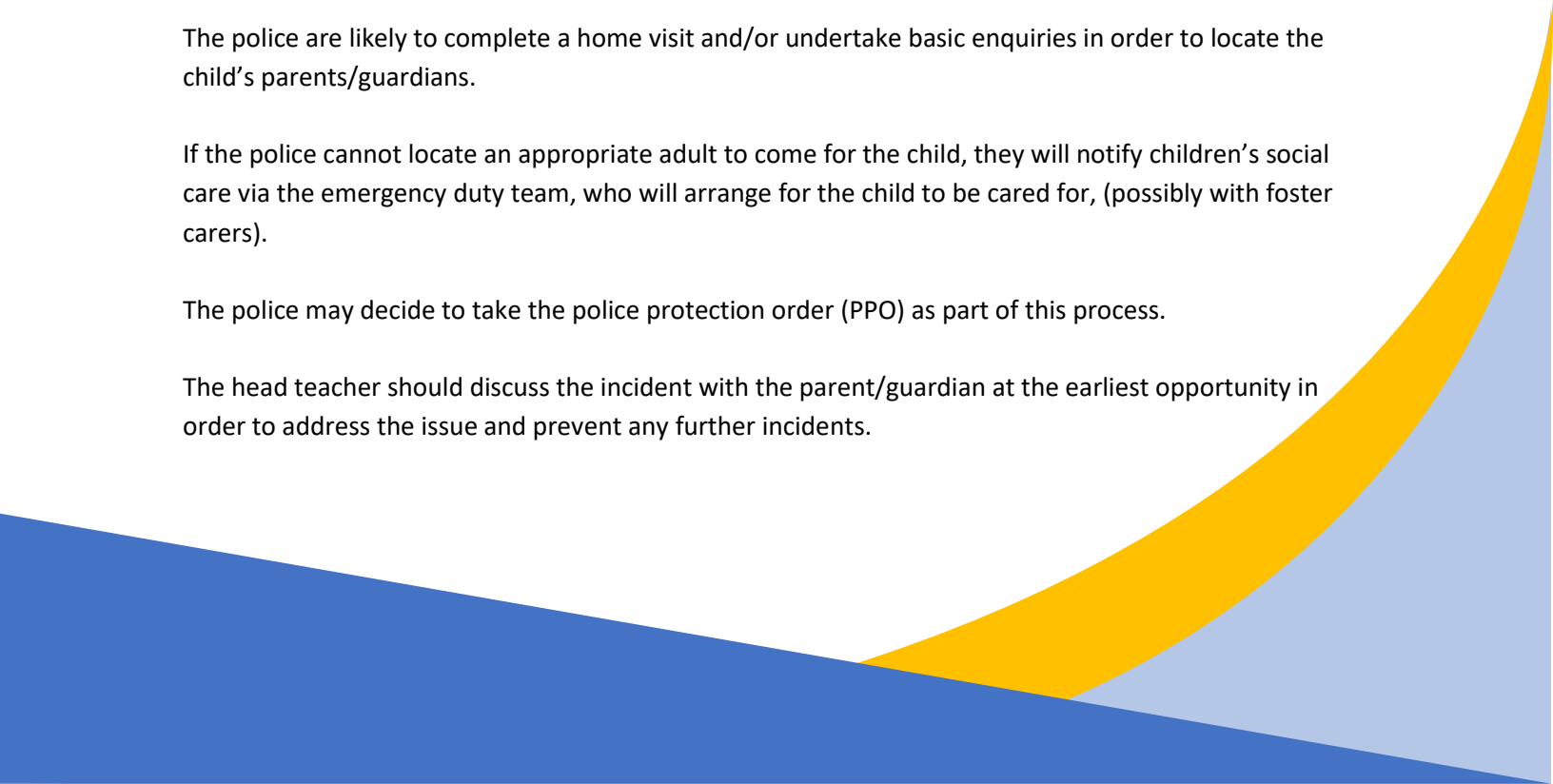
If there has been no contact made after one hour, or no staff available on the premises, telephone the police and give the child's details i.e. name, DOB, address, names of parents/guardians and any other contact details.

The police are likely to complete a home visit and/or undertake basic enquiries in order to locate the child's parents/guardians.

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).

The police may decide to take the police protection order (PPO) as part of this process.

The head teacher should discuss the incident with the parent/guardian at the earliest opportunity in order to address the issue and prevent any further incidents.



If there are two or more such episodes within a six-week period, staff should make a referral to children's social care.

Policy written March 2025

Policy reviewed July 2026

Policy to be reviewed July 2027

