



Late collections policy

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Scope

At Moldgreen Primary School, we understand that occasional delays can happen. **We call these exceptional circumstances and Appendix 1 within this policy outlines what this means.**

However, it is essential that children are collected promptly at the end of the school day or session, including collection from our Out of School Club provision and Nursery setting.

Consistent late collections can disrupt school operations and can cause anxiety for children.

Legal framework

This policy aligns with **Section 457 of the Education Act 1996**, which allows schools to charge for optional extras, including childcare services outside of school hours. The school reserves the right to impose reasonable charges for the supervision of children beyond the official school day.

Collection times

Children must be collected promptly by a responsible adult unless they are in Years 5 or 6 and walk home alone – with prior consent.

- **Nursery:** 11:45 and 15:15
- **Reception to Year 6:** 15:15
- **After School Club:** 18:00

Procedure

First instance - warning

We will contact the child's parents/carers or emergency contacts.

We will issue a formal warning, reminding parents/carers of their responsibility to collect their child on time and next steps should any subsequent late collections occur.

Subsequent late collections

To help cover the costs of additional staffing and supervision required for late collections, a late collection fee will be applied, which must be paid through School Spider.

Nursery collections: if a child is not collected within 10 minutes of the end time, an initial £5.00 fee will be applied followed by £1.00 for every minute thereafter.

Late collections at the end of the day: if a child is not collected within 10 minutes of the end time, they will be placed in Wise Owls After School Club and a £7.00 charge issued.

Late collections from Wise Owls After School Club: if a child is not collected by 18:00, an initial £10.00 fee will be applied followed by £1.00 for every minute thereafter.

If repeated late collections occur, a meeting will be arranged with the senior leadership team to discuss further actions.

Persistent late collections

Continued failure to collect a child on time may result in further interventions, including:

- Referral to external agencies if there are safeguarding concerns.
- Potential additional charges if the child remains at school for an extended period.
- Non-admittance to any after school clubs until all fees are cleared.

Other Policies

The Breakfast Club and After School Club adhere to all other school policies, including:

- Wise Owls After School Club
- Safeguarding and Child Protection
- Charging and remissions

Document control

Version	Date	Author	Purpose
1.0	Sept 2025	Stephen Lonsdale	First released version

Appendix 1: examples of exceptional circumstances

Medical emergency

- A sudden and unexpected medical emergency involving the parent/carer or a close family member.
- A medical appointment that unexpectedly overruns significantly.

Unforeseen family crisis

- A sudden death in the family.
- A domestic emergency requiring immediate attention.

Official delays

- Delays caused by official agencies such as police or social services.

Unavoidable professional delays

- A professional who is a first responder being held at an incident.
- A safeguarding issue being dealt with in an organisation.

Important notes

- This list is not exhaustive, and each list will be considered on its individual merits.
- Parents/carers will be expected to provide reasonable evidence of the exceptional circumstances.
- Regular, predictable delays such as consistent lateness due to work commitments would not typically be considered exceptional circumstances.
- The headteacher has the final say in what is and is not considered an exceptional circumstance.