



Sunny Bank Primary School

Late Collection Policy

Created: February 2026

Reviewed: February 2027

At Sunny Bank Primary School, the safety and wellbeing of our pupils is our highest priority. This policy outlines our approach to the late collection of children at the end of the school day and is guided by statutory safeguarding responsibilities, including the Keeping Children Safe in Education (KCSIE) guidance and Section 11 of the Children Act 2004.

Standard Collection Expectations

The school day ends at 3.15pm and we expect all children to be collected promptly. The school gates close at 3.30pm and it is expected that all children who are not attending an After school Club have been collected by this time. We acknowledge that the vast majority of parents and carers collect their children on time. We also understand that, on occasion, delays are unavoidable due to unforeseen circumstances such as traffic or emergencies. In these cases, we ask that the school office is contacted as soon as possible to keep us informed.

After-School Activities

Children who attend after-school activities or clubs must be collected promptly at the stated end time: this will either be 4.00pm OR 5.00pm. Late collection procedures apply in the same way following these activities. Children must be collected promptly at the stated end time, which is usually 4:30pm, unless otherwise communicated by the school or club provider.

Impact of Late Collection

Repeated late collection puts emotional stress on children and can lead to feelings of anxiety or confusion. It also has operational implications the school, including the need for additional staff supervision beyond their contracted hours as well as concerns over the child's safety and care.

Repeated Late Collection

Where late collection becomes a regular occurrence, the school will formally notify families of our concern. The agreed threshold for this is 3 late collections. If lateness continues, the school reserves the right to withdraw the right to attend After-School Club provision. Families will always be informed in writing in advance of any intention to withdraw this provision.

Safeguarding

If a child is not collected within an appropriate time either at the end of the school day OR at the end of After-School Club provision, and no contact has been made with the family, Sunny Bank Primary School will implement safeguarding procedures. This may include:

If a child is not collected within one hour of the end of the school day or an after-school activity, and no contact has been made with parents/carers, the school will implement safeguarding procedures.

This may include:

- Attempting to contact all known emergency contacts;
- A referral to Children's Social Care, as the child may be considered abandoned under safeguarding definitions;
- Police involvement if no safe arrangements can be arranged.

Please note, these actions are consistent with our statutory safeguarding duties and are taken in the best interests of the child's welfare.

We ask for the support of all families in ensuring that children are collected promptly at the end of the school day and after any school run activity. All collection arrangements should be clearly communicated with the school. We remain committed to working in partnership with our families to ensure every child feels safe, secure and valued at all times.

If you have any questions regarding this policy or your individual circumstances, please contact the school office.