



'Confident, Independent, Forwardthinking.'

Late Collection Policy

(Primary)

Kents Hill Park School Late Collection Policy (Primary)

ADOPTION AND AMENDMENTS TO LATE COLLECTION POLICY (PRIMARY)

Written February 2024

Section	Governors' Meeting or Committee
Whole Document	LGB 29 th February 2024
Whole Document	LGB 1 st May 2025
Next review: 2025/2026	

Late Collection Policy – Primary

Charges for late/non-collection of children

Under Section 457 of the Education Act 1996, and relevant Regulations, the school's Governing Body has the power to impose a charge on parents/carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The Governing Body accepts that it is the responsibility of the school to ensure parents/carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The Governing Body has decided that, except in emergency situations (be advised that traffic does not count as an emergency situation), where children are not collected from the school within ten minutes after the school day or after school activity ending, a charge will be made to the child's parent/carer via SCOPAY.

The school accepts that a variety of emergency situations can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

On the first occasion, parents/carers will receive a verbal warning from the office. All subsequent occasions will follow the charging arrangements, as detailed below.

The Charging Arrangements

In cases where a child is not collected within ten minutes of the end of the day, after school activity or nursery session a charge of £5.00 will be made to the parent / carer for up to 15 minutes of non-collection and then £1 thereafter for each minute that the child is not collected. The parent will be issued with a charge on SCOPAY.

The school clock will be used to record times and determine the charge made. All charges must be paid within 5 working days. No clubs or trips may be booked until this payment is made. Failure to pay will lead to further action being taken. If the child has not been collected after one hour and no contact has been made or arrangements agreed, the school will make contact with Social Services.

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Persistent Late Collection

The Head Teacher will consider taking further action that may include a referral to Social Services, if a family is persistently late in collecting their child.

School Day

	Start of the day	Registration	End of the day	End of after school clubs (unless otherwise stated on club / activity information)
Foundation Year 1 Year 2 Year 3	08:25	08:35	15:05	16:05
Year 4 Year 5 Year 6	08:35	08:45	15:15	16:05

Nursery Sessions
Morning Session 8.30 – 11.30am
Afternoon Session 12.30 - 3.30pm
Day Session 8.30 - 2.30pm
Extended Day Session 8.30 - 3.30pm (additional hour 2.30-3.30pm)

Kents Hill Park School Local Governing Body

May 2025



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