


The Aylesbury Vale Academy Trust



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

Late Collection Policy

Policy Reference:	P002
Description:	
Status:	
Policy Audience:	Parents/carers
Academy Contact:	Primary Headteacher
Other related AVA policies and procedures:	
Governor Committee:	Resources
Approved by the Governing Board on:	28.01.2026
Latest Date for Next Review:	28.01.2027
Version + Schedule of Amendments:	V1 – New policy V2 - 28.01.2026 – Reviewed and amended
Signed:	
Date of Signature:	28.01.2026

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

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Aim

- To ensure the prompt collection of all children from the school
- To ensure the safety and well-being of children
- To enable staff to attend training, meetings and carry out professional duties.

Methods

It is the responsibility of parents to collect their child(ren) on time at the end of each school day. The school recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for managing children who are not collected at the end of a school day, or at the end of an authorised activity. On admission to the school, parents/carers provide:

- Names and full addresses of parents/carers (and confirmation of parental responsibility).
- Home and work telephone numbers.
- Mobile phone numbers where appropriate.
- Emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency.

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change.

If a pupil is not collected at the end of the school day, at the end of a curriculum club or the end of wrap around care, the school will make contact with parents, or anyone on the child's emergency contact list if parents are unavailable.

The late collection policy will operate to the following, from the end of the school day:

- School finishes at 2.45pm for Reception, 3pm for Years 1&2, 3.05pm for Years 3&4 & 3.10pm for Years 5&6.
- Preschool finishes as follows: AM session (11.30), PM Session (3pm) and 30 hours session (3pm).
- Teachers and children will remain in the playground/collection point for 10 minutes.
- After those 10 minutes children will be taken to the school office and remain under the care of an allocated supervising adult at which time the late collection policy is applied at a charge of £20 per child per session.
- The supervising adult will check with office staff to see whether a phone call or email has been received.
- If a parent has not made contact or arrived by 15 minutes after the collection time, a member of school staff will make every effort to contact the parent.
- If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System (MIS).

At this point the child will be placed in wrap around care and charged for the additional extended service.

Procedure for when a child is not collected after the collection time, from curriculum/enrichment clubs finishing at 4.15pm or 4.30pm, from wrap around care finishing at 3.20pm, 4.30pm or 6.00pm, includes when a child is not booked into a session:

- On the first occasion, a record will be kept and the parent/carer will receive a fine warning letter in addition to the session charge for any additional service. (Appendix A).
- On the second occasion, the parent/carer will receive a fine in accordance with the charging system alongside the session charge for any additional service.

- On the third occasion and subsequent occasions the parent/carer will continue to receive a fine for every occasion at £20 per child per occasion/child/session alongside the charge for any additional service. The parent/carer will be asked to meet with a Designated Safeguarding Lead to establish what support can be offered to avoid further late collection and may be referred to the attendance services at Buckinghamshire Council for additional support.

- *Late collections for wraparound care/enrichments clubs and non-bookings will be reviewed termly. When a child is not collected at the agreed time or booked in correctly, the parent/carers may lose their right to club participation or additional services.*

Procedure if a child remains uncollected after 45 minutes

The school holds a statutory duty to safeguard and promote the welfare of pupils, and this operates for every situation where a parent or carer cannot be contacted within 45 minutes of the end of the school day/curriculum club/wrap around care.

In the case of a pupil not being collected and no contact being made by the parents with the school or the school being unable to make contact with one of the emergency contacts within 45 minutes of the end of the school day/curriculum club/wrap around care, the school will ring Buckinghamshire Children’s Social Care team (MASH) to discuss the situation and ask for advice.

This will allow the Social Care Team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

Change of Collecting Adult

Annually, the School sends out communication asking parents to update emergency contact details for up to three named adults who have permission to pick up the child at the end of the day. This information is collected and updated to allow the school to make a quick and informed decision if somebody less familiar seeks to collect a child.

If an adult who is not named on the consent form attempts to collect the child, the school will, for matters of safeguarding, need to contact a parent to confirm whether they are genuine and do have permission to collect the child. Parents are reminded that any changes to normal collection arrangements (e.g. child going on a playdate, being collected by another parent) should always be shared with the school office.

Child missing at end of school day

In the unlikely situation a child goes missing from the school site at the end of the school day / curriculum club / wraparound care, the following process will be followed, please note this process is subject to circumstances but gives an indication of process:

Alert raised	<ul style="list-style-type: none"> • Timescale of missing window established. • Staff holding dismissal responsibility look around immediate area.
Child not found after 5 minutes	<ul style="list-style-type: none"> • A member of the school admin team informs the DSL whilst wider school and grounds are searched. • Search of immediate area surrounding the school co-ordinated by the lead DSL, including route home if appropriate.
Child not found after 10 minutes	<ul style="list-style-type: none"> • If appropriate to age group and situation call home of parent/carer to ascertain if child has gone home alone. • Inform parents of situation if not already contacted
Child not found after 15 minutes	<p>If the child is not located then police called on 999. giving the following information:</p> <ul style="list-style-type: none"> • Child’s name

	<ul style="list-style-type: none"> • Child's date of birth • Home address • Other addresses given by parent/carer for emergency contact • Contact details for a minimum of three people who are responsible for the child • Child's ethnicity • Child's religion • Information on special educational need • Health information (e.g. medication, allergies)
After call to police	<ul style="list-style-type: none"> • Advice from police followed

Related Policies

- Attendance Policy
- Safeguarding Policy
- Parent Partnership Policy
- Equal Opportunities Policy
- SEND Policy
- Complaints Policy

Appendix A

Date: XX

Dear Parent/Carer,

RE: Late Collection first occasion

Aylesbury Vale Academy Primary School would like to remind you that our teaching time finishes at 2:45/3:00/3:10pm for children in Year R to Year 6. Teaching staff aim to have children ready for collection by the agreed time.

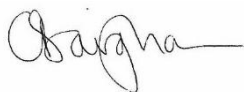
Staff in Year R upwards take children to the collection points and will wait for an additional 10 minutes after the collection time. Any child/children who are not collected after this time are taken to the after-school club, where a member of school staff will supervise the child/children until an adult comes to collect them.

Whilst we understand that emergencies happen, we are not able to provide childcare once the teaching day is over without compromising our staffing ratios and provision for parents who have paid in advance for extended day services. If a parent is late picking up their child, we have a fine system in place of £20 per child per instance plus any charges for wrap around care.

If you have received this letter, it means that the next time you are late to pick up your child, you will be issued with a fine. This letter counts as advanced warning and payment will be expected.

We thank you for your co-operation in this matter and if you have any questions about this please speak to the office.

Yours sincerely,



Mrs C Baughan

Headteacher

Appendix B

Date: XX

Dear Parent/Carer,

RE: Late Collection second occasion

Aylesbury Vale Academy Primary School would like to remind you that our teaching time finishes at 2:45/3:00/3:10pm for children in Year R to Year 6.

Whilst we understand that emergencies happen, we are not able to provide childcare once the teaching day is over without compromising our staffing ratios and provision for parents who have paid in advance for extended day services.

If a parent is late picking up their child, we have a fine system in place of £20 per child per instance plus any charges for wrap around care. As this is the second occasion that this has happened you will be issued a fine plus any additional charges. Payment for this fine can be made via the school gateway account.

As a matter of safeguarding and duty of care, should late collection be 45 minutes or longer, or should a third instance occur, we are obliged to report this to our DSL who may refer you to the attendance services at Buckinghamshire Council.

We thank you for your co-operation in this matter and if you have any questions about this please speak to the office.

Yours sincerely,



Mrs C Baughan

Headteacher