



THE BEMROSE SCHOOL

LATE COLLECTION OF PUPILS FROM SCHOOL POLICY

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1. INTRODUCTION

At the end of the school day there is an expectation that parents will collect their child from school. We understand that there will be rare occasions that a parent maybe delayed. In this case school will always place the child's safety at the heart of our thinking and we will look after the child until the parents arrive at school.

There are occasions where parents or families make a habit of not collecting their children at the end of the school day and in a timely fashion. This redirect staff from their core duties and adds to their day.

We will support pupils, parents and families but we need to also balance the demands on our staff.

If there are families who make a habit of not collecting their child the school will adopt the policy below.

The school annually send a letter to parents and carers, see Appendix 1, and hosts this on the school website, see the link below. This letter makes it clear to parents and carers how school will support children and work with parents and carers.

2. GENERAL COLLECTION PROCEDURES

Parents will promptly collect pupils at the end of the school day, which is 3.15pm, from the designated exit points. Parents are expected to collect their children by 3:25pm. Children not collected from classrooms by 3:25 will be taken to the Rainbow Room. Children collected after 3:35pm from the Rainbow Room are deemed 'late.'

Where there are repeated occurrences of late collection from school, the following procedure will be implemented:

1. The First, second and third late collection – school will record the date and length of lateness. Learning Mentors will speak to parents about school finish times.
2. Fourth late collection – Learning Mentors will remind parents of school finish times and this policy.
3. Fifth late collection- Head of School to speak to parents about late collection and will inform them that further late collection will result in a fine.

Staff members will not release a pupil if it is felt that the parents are not in an appropriate and fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. In these cases, the school's Child Protection and Safeguarding Policy will be followed and Children's Social Care, and the Police if appropriate, will be contacted.

Pupils will **only** be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility. If the parent has arranged for someone else to collect their child, they will need to call the school office to make arrangements. The collecting person will need to know the password prior to collecting the child, and report to the office at home time with valid ID.

4. PUPILS TRAVELLING HOME ALONE

Older pupils in Year 6 will be allowed to travel home on their own as long as the Head of School has been informed in writing of this arrangement by the pupil's parents/carers.

5. LATE COLLECTION PROCEDURE

Monday to Friday	Dismissal timings	Late
Collection time for all children: 3.15pm	All other children: 3.15pm to 3.25pm At 3:25 , children will be taken from their classroom to the Rainbow Room.	If a pupil has not been collected from the Rainbow Room by 3:35pm , this will be recorded as 'late.'

- Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.
- The child's name will be recorded in the 'late collection' record along with the time they were collected.
- If the pupil's parents cannot be reached via the contact number provided, emergency contacts will be phoned.
- Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents being late.

- The fine will be based per family and not child.
- The fine will be allocated to the parent of the child/ren on the days being collected late.
- The fine will go to school fund.
- A parent will be given 30 days to pay the fine. If the payment is not settled with the school, then the school will forward parent contact details to the small claims court for procedures through Derby City Council and a legal route.

The Head of School will take into account the reasons for lateness and manage each case, considering any previous lates when making their recommendation to the Executive Headteacher.

Late Collection from 3:35pm	
Late	Fine
After 3.35 up to 3.45	£10
After 3.45 to 4.00	£15
After 4.00 – 4.15	£20
After 4.15	£25

6. AFTER SCHOOL CLUBS COLLECTION

- All after-school clubs and extra-curricular activities will finish at their given times
- Teacher will have 10 minutes to dismiss pupils
- Late collection of children from a club is defined as picking up children more than 15 minutes after the end of the club.
- Pupils who have not been collected following an after-school club on time, the collection of late fees will also apply.

After School Club Fines	
Time window	Fine
1 st 15 min	£10
2 nd 15 min	£15
3 rd 15 min	£20
4 th 15 min	£25

7. COLLECTING A CHILD ON SOMEONES BEHALF

- The school never releases a pupil into the care of another adult who

is not a family member or named emergency contact without the consent of their parents.

- If parents wish for their child to be collected by another party who does not have parental responsibility, they must put it in writing to the school, or come in personally to make the changes, so that we have this on file.
- In an emergency, verbal consent may be given for an agreed person to take their child home.
- Verbal consent must include a full physical description of the person, unless they are already known to the school staff.
- A password will be requested to ensure the identity of the person collecting the pupil is the individual arranged by the parent.
- Staff members who are unsure of an adult's identity will ask to see identification.
- If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
 - The pupil's parents will be contacted for further advice.
 - A member of the school's Leadership Team will be made aware of the situation.
 - If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed.

Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

8. NON-COLLECTION PROCEDURE

Procedures when a child is not collected from school

Whenever a parent fails to collect a child from school, or an activity at the expected time, or a parent/carer is not at home to receive the child:

- The school will maintain a record of incidents where parents do not collect child from school or activities or are absent when the child is transported home.
- This will be brought to the attention of the Heads of School, the Executive Headteacher or the Designated Safeguarding Leader. Every effort will be made to contact the parent/carer.
- If the child has not been collected and it has not been possible to contact a parent or named carer, 60 minutes after the agreed finish time (**by 4:30pm**) a phone call will be made to Derby City Children's Services.
- Derby City Children's Services will give school advice and may carry out

appropriate checks and make further attempts to contact the parent/carer. If there are any concerns about the welfare of the parent/carer, Derby City Children's Services will ask the local police to visit the home address.

- If an appropriate relative or carer is located, he/she will be asked to ensure that the child is collected. If there is a genuine reason for the relative/carer being unable to do this, Children's services will liaise with school about arrangements for the child to be taken to the address.
- Any child welfare concerns arising out of such incidents will be dealt with in accordance with the child protection procedures of the school.
- In making decisions, Derby City Children's Services and the school will prioritise interim care arrangements that best meet the child's personal emotional needs.
- If their attempts to contact a parent/carer remain unsuccessful three hours after the normal time (6.15pm) of the school day, Children's Services will normally make a decision to assume care of the child and arrange for him/her to be taken to a place of safety such as a foster carer or residential home.

9. DEBT COLLECTION

- In the event that fines allocated to parents are not paid to the school, parents/carers the matter would be passed finance who will initiate proceedings to move to the small claims court. Further charges will also be added to the account, that link to the administrative cost incurred by the school.

9.1 Before Starting a Claim

1. **Write a Letter Before Claim:**

Send a formal letter to the person or company, outlining the problem, what you want, how you've calculated the amount, and a deadline for their response (usually 14

days). Warn them that you will start court proceedings if they don't reply.

2. **Gather Evidence:**

Collect all your evidence to support your claim, such as receipts, contracts, photos, emails, and witness statements.

3. **Consider Alternatives:**

Before court, see if you can resolve the dispute by using an ombudsman service if applicable, or by attending mediation.

9.2 Starting the Claim (Claimant)

1. **Use the Online System:** The easiest way to start a claim is by using the [Money Claim Online \(MCOL\)](#) service.
2. **Complete the Claim Form:** You will need to provide details about the claim, including a summary of the facts, a chronological timeline of events, and the

specific amount of money you are claiming.

3. **Pay the Fee:** You will have to pay a fee to issue your claim form.

9.3 After the Claim is Issued

1. **Defendant Responds:**

The court will issue the claim form and send copies to both parties. The defendant receives a response pack and must respond within a set deadline.

2. **Court Directions:**

The court will send you a Notice of Allocation with "[directions](#)" on what you need to do next, including the date of the hearing and any documents you need to prepare.

3. **Prepare for the Hearing:**

You may need to prepare a bundle of documents that includes the claim form, defence, witness statements, and any other evidence you rely on.

9.4 At the Hearing

1. **Present Your Case:**

Clearly present your case to the judge, highlighting your main points and the evidence that supports them.

2. **Present Evidence:**

You will need to present your evidence, such as documents, photos, and witness statements.

3. **The Judge's Decision:**

The judge will listen to both sides, consider the evidence, and make a decision, known as a judgment.

9.5 If You Win the Case

1. **Judgment:**

The judge will issue a judgment stating whether the other party must pay you the claimed amount.

2. **Enforcement:**

If the other party doesn't pay, you may need to take steps to enforce the judgment, which can involve additional fees.

Appendix 1- Letter to parents also on the school website

Dear Primary Parents and Carers,

I am taking this opportunity to contact you to thank the vast majority of parents or carers who collect their children promptly at the end of their child's school day. This allows staff to take the necessary time to do their planning, run clubs, attend meetings and or training. We would like to thank parents and carers for being responsible and supporting both their child and school.

We do have some parents and carers where there is a pattern of late collection that is frequently 15 minutes or more and can be as much as an hour. Whilst we accept that there can be extenuating circumstances that mean a collection is delayed, we are seeing on several occasions where the same parents or carers are arriving late to collect their children.

We would never leave a child unsupervised if not collected but equally we are not an out of hours child minding service.

To this end we are now exploring penalty charging parents or carers who are regularly late to collect their child, with a staggered tariff starting 15 minutes after the collection time for their child's end of school day. This decision has not been taken lightly. My staff are being drawn away from key tasks that are part of their day, where children are not collected at the correct time, to supervise children. We have a duty of care, as do the parents and carers to collect their child, so staff are drawn away and have to stay later to complete their core work.

We will write to parents to make them aware of any steps we will take due to late collections and share the policy on the website for parents and carers to see.

I hope you understand that this is only for a small number of parents or carers, and this course of action is only being considered as a last resort.

If parents or carers have any questions, please do ask.

Yours faithfully

A handwritten signature in black ink, appearing to be 'N. Wilkinson', with a long, sweeping horizontal stroke extending to the right.

Neil Wilkinson
Executive Headteacher