

The Croft Preparatory School

Late Collection Policy

Whole School Policy, including the Early Years Foundation Stage

Policy Reviewed (AW)	February 2026
Peer Review Completed	16 March 2026
Ratified by SLT	24 March 2026
Next Review	March 2028

The legal responsibility for ensuring that the Croft Preparatory School adheres to all relevant statutory regulations, as issued by the DfE, lies with the Proprietors. At their discretion, the Proprietors may delegate the monitoring of the efficacy with which the school discharges its statutory duties to the Facilities Manager and Governing Committee.

Notwithstanding the above delegation, the Proprietors retain ultimate responsibility for how the statutory functions are executed.

Should a parent fail to collect a child when expected, we put into practice the agreed procedures in this policy, and ensure that the child receives a high standard of care, in order to cause minimum distress.

We inform parents of our procedures, and ask that they inform the child’s class teacher if their child is due to be collected by anyone other than themselves. Parents of Early Years children can send a message to their child’s teacher/group leader using ‘Famly’ if they wish or via the office email.

In instances where adults are unavoidably delayed, we ask them, if possible, to contact the School by telephone, and they can be reassured that their child will be properly cared for until they arrive.

Procedures

If the child is not collected at the expected time, we implement the following procedures:

Little Crofters Children (Butterflies, Frogs and Rabbits)

If Little Crofters children are not collected at their expected time, staff check on ‘Famly’ and with the office to see if any messages have been received. If no message has been received from the parent/carer, staff will contact the expected adult by telephone. The child will remain safely with their peers, whilst collection arrangements are confirmed.

Dependent on circumstances, the school reserves the right to levy a fee if children attend all or part of the afternoon session, Late Duty or Wraparound.

Reception Children

If Reception children are not collected at their expected time, staff check on 'Family' and with the office to see if any messages have been received. If no message has been received from the parent/carer, staff will contact the expected adult by telephone. The child will remain safely with their peers, whilst collection arrangements are confirmed.

Dependent on circumstances, the school reserves the right to levy a fee if children attend all or part of Late Duty (3.30-4pm) or Wraparound (4-6pm)

Year One and Year Two Children

If Year One and Year Two children are not collected at their expected time, staff will contact the office to see if any messages have been received. If no message has been received from the parent/carer, staff will contact the expected adult by telephone. The child will remain safely with their peers, whilst collection arrangements are confirmed.

Dependent on circumstances, the school reserves the right to levy a fee if children attend all or part of Late Duty (3.30-4pm) or Wraparound (4-6pm)

Prep Children (Year Three upwards)

If Years 3 - 6 children are not collected by their parent/carer at collection time (4.00pm), they will go to 'Prep'. If they are then not collected at 4.30pm from 'Prep', they will be taken the School's Wraparound provision to wait. Wraparound staff will ensure the child is safe and supervised until they are collected. Dependent on circumstances, the school reserves the right to levy a fee.

General

For **all children**, the procedure is as follows:

- If contact cannot be made with the adult expected to collect the child, other parents/carers that are responsible for the child will be contacted at home or at work.
- If this is unsuccessful, attempts are made to contact any other adults who are authorised by the parents/carers to collect their child, as nominated in the child's registration documents. The names and telephone numbers of these adults are recorded on Engage, the School's management system
- The child will not be allowed to leave the premises with anyone unless the parents/carers have given their consent. The child will remain at School in the care of two members of staff

- In the event that a child is not collected by 6.00pm and no call has been made by the parents to inform the school that they are going to be late, the procedure outlined below will be followed:
 - The staff member will endeavour to contact all persons listed on the school system as emergency contacts
 - If none of these persons can be contacted, at 6.30pm the member of staff will update the Headmaster or one of the designated safeguarding leads
 - After all avenues of contact have been exhausted and the School has not received any contact from the parent, the Headmaster (or designated safeguarding lead) will make the decision to contact the Local Authority
- A full written report of the incident is recorded
- Dependent on the circumstances, the School reserves the right to charge parents for the additional childcare provided
- If a child is frequently collected late, a letter is sent home reminding parents of their responsibility. The School is aware that persistent late collection may indicate a safeguarding issue and it will therefore be brought to the attention of the Designated Safeguarding Lead for appropriate recording/action

External Clubs

It is the responsibility of any after School external club provider to ensure that children attending the club are safely collected by a parent, or other adult. The School cannot be held responsible for children who are not collected after the club ends.