Falconbrook School

Late Collection Policy

Based on The Key for School Leaders model policy

EFFECTIVE 01 SEPTEMBER 2026

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General collection procedure

Parents must collect their children promptly at 3.30pm every day.

Parents are expected to be waiting to collect their child at the end of the school day. Dismissal of pupils typically takes less than 10 minutes. Collection after 3.40pm is late.

The first time a child is picked up late, parents will be reminded of the 3.30pm pick up time and the Late Collection Policy. Subsequent late collections will trigger the actions in this policy.

1. Pupils travelling home alone:

Please speak to the Head Teacher if you would like to request your child walks home alone. Written agreement between parents and the Head Teacher must be completed before a pupil may walk home alone.

2. Late collection procedure:

- Prompt collection at 3.30pm (or 11:55 for Nursery)
- After 3:40pm,(or 12:05 for Nursery) the collection will be recorded as 'late.'
- Parents must notify the school at the first possible opportunity if they believe they will be late to collect their child, preferably at least 30 mins before the end of the school day.
- 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.
- Fines apply for late pick up and are based per family and not per child.
- The fine will be allocated to the parent of the child/ren per late collection.
- Parents have a maximum 30 days to pay the fine. If the payment is not settled with the school, then the parent will be referred to Debt collection (see section 7).
- In exceptional circumstances and at her discretion, the Head Teacher may override the terms of this policy.

3. Late collection fees

At the end of the Nursery day

11.55am-12.04pm	£5
12.05pm-12.14pm	£10
12.15pm-12.29pm	£15
After 12.30pm	£20 + £10 for every additional 5 minutes
After 12:55pm	See point 5 Non Collection Procedure

At the end of the school day

3.40pm-3.49pm	£5
3.50-3.59pm	£10
4pm-4.14pm	£15
After 4.15pm	£20 + £10 for every additional 5 minutes
After 4.30pm	See point 5 Non Collection Procedure

At the end of After School Clubs

Pick up time for After School Clubs is promptly at 4.30pm

4.40pm-4.50pm	£5
4.50pm-5pm	£10
After 5pm	See point 5 Non Collection Procedure

4. Collecting a child on someone's behalf

- The school keeps a record of which adults can collect which pupils.
- If you need another adult to collect your child, you must let the school know in advance. Children will not be released to other adults without the consent of the parent/carer.
- Verbal consent must include a full physical description of the person, unless they are already known to the school staff.

5. Non-collection procedure

- This will be brought to the attention of the Head Teacher or Designated Safeguarding Leader. The Head Teacher/DSL will then make every effort 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 Wandsworth Children's Services.
- 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, 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 will 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, 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 (6.30pm) 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.

6. Debt collection

In the event that a Late Collection fee allocated to a parent is not paid to the school within 30 days, this will be referred to the Director of Finance at Wandsworth Council who will invoke their debt collection service. All referrals will incur a £35 administration fee from the school.