



Al-Ashraf
PRIMARY SCHOOL

Al-Ashraf Primary School

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LATE COLLECTION OF CHILDREN POLICY & PROCEDURES (SCHOOL)

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1. LATE COLLECTION OF CHILDREN

We appreciate that there are times when the late collection of children is unavoidable. The late collection policy applies in all non-emergency circumstances.

Parents are required to notify the school office of their inability to pick up their child on time in the case of an emergency, along with an explanation of the circumstances and the anticipated time of collection.

The school is open from 8.30 am to 3.30 pm daily. Parents who do not collect their children on time by the end of the day will be liable for a charge.

2. ADMINISTRATIVE COSTS

As is standard practice in other settings, parents will be charged a £10 administrative charge per child, if their child is collected 10 minutes after 3:30 pm. A surcharge of £5 for every 5 minutes will be applied thereafter. The same principle will apply for half-days, when school finishes at 12:30 pm.

Please refer to the simplified table below:

Collection Time	Late By	Fine
3:31 – 3:40 pm	1-10 mins	£0
3:41 – 3:45 pm	11-15 mins	£10
3:46 – 3:50 pm	16-20 mins	£15
3:51 – 3:55 pm	21-25 mins	£20
3:56 – 4:00 pm	26-30 mins	£25

And so on

In the event of parents repeatedly collecting their child late they will be asked by the school to review their collection arrangements and social services may be contacted for further advice.

3. PROCEDURES IF CHILDREN ARE NOT COLLECTED FROM SCHOOL

In the unlikely event of a child not being collected from school at the expected time and no contact being made with the parents, the following procedure will be applied:

- The child will be reassured and comforted.
- Two members of staff will always remain on the premises with the child.
- The parents will be telephoned on all available contact numbers.
- If the parents are not contactable, the emergency contact person will be contacted and asked to collect the child.
- Every effort will be made to contact the parents or the emergency contact person.
- If no contact has been made with either the parents or the emergency contact person within one hour of the time at which the child was due to be collected, the school will contact Social Services and the Police for further advice.
- In the event of the Social Services being called and responsibility for the child being passed to a child protection agency, the Head Teacher or Deputy Head will attempt to leave a further telephone message with the parent/carer or designated adults' answerphone. Furthermore, a note will be left on the door of the setting's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Social Services department.

4. FAILURE TO PAY FEES

If late collection administrative charges aren't paid, the school holds the right to remove the child from the school enrolment register and dropped to the bottom of the waiting list. Parents thereby risk losing their child's space at the school and will incur an additional admission fee.

5. VERSION HISTORY

Issue Date	Version Number	Approved By
19 th March 2018	1.0	SLT, School Governing Body
10 th May 2021	2.0	SLT, School Governing Body
13 th May 2024	3.0	SLT, School Governing Body
1 st October 2025	4.0	SLT, School Governing Body