

Heritage Park Primary School

Collection of Children from School Policy (including Late Collections and Walking Home Alone Agreement)



Approved by:	Senior Leadership Team
Last reviewed on:	July 2026
Next review due by:	July 2027

Heritage Park Primary School

Collection of Children from School Policy (including late collections)

Introduction

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. Our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely.

It is the parent's/carer's responsibility to ensure that their child is collected by a responsible person. School does not have the legal authority to keep a child on the premises against a parent/carer's will, unless instructed to do so by an external agency such as Children's Services, but if an adult that appears to be under the influence of drugs or alcohol attempts to collect a child, school reserves the right to contact Children's Services, or another family member, to collect the child and will record the incident as a potential safeguarding concern.

We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

Parent and Carer Responsibilities

On admission of their child to the school, parents should complete the admissions form and provide:

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home, mobile and work telephone numbers
- TWO emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency
- Information about any person who has been denied legal access to the child, if relevant i.e Court paperwork.

All of this information is stored on the school MIS online system, Arbor. Once enrolled at the school, parents and carers should update their contact details directly onto Arbor whenever circumstances change, including who has permission to collect their child from school. Alternatively, parents may wish to complete Appendix B of this policy and send in their updated collection from school agreement.

If parents wish to delete someone from their collection from school agreement, they will need to do this by contacting the school office.

When there is a change to the end of the day arrangements, we ask that parents inform the school office as soon as possible.

School will update their records on an annual basis. (See Appendices A and B)

Collection During the School Day for Appointments

There may be occasions when a parent/carer needs to collect their child during the school day to attend a medical, dental, hospital or other professional appointment. Wherever possible, appointments should be arranged outside of school hours. However, where this is not possible, parents/carers should notify the school office in advance of the collection time.

To authorise an absence for an appointment, parents/carers will be required to provide evidence of the appointment. Acceptable evidence may include:

- A hospital or clinic appointment letter;
- A screenshot of a text message, email, or online appointment confirmation;
- A copy of a medical or dental appointment card;
- Any other official documentation confirming the date and time of the appointment.

Children will only be released to a parent/carer or another authorised adult recorded on the school's systems. Parents/carers must report to the school office to sign their child out. Where appropriate, children should return to school following the appointment and be signed back in at the school office on their return.

Failure to provide evidence of an appointment may result in the absence being recorded as unauthorised.

Travelling to and from School

Pupils in the Reception class

There is no law on what age children may travel to school or home unsupervised but school request that no pupils in Reception walk to school on their own. School expect that all children are brought to the gate in the morning and collected by an adult after school.

Upon enrolment, parents/carers are required, on their admission form, to provide the names the authorised adults (including themselves) who have permission to collect their child from school. For safeguarding purposes, each authorised adult must be able to provide a previously agreed password before the child will be released into their care.

Pupils will only be handed over to individuals who have been authorised to collect them and are able to state the correct password if requested. They will not be released to anyone else unless the school has been informed by a parent or guardian that alternative collection arrangements have been made.

Pupils in Year 1 and 2

There is no law on what age children may travel to school or home unsupervised but school request that no pupils in Years 1 and 2 walk to school on their own. School

expect that all children are brought to the gate in the morning and collected by someone aged 14 or older, after school.

Pupils will only be handed over to individuals who have been authorised to collect them. They will not be released to anyone else unless the school has been informed by a parent or guardian that alternative collection arrangements have been made.

Pupils in Year 3 and 4

There is no law on what age children may travel to school or home unsupervised but school request that no pupils in Years 3 and 4 walk to school on their own. School expect that all children are collected by someone aged 14 or older, after school.

Pupils will only be handed over to individuals who have been authorised to collect them. They will not be released to anyone else unless the school has been informed by a parent or guardian that alternative collection arrangements have been made.

Where parents have given written consent, children in Years 3 and 4 may walk around to the KS1 playground to meet their younger sibling. By consenting to this, parents acknowledge the KS2 teacher will no longer be supervising their child.

Pupils in Year 5 and 6

There is no law on what age children may travel to school or home unsupervised. As a child enters upper Key Stage Two, we believe that parents need to decide whether a child is ready for this responsibility. In deciding whether a child is ready to walk to school, parents should assess any risks associated with the safety and distance of the route and of their child's confidence and maturity.

Pupils will only be handed over to named adults. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. If you decide that your child is ready for the responsibility of walking home independently, then you must inform the school by letter / email or by completing the permission slip on an annual basis (Appendix A).

Your child will be prevented from walking home unless this permission has been given in writing. Parents who wish to meet their children a short walk away from the school or anywhere else off the site, must give written consent to them leaving the site alone.

Where parents have given written consent, children in Years 5 and 6 may walk around to the KS1 playground to meet their younger sibling. By consenting to this, parents acknowledge the KS2 teacher will no longer be supervising their child.

Siblings

Older siblings may collect pupils in Year 1 to 6 provided they are age 14 or older. Parents who wish for older siblings of this age to collect younger children must update Arbor to reflect this. Parents will need to consider the maturity of all the children

involved, the length and nature of the journey home and the relationship between the children.

School will not release any Reception pupil to anyone other than a responsible adult.

Until written consent is received for the children to walk to the Reception or Key Stage One classrooms, or to be collected by an older sibling, the children will stay in the care of their teacher until they are collected.

Drop off and Collection by staff from Blackberry House Day Nursery

Any children who attend the before school club at Blackberries are dropped off at the gate for 8:45.

After-school club children who attend Blackberries, will be collected from school by nursery staff who will then take the children over to their site. Parents must add Blackberries onto Arbor to give permission for their staff to collect. Alternatively, parents/carers can also give written consent by email or letter (to the office) so children can be handed over to the nursery staff.

After School Clubs

After school clubs held on the school premises will adhere to the school's procedures for dropping off and collecting pupils.

Permission to walk home from after-school clubs is given on the annual update for walking home agreement (Appendix A).

Children who are not collected from School

Under Section 175 of the Education Act 2002, Heritage Park Primary 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 dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

Parents/carers must notify the school as soon as possible if they become aware that the person collecting their child is likely to be late.

Persistent late collections may be recorded as a safeguarding concern.

Three late collections (from school or after school club) within a term will result in the withdrawal of the child's after-school club place for the remainder of that term. Lunch time club will not be affected.

Five late collections during an academic year will result in the withdrawal of the child's after-school club place for the remainder of the academic year. This is due to the impact on staff and sports coaches, the additional costs incurred by the school, and the school's safeguarding responsibilities.

The senior leadership team may write to, or meet with, parents to discuss school attendance issues as required.

Procedure

Heritage Park Primary School will care for a pupil who has not been collected from school, until such a time as they have been collected by a parent/carer, or appropriate alternative collection has been made (written evidence to be provided).

If a child is not collected by a parent/carer or named adult, after the school day or approved activity, the child will be taken to the school foyer and supervised there. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact.

Staff will never take a child home with them or transport them home (unless doing so in a parental capacity).

In the case of a pupil not being collected and no contact being made within one hour of the usual collection time, the school will ring Peterborough Children's Services and/or the police to discuss the concerns, seek advice and provide updates as required. In addition, school will continue to try and contact parent/carer/emergency contacts.

Safety and Major Incidents

To avoid potential first aid issues, children are not to play on the field/playground equipment before or after school.

If an incident occurs which results in a large number of children not being collected, Children's Services will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until appropriate arrangements can be made.

Appendix A

HERITAGE PARK PRIMARY SCHOOL ANNUAL UPDATE FOR WALKING HOME/TO KS1 PLAYGROUND AGREEMENT

Child's name:

Class:.....

Year 3, 4, 5, 6:

(please tick all that apply below – leave blank if not applicable)

- ☐ I give permission for my child to walk round to the Key Stage 1 playground and understand that by agreeing to do this the class teacher will no longer be supervising my child and therefore no longer has responsibility for my child.

Year 5 and 6 only:

- ☐ I give permission for my child to walk home from school and understand that by agreeing to this the class teacher will no longer be supervising my child and therefore no longer has responsibility for my child.
- ☐ I give permission for my child to walk home from **after school clubs** and understand that by agreeing to this the club leader will no longer be supervising my child and therefore no longer has responsibility for my child.

Signed: (parent/carer)

Date:

Appendix B

HERITAGE PARK PRIMARY SCHOOL ANNUAL COLLECTION FROM SCHOOL AGREEMENT YEARS 1-6

Child's name:

Class:.....

I understand that it is my responsibility as a parent / carer to collect my child at the end of the school day, or during school hours if I am contacted for whatever reason. However, in some circumstances this may be difficult and I therefore give permission for the people names below to collect my child. I understand I also need to include parent and carer names in this list:

People I give permission to collect my child from school are:	
Name of Person (Please Print)	Relationship to Child (e.g. mother, father, grandparents, friend, childminder etc.)

Signature.....

Date.....