

EYFS FAILURE TO COLLECT A PUPIL POLICY

Last reviewed: August 2025

Next review: August 2026

This policy will remain valid until the end of the academic year 2025-2026

In the event that a Reception Class pupil is not collected by an authorised adult at the end of the day, the settings put into practice agreed procedures.

The Staff working in the Foundation Stage aim to achieve this by the following actions:

- Parents of children starting at the Foundation Stage are asked to provide specific information which is recorded on the registration form and available on iSAMs, including;
 - Home, address and telephone number
 - Place of work and telephone number
 - Mobile telephone numbers
 - Name, address and telephone number of adults who are authorised to collect the pupil from school
 - Information about any adult who does not have legal access to the child; and the person who has parental responsibility for the child.
- On occasions when parents or the persons normally authorised to collect the child are not able to, they record in writing the name and telephone number of the person who will be collecting their child. We agree with the parent how to identify the adult and ask them to show us a photograph if possible. A password can be established to be given by the person collecting to a member of Reception staff.
- Parents are informed that if they are not able to collect their child as planned, they must inform the School so that we can put procedures in place. We provide parents with the main School telephone number.
- If a pupil is not collected at the end of the session, we use the following procedures:
 - Check any correspondence for information about changes to the normal collection routine. Pupils will automatically go into Waiters and their parents will be charged.
 - If no such information is available, parents are contacted at home or at work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from school are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child stays at school in the care of an experienced member of staff until the child is safely collected.
 - If no contact can be made with parents or nominated carers, Child Services will be contacted and they will make arrangements for the child to be cared for.