

Ashfield Nursery School



Part of Newcastle Nursery Schools Federation

Late Collection Policy - Ashfield

The Local Authority provides 15 hour free nursery provision for all 3 and 4 year olds. At Ashfield Nursery School this free provision is provided 9.00 am – 12.00 noon. Thanks to careful budgeting to enable us to protect full-time nursery education and working closely with the Local Authority, Ashfield Nursery is now able to offer a further 2 hours a day, 12 noon until 2.00 pm, free of charge

In the event that the parent/carer is running late or has made alternative collection arrangements with a friend or relative, they should ring the school to advise us of those changes so that both the teacher and child are aware.

If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following action:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/carers are contacted at home or work
- Emergency contacts are contacted.
- In the meantime, the child will wait near the office or with the children in the 30 hours provision under adult supervision

Main Nursery only - If a child is not collected at 2.00 pm, or 3.00 pm if they are eligible for the 30 hour provision, then they will be recorded on the late collected spreadsheet.

Charges for late / non-collection of children

Under Section 457 of the Education Act 1996 and relevant Regulations, the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after a school activity.

The governing body has decided that, except in emergency situations, where children are not collected from school on time, then a charge will be made to the child's parent or carer on the fourth late occasion. The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency – staff discretion will be used. Notification must be given to the school as soon as the situation arises or when collecting the child.

- If a child is collected late on two occasions in a term then the child's key worker will have a conversation with the parent about any support they can give regarding late collection.
- If a child is collected late on three occasions then the family will receive a letter outlining the consequences of further late pick-ups.
- Following a fourth late pick up a charge of £5 will be invoiced to parents. This increases to £10 for each 30 minute period beyond the first fifteen minutes.
- If a family does not pay any late pick up charges then the child's extended provision will be suspended after seven days of the full amount being owed (or an amount being paid off the charge). If no payment in full or part payment is received then the extended provision will be suspended until the full amount owing or a payment towards it has been paid. The child will, therefore, only be allowed in school for the free 15 hour offer of 9.00 am until 12.00 noon, five days a week. Staff discretion will be used in these circumstances.
- For example, following 3 previous late pick-ups and a further late pick up on a Monday (4th time) then an invoice will be issued for the late payment charge. If a payment in full or in part is not made within 7 days then the child will only be allowed to attend 9.00 am until 12.00 noon from the Tuesday onwards, until the payment has been paid in full.
- The outstanding balance or payments towards the balance should be paid at reception to Jacqui Hamilton, Admin & Finance Officer.
- Any appeals regarding payment of debt or suspension of extended provision will be dealt with by the Head Teacher. Please do not approach staff at reception regarding this matter.

Playgroup Unit

A fee of £5.00 will be charged if children from Playgroup Unit are not collected on time within 15 minutes. This will rise to £10 for each subsequent 30 minutes.

Morning – 8.45 am until 11.45 am

Afternoon – 12.15 pm until 3.15 pm

Please note if your child is eligible for 30 hours in Playgroup then the collection time is 2.45pm.

If the child has not been collected after half an hour from the end of the day or after school activity and no contact has been made with the parent or arrangements agreed we will follow our Child Protection Procedures for uncollected children.

Updated 1st September 2025