

Broom Cottages Primary

&

Nursery School



Uncollected Pupil Policy

Approval Date: January 2026
Review Date: January 2029

It is recognised that most pupils are collected or make their own way home at the end of the school day without issue. The pupil becomes the responsibility of the parent/carer once they have left the school premises.

On occasion, it may occur that a child has not been collected/ does not know the arrangements parents have made on that particular day for travelling home.

Should a child fail to be collected the following procedures are to be activated:

- The child returns to the building
- Is accompanied to reception
- Contact with home/emergency contact is made via the school office
- Arrangements for the child to be collected are made
- The child remains in reception, supervised until a responsible adult arrives/instructions are given for alternative arrangements
- If the child fails to be collected by 4pm and no contact made with parents/carers the Police and Social Care Direct will be informed
- If a child is still in school 15 minutes after the end of an after school activity the above procedure will apply
- Pupils must be collected by a suitable person over the age of 16 years.