

BEWSEY LODGE ACADEMY



DROPPING OFF & PICKING UP POLICY

To be used in conjunction with the
Safeguarding Suite of Policies

Date of Review	January 26
Date of next Review	January 29

Drop off:

- Classroom doors open at 8.45am and close at 8.55am. Children should be dropped off at their classrooms during this time.
- After 8.55am children must be signed in by their parent/carer and provide a reason for their late arrival at school.
- Parents/carers are expected to contact school as early as possible if their child is absent from school.
- If contact is not made the office staff will contact parents/carers and the school's attendance procedures followed. (Appendix 1)
- If contact cannot be made the office staff will share this with the Attendance Manager/Designated Senior Lead (DSL)/Deputy DSL to investigate further.
- Persistent lateness will result in a letter /meeting with the Attendance Manager.

Pick up:

- At the end of the school day, children are to be collected from their classroom doors (if a child is attending an after school club the pick-up point may vary)
- If a child is not picked up at the end of the day, staff will check to see if the child has siblings who have been collected, as the person collecting may be talking to another member of staff.
- Staff will take the child to the main entrance and ring the contact numbers on the admissions form.
- The child will be placed in Little Links and parents/carers will be charged.
- Late collection from a nursery session will result in a £5 charge (and additional £5 charge for each hour after). Late collection at 3.30pm will result in the child being placed in Little Links and parents/carers will be charged for this.
- Staff will inform their Phase Leader and continue to try contact numbers (Little Links staff will be informed of the outcome). If the child has involvement from social care, Mrs Bailey/Mrs Price must be informed.
- If an unfamiliar person arrives to collect the child, consent to let them go with them must be gained from the parents/carers. If it is felt that that the person collecting the child is inappropriate, staff will speak to a member of the Senior Leadership Team.
- In some instances, it may then be necessary to contact social care/the police and this decision will be made by a member of the Senior Leadership Team.

School Attendance Procedures

