

# École Française de Bristol



## **Arrival and Departure Policy and Procedure including late collection of children and uncollected children & procedure in the event of lateness or absence**

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| <b>Last review date:</b> | <b>September 2025</b> |
| <b>Next review date:</b> | <b>September 2026</b> |

## **Aims**

To ensure that the arrival and departure of children is carried out safely and to promote the welfare of the children in our care.

## **Policy**

Arrival and departure to and from the premises must be recorded in the register or on Classbiz. The register will be kept in an accessible location at all times. Records will also be kept of visitors to the setting and of members of staff present.

## **Procedure**

### **Arrival of Children**

#### **Nursery**

On arrival, a member of staff will record the child's attendance in the daily register, including the time of registration. Parents arriving after 9.30 am must inform the office of their child's arrival.

Children are expected to be accompanied by an adult to the nursery door.

#### **Day release classes**

A member of staff will record children's attendance on Classbiz every morning at 9.15. Children arriving after 9.15am will be registered as late. Children coming in late will be added to the register on Classbiz and marked as late by a member of staff (English partner schools will also be informed).

Children are expected to be accompanied by an adult to the nursery door for breakfast club and to the school's main entrance door (for school time arrivals).

#### **Breakfast club (day-release children)**

On arrival, a member of staff will record the child's attendance in the daily register on Classbiz.

### **Departure of Children**

Parents must give the names of all people authorised to collect their child on the Registration Form.

Only persons on the Registration Form will be able to take the child, unless prior arrangements have been made, in writing, and staff informed. A password (written on the registration form) will be used by the authorised person collecting the child. In the event that

someone else should arrive without prior knowledge, a member of staff will contact the parent/carer immediately.

Children will not be allowed to leave the premises unaccompanied.

Children will not be allowed to leave with anybody under the age of 16.

The person collecting the child must approach a member of staff, so that staff know who is being collected, and by whom. In nursery, a member of staff will sign the child out on the daily register (including the time of departure) and pass on any relevant information.

### **Late Collection of children / Uncollected children**

Sessions end at:

- 5.30 pm for the nursery (or 4.30 for children attending short days)
- 3.30 pm for day release pupils (unless registered for after-school care sessions until 5.30 pm)
- 5.45pm for Thursday after-school FLE sessions
- 11.15am for Saturday club
- 11.30am for GCSE classes.

If the adult collecting the child is going to be late, staff must be informed of this prior to the end of the session so that arrangements can be made to look after the child: the Head Teacher may need to call on other staff to come in due to members of staff's own childcare arrangements or to ask members of staff to stay after their normal working hours according to availability.

Two members of staff will stay with the child until s/he is safely collected.

In our nursery, a member of staff will sign the register and include a time of departure.

### **After-school care sessions:**

A member of staff will take a register at 3.30pm and again at 4.30pm.

**If contact has been made by a parent/carer advising that they are going to be late, the following procedure should be used:**

1. The child will be looked after by the team in charge of the after-school care session during opening hours.
2. If the child is unlikely to be collected by 5.30 pm, the Head Teacher / Deputy will need to ensure that two members of staff remain present after hours.
3. If the child is unlikely to be collected by 5.30 pm, parents may be asked to arrange for one of the adults that they have authorised on the enrolment form to collect their child, to do so. Parents who do not have transport should be advised that they will

need to get a taxi to pick up their child. Children will be expected to be collected within 30 minutes of closure time.

4. If the child has not been collected by 6.30 pm, Social Services' Out of Hours Emergency Duty Team should be contacted on 01454 615 165 and the procedure should be followed from step 6.

**If the parent/carers has not contacted the school to advise that they are going to be late, the following procedure should be used.**

5. Staff will make contact with the child's parents after checking that no message has been left.
6. If this proves unsuccessful the named emergency contact on the child's registration form will be called.
7. If parents and named emergency contact are not contactable and if possible, a message will be left on every telephone number provided by parents (work, home and other emergency contact) explaining the situation and asking for the parent / carer to contact the school urgently. The school's telephone number will be left on the message.
8. Staff will not transport children off the premises either to their own homes or the child's home.
9. The child should not leave the premises with anyone other than an authorised adult named on the enrolment form or a Social Care Worker.
10. In the unlikely event of us not being able to contact anyone by 6.30 pm, or if the child has not been collected by that time, we will contact Social Services' Emergency Duty Team on 01454 615 165.
11. **A written report of the incident will be recorded in the child's file** (the ***Late Collection of child / Uncollected Child Incident Form*** will be completed).
12. In the case of repeated occurrences when a child has been collected very late and outside school hours, the school will warn parents that social services might have to be informed of the situation, in line with Safeguarding (Child Protection) guidance.

**Late collection charges will be applied in accordance with our terms and conditions whether notice of lateness has been given by the parent/carers or not.**

**Refer to No Smoking policy / Drugs and Alcohol policy for collection policy for a parent/carers under the influence of alcohol or drugs.**

## Visitors

Visitors will be asked the purpose of their visit and identity will be checked.

Details recorded will include name, organisation (if applicable), purpose of the visit, arrival and departure times.

## Staff

Details of staff working will be recorded and will include their arrival and departure times on the **Daily Staff Register Form**.

## Record-keeping

Records of daily registers should be kept for at least three years.

## Information

*NB. Anyone with parental responsibility is allowed to collect their child unless a court order prevents contact (Check registration form for details of who has personal responsibility).*

## Attendance / Absence notification

### *Nursery pupils*

Parents must let the School know if their child is going to be absent by telephone on 0117 969 2410 or at ecoledebristol@outlook.com at the earliest opportunity.

### *Day release pupils*

The day attended at the Ecole Française de Bristol is a school day « like any other ». English/partner schools require that we let them know of any absence of one of their pupils during school hours. We must also state a reason for absence.

Many schools require that we also let them know immediately if a child has not arrived at 9.30 a.m., for safeguarding reasons.

Procedures that must be followed by parents of the pupils at the Ecole Française de Bristol

- IN THE EVENT OF UNFORESEEN LATENESS OR ABSENCE
  - o Parents are to advise the School by telephone on 0117 969 2410 or at ecoledebristol@outlook.com before 9.20 am.
  - o In the event of an absence due to illness, parents are to advise the School by telephone on 0117 969 2410 or at ecoledebristol@outlook.com before 9.00 am on the day.

- FOR ANY FORESEEABLE ABSENCE DURING SCHOOL HOURS

(Ex. Doctor's appointment)

- o Parents are to provide a written note/email if their child will arrive after 9.00 am or if s/he will be collected before 3.30pm 4.00 pm.

The only allowable reasons for absence at the Ecole Française de Bristol are illness or attendance at the main primary school.