



# WELLESLEY PRIMARY SCHOOL

## Separated Parents Policy

Issue No: 2  
Date: February 2021

Approved by Governors: 14<sup>th</sup> July 2021

# Separated Parents

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## Change Record Sheet

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Issue No	Date	Summary of Change	Amended by:
1	Policy Written:	November 2017	Kathryn Jones
2	Policy Updated	February 2021 – change of provider for school communications.	Kathryn Jones

## Summary

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This policy will be reviewed every 3 years.

This policy has been reviewed to ensure that it meets the requirements of the equalities impact assessment.

Policy written: November 2017

The following documents have been taken into account in the production of this policy:

<https://www.gov.uk/parental-rights-responsibilities/what-is-parental-resp>

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At Wellesley Primary School, we aim to promote the best interests of the child, working in partnership with all parents where possible. This policy is an attempt to clarify to all parties what is expected from separated parents and what can be expected from the school and its staff

## Parental Responsibility

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In order to help us to look after children whilst they are in our care, Wellesley staff are required at admission of the pupil to ask parents to provide certain information, such as name of both parents, address, contact details etc. They are also required to ask who has Parental Responsibility for the child. This is important because it allows the school to be sure who has the right to make decisions about a child's education and medical treatment. However, this is a very specific legal term and many parents may be unaware of how it is applied:

- All mothers automatically have Parental Responsibility.
- If a child's parents were married at the time of the birth, both parents automatically have Parental Responsibility.
- Where the father's name is on the birth certificate, the father and mother will both have Parental Responsibility.
- In all other cases, fathers are required to officially obtain Parental Responsibility.
- Parental Responsibility cannot be lost, except by legal adoption, although it does not guarantee contact.

Parents as defined above are entitled to share in the decisions that are made about their child and to be treated equally by schools. In particular, these entitlements include:

- Ofsted & school based questionnaires;
- Participation in any exclusion procedure;
- Attendance at parent meetings/school events;
- Access to school records and copies of school reports, newsletters, invitations to school events, school photographs relating to their child and information about school trips.

This entitlement cannot be restricted without a specific court order. The school does not have the power to act simply on the request of one parent to restrict another.

The school will not seek to make judgements about individual circumstances but will treat both parents equally unless there is a specific ruling in existence. Staff will never pass judgement on either parent to the child.

We will maintain our open door policy with all parents, and the class teacher and/or Head Teacher will be available by appointment to discuss any issues. The school is under no obligation to inform the resident parent of the absent parent contacting the school. Any such information will be given at the discretion of the Head Teacher.

## Court Orders

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Upon receipt of any court order restricting access to a parent, the school retains the right to consult the Local Authority before taking immediate action. The school is only obliged to comply with an order if it is properly notified and has received a copy for its files, and only to the extent that it relates to the school. In the event that the school is not informed of the existence of such

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an order, neither parent will have rights superior to the other. Only a Court Order stating the arrangements is deemed to be valid; a letter from a solicitor is not sufficient.

## School communications

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The school recognises that, while the parents of some pupils may be divorced or separated, both have a right to be informed of, and involved in, their child's education. However, we expect that parents, whatever the nature of their separation, will do all they can to communicate with each other and share information from and for the school, for the benefit of their child. It is assumed that the parent with whom the child principally resides will keep the other parent informed.

We do, however, recognise that communication between parents is not always possible. If an estranged parent wishes to receive information from the school such as progress reports, end of year school report, attendance they should contact the school with a specific request.

We have various methods of communication and to assist estranged parents we have ParentMail which a parent can sign up to and receive most of the communications sent out. In respect of forms that require completion – the form will be sent to the resident parent as only one response is needed. The school website also gives details of school events and access to newsletters.

We would not expect to send emergency text messages to absent parents, which give information on cancelled activities and reminders. Our texting service only allows one contact per child – this will always be the resident parent.

General correspondence regarding general everyday school life such as dinner money increases, school trips, cycle training would always be sent to the resident parent.

We expect parents to liaise and communicate directly with other in matters such as the ordering of school photography, tickets for performances and other instances.

Should an un-named parent seek information or access to his/her child, the school will always inform the main carer of this to check Parental Responsibility and ensure no court order is in place. For the avoidance of doubt, we will seek written confirmation from the main carer. Proof of identity of the non-resident parent will always be required in these cases.

Disagreements between parents must be resolved between the parents and cannot be resolved by the school or local authority.

## Parents' Evenings

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We hold one parents' evening appointment per child, two times a year, where both parents are welcome and we expect parents to communicate with each other regarding these arrangements. Unfortunately the school is unable to offer individual appointments.

## Educational Decisions

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In the event that the parents are unable to agree with one another on decisions regarding their child's educational needs, including but not limited to, participation in extracurricular activities and consent to evaluation and services, the school will arrange a meeting with both parents to attempt to assist the parents to resolve the situation; if it cannot be resolved the school may refer the matter to the relevant department of the Local Authority.

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### Collecting a child from school

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The school will release children to parents in accordance with arrangements notified to the school. If one parent seeks to remove the child from school in contravention of the usual arrangements and the parent to whom the child would normally be released has not notified the school of any change the following steps will be followed:

- Where a separated parent, who has parental responsibility and no court order in place, wishes to take the child during or at the end of the school day, the resident parent will be contacted in order to ensure that they are in agreement with the arrangement. If the parent to whom the child would normally be released agrees, the child may be released and the records will reflect that the permission was granted orally. If the parent opposes the other parent wanting to take the child then the school will advise that without a court order we cannot prevent them from doing so.
- In the event that the parent to whom the child would normally be released t, cannot be reached, the Head Teacher or staff member dealing with the issue will make a decision based upon all relevant information available to him/her.
- During any discussion or communication with parents, the child will be supervised by an appropriate member of school staff in a separate room.
- In extreme circumstances if there is a belief that a possible abduction of the child may occur or if the parent is disruptive, the police should be notified immediately.