

Separated Parents' Policy

January 2025

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Approved on behalf of the Governing Board by:	 Name – Jack Butler Role – Chair of Governors Date –
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Statement of intent

Chancel Primary School recognises that children from families whose parents are separated, or are undergoing separation, may go through traumatic changes during their time at school. With this in mind, we will make every effort to work with parents to promote the welfare of children. This policy has been created to minimise any impact and to clarify to all parties what is expected from separated parents and what can be expected from the school and its staff.

1. Definitions

1.1. Schools have a legal duty to work in partnership with families and to involve all those with parental responsibility in their child's education. Section 576 of the Education Act 1996 defines a 'parent' as:

- All natural parents, including those that are not married;
- Any person who has parental responsibility but is not a natural parent e.g. a legally appointed guardian or the Local Authority named in a Care Order; or
- Any person who has care of a child i.e. a person with whom the child resides and who looks after the child irrespective of the relationship.

1.2. Parents as defined above must be treated equally, unless there is a court order limiting an individual's exercise of parental responsibility. In the event that the school is not informed of the existence of such an order, neither parent will have rights superior to the other.

1.3. Individuals who have parental responsibility, or care for a child, have the same rights as natural parents. This includes the right to:

- Receive information (e.g. pupil reports, school events etc.).
- Participate in activities (e.g. elections for parent governors).
- Give consent (e.g. for school trips).
- Be involved in meetings concerning the child (e.g. participate in an exclusion procedure, appeal against admission decisions).

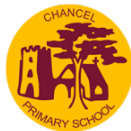
2. Our Responsibilities

2.1. The Headteacher will ask parents or guardians for the names and addresses of all parents when they register a pupil.

2.2. Names and addresses of all parents, where known, are included in the admission register and also in pupil records.

2.3. Names and addresses of all parents are forwarded to any school to which the pupil moves.

2.4. The Headteacher will ensure that details of court orders are noted in the pupil's record.



3. Parental responsibilities

3.1. Parents are responsible for informing the school when there is a change in family circumstances. We recognise the sensitivity of such situations and we will maintain confidentiality requested by parents as far as possible. The school will not make judgements about individual circumstances, and both parents will be treated equally.

3.2. Where there is a court mandated restraining order in place, a copy needs to be retained by the school, which will put measures in place to ensure the child is not released to named individuals.

3.3. Parents who have joint custody of the child are requested to keep the school informed, in writing, of any disputes they have with each other regarding the collection of children.

3.4. Children's welfare and safety are paramount, where there are issues over access to children, the parent with whom the child resides should contact the school immediately.

3.5. We expect that, wherever possible, separated parents attend their child's Parents' Evening appointments together and we cannot offer two appointments as a matter of course for all separated couples. The school will consider separate appointments if requested in advance; however, the school has no obligation to offer this arrangement.

3.6. The school expects parents to communicate with each other regarding these arrangements.

3.7. Parents are expected to liaise and communicate directly with each other in matters such as the ordering of school photographs, tickets for performances and other instances. The school will not deal individually with these requests in view of the significantly increased workload that they represent.

4. Progress reports and pupil records

4.1. Any parent has the right to receive progress reports and review pupil records of their child.

4.2. If the parents are separated or divorced it is the responsibility of the parent collecting the child to ensure the report is shared. Termly Progress reports will be sent home via Class Dojo to parents with a login.

4.3 Annual Progress Reports will not be withheld for collection by a 'specific' parent, and will be sent home with the child – on the agreed date (as detailed in the school newsletter).

4.3. If requested, the school will send copies of the progress reports to a parent with whom the child does not reside; this will usually be sent via email.

4.4. Disagreements between parents must be resolved between the parents and cannot be resolved by the school.

4.5. The school will maintain an open-door policy with both parents.

4.6. 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 will be notified immediately.



5. Collecting a child from school

5.1. Where a separated parent has parental responsibility and requests to take the child during, or at the end of the school day, the school will assume that parents are in agreement; providing a non-contact order is not in place.

5.2. The Headteacher will use their discretion on the decision to allow a child to leave the premises with a non-resident parent.

6. Obtaining consent

6.1. If parental consent is required for outings or activities, the school will seek consent from the resident parent.

6.2. In cases where the school considers it necessary to seek consent from both parents, it is possible that one gives consent and the other withholds it. In such cases, the school will assume that parental consent has **not** been given.

7. Name changes

7.1. Parents are responsible for resolving potential conflicts about the change of a surname.

7.2. The school will ensure that the change in surname is supported by written evidence.

7.3. A separated parent who has parental responsibility, but no longer lives with the child, may refuse to consent to changing the child's surname. In such cases, the parent wishing to change the child's name would need to apply to the courts for permission to do so.

8. Equality & Diversity

We want our pupils, parent, staff and partner organisations to be able to understand our information in the format that is most accessible to their individual needs. This includes identifying and reasonably removing barriers for people accessing information, services, premises, any employment or engagement opportunities.

If you would like to receive this document in another format – such as audio, Easy Read, British Sign Language, interpreter services, large print, or Braille – please speak to the school office.

This policy applies to the whole of Chancel Primary School, including the Early Years Foundation Stage.

The policy will be disseminated widely to all staff members, governors and parents and it will be reviewed every three years.