



# Separated Parent Policy

**Swavesey  
Primary  
School**

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# Swavesey Primary School Separated Parents Policy

## 1. Introduction

At Swavesey Primary School, we aim to maintain contact with both parents in the best interests of their children. The school will endeavour to obtain the details of all those with parental responsibility through its admissions form or directly from the resident parent. We welcome direct contact from those with parental responsibility providing their own details. Where it has not been possible to obtain the details of one parent the school will keep a 'missing parents register'.

This policy aims to minimise any impact and to clarify to all parties what is expected from separated parents and what can be expected from the school.

## 2. Definition of "parent"

The definition of a "parent" for school purposes is much wider than for any other situation. 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;
- Appointed guardian acting in loco parentis or the Local Authority named in a Care Order; and
- 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.

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

- Attending parent meetings/school events;
- Having access to school records and receiving copies of school reports and newsletters;
- Invitations to school events, school photographs relating to their child and information about school trips;
- Ofsted and school-based questionnaires; and
- Participation in any exclusion procedure.

The Governing Body recognises that while the parents of some pupils may be separated, divorced or estranged, they are still entitled to the above and this entitlement cannot be restricted without a court order, such as a Child Arrangement Order.

## 3. Parental responsibility

Parental responsibility means the rights, duties, powers, responsibilities and authority that a parent has for their child. In addition to a child's natural parents, it can be acquired by court order, being appointed a guardian, adopting a child or a formal agreement.

The information provided to the school when the child was enrolled detailing who has parental responsibility for the child will be presumed to be correct unless a court order or original

birth certificate proving otherwise is provided to the school. Similarly, the information provided regarding the address(es) where the child lives will be presumed to be correct unless the school is provided with a copy of a court order setting out arrangements for where the child should live.

#### 4. Court orders

At Swavesey Primary School, our sole wish is to promote the best interests of the child, working in partnership with all parents. If there is a court order in place, the School will always act in ways to ensure as best it can, that no court order is breached. The school can only be expected to comply with an order if it is properly notified and has received a digital or paper copy for its files, and only to the extent that it relates to the school.

The school has no responsibility for enforcing any court order.

In the event that the school is not informed of the existence of such an order, the parents will be treated equally by the school.

#### 5. Disputes and disagreements

The school hopes that parents and all those with parental responsibility will support the school in working together for the benefit of their children.

If parents are unable to agree with one another on decisions regarding their child's education the school may arrange a meeting with all parents (preferably together, but separately if required) to support the parents in resolving the issue in dispute only.

Parents should seek to resolve contact issues without involving the school. The school will not mediate, "take sides" or act as an intermediary between parents who do not communicate with each other.

#### 6. Changes in family circumstances

We ask parents to inform the school office whenever something outside school – such as a change in family circumstances – occurs so that we can sensitively support the child in school. We expect parents to update the school office whenever emergency contact details change for one or both parents and/or there is a new arrangement for collecting children at the end of the school day.

We recognise the sensitivity of some situations and all staff are aware of the need for discretion and confidentiality. School staff will be informed on a strict need to know basis so that suitable support can be offered.

#### 7. The release of child(ren)

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 notified arrangements, and the parent to whom the child would normally be released has not consented, the following steps will be followed:

- The Headteacher or designated deputy will meet with the parent seeking to remove the child and then telephone the parent to whom the child would normally be released and explain the request.

- 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.
- In the event that the parent to whom the child would normally be released to cannot be reached, the Headteacher or designated deputy dealing with the issue may make a decision based upon all relevant information available to her/him.
- The Headteacher or designated deputy may have to refuse permission if consent cannot be obtained.
- During any discussion or communication with parents, the child may 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 will be notified immediately.

#### 8. Access to school information

Key school information is available on the Swavesey Primary School website (all parents are invited to make regular use of the school's website as it contains all backdated newsletters and has a range of information and links). Parents may also receive information via parentmail, twitter or in writing.

For parents who do not have access to the Internet paper copies of communications may be requested from the school office.

#### 9. Communication between school and separated parents

Newsletters and general school updates are sent via parentmail to all parents for whom we have up-to-date contact details. These updates contain all the main class/school events, including productions, sports days, parents' evenings and class trips.

The school office is able to deal with separate requests for school photographs and tickets for performances made by separated, divorced or estranged parents who have parental responsibility. However, the school expects parents to communicate directly on these matters where they can. The school will try to comply with requests, however in certain circumstances it will not always be possible, for example when a court order preventing contact with the child or each other is in place.

In all circumstances, we aim to maintain our open-door policy with all parents. Class teachers and/or the Headteacher will be available by appointment to discuss any issues.

#### 10. Parents' consultation appointments

Whenever requested, we will offer separate parents' evening appointments for separated, divorced or estranged parents who have parental responsibility.

#### 11. Written pupil reports

Any person who is known to the school to have parental responsibility for a child has the right to receive the written progress reports for their child(ren) completed by the school. These will be provided to separated, divorced or estranged parents who have parental responsibility and for whom the school has up-to-date contact details.