



## Separated Parents Policy

Full copies of our policies and procedures can be found on our website or are available from the office [www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk)

Issue: 1

Date: 03/23

Review: 03/26

## **NEWTON BURGOLAND PRIMARY SCHOOL**

### **SEPARATED PARENTS POLICY**

This policy is designed to ensure effective contact and liaison with separated families. **The form required is attached at the end of this document as Appendix A.**

#### **Introduction**

Schools have a legal duty to work in partnership with families and to involve all those with parental responsibility in their child's education. Schools must treat all parents equally, **unless a court order limits an individual's exercise of parental responsibility. Please read the DfE guidance: - <https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parentalresponsibility>**

This obligation on schools continues even when family circumstances change, for example, when relationships between parents break down. **It is in the best interest of children if parents and schools can work together.**

- Everyone who has parental responsibility has a right to receive information about the child.
- This is the case whether they live with the child or not.
- There is no requirement to inform one parent about communications with the other parent.

#### **Rights of those with parental responsibility**

The DfE's guidance (see link above) on parental responsibilities, explains that individuals who have parental responsibility for a child have the right to receive/access information, take part in, as follows:

- pupil reports
- participate in activities, for example voting in elections for parent governors.
- be informed about meetings involving the child; for example, parent evenings, governors' meeting on the child's exclusion.
- Trips and upcoming activities or events provided.
- Information on diary dates and newsletters

#### **Guidance for Headteachers on managing parental responsibility.**

The DfE's guidance also provides advice for headteachers and local authorities, who should:

- ask parents or guardians for the names and addresses of all parents when they register a pupil.
- ensure that names and addresses of all parents, where known, are included in the admission register and pupil data records and are available to school staff.
- ensure that names and addresses of all parents are forwarded to any school to which the pupil moves.
- ensure that details of court orders are noted in a pupil's record.
- where the address of a non-resident parent is unknown, tell the resident parent that the non-resident parent is entitled to be involved in their child's education and ask that information is passed on to them.

#### **Name changes for child/ren**

There must be the consent of both parents after divorce or separation for a change in name of a child or children. 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 a case the parent wishing to change the child's name would need to apply to the courts for permission to do so. Before registering a change of name, schools need to ensure all those with parental responsibility have consented.

#### **What the schools expect from parents/carers**

As part of the Induction Pack, when children start school, all parents/carers will receive a copy of this policy. It is also available on our website. Under certain circumstances parents of children joining the school may be asked to provide their child's birth certificate and/or other relevant documents e.g. name query or change, queries about parental responsibility.

Separated parents are required to inform the school and to return a form (see Appendix A) indicating ways in which they would like to be kept informed. Children's welfare and safety are paramount and,

where there are issues over access to children, the parent with whom the child resides should contact the school immediately.

Where there is a court restraining order in place, a copy needs to be retained by the school, which will put in place measures to ensure the child is not released to a named individual. Where an absent parent has parental responsibility and there is no court order in place, the school is required to allow the child home with them; however, the Headteacher can use her discretion and would seek clarification if it was felt there was a child protection issue. Parents who have joint custody of the child/ren are requested to keep the school informed, in writing, of any disputes they have with each other regarding the collection of children.

Leave of absence request forms signed by one parent must be accompanied by a letter of consent from the other parent- The school will not be able to authorise the absence without this and will do so in line with the attendance policy should the circumstance be considered to be exceptional.

The welfare of the child is at the heart of all we do and the Headteacher and Governors maintain the right to discontinue any of the above if it is deemed to be significantly against the child's best interests or beyond the administrative capacity of the school. Court orders may also alter the position the school adopts.

If a Child's Birth Certificate, Marriage Certificate and/or Parental Responsibility Agreements are requested or sent to school the original documents are required, a copy will be taken if needed to be kept in school and the originals will be securely sent home.

#### **Contact with School On answering the telephone.**

If asked if a child/ren are registered in the school, (in the case of a known absent parent or parent the school staff has never met) the response will be: -

- We cannot disclose information about children over the phone.
- If you would like to request information, please write to or email the school giving full name and address.
- You will be asked to complete a separated parents forms, attached as appendix A.

If the children are not in the school, we will give the same answer as above.

If we have met the parent, who is now no longer living with the family and he/she requests information, we ask them to complete the separated parents form Appendix A.

#### **In person**

If a parent unknown to the school arrives at the school unannounced, asking for confirmation that children are at the school, we would say we cannot confirm information that children are in the school without documents proving the identity of the person asking. We would ask them to put their request in writing to the school together with photographic evidence (e.g., passport, driving licence) of their identity.

The resident parent would not be informed of the absent parent contacting the school by anyone other than the Headteacher who is under no obligation to do so.

#### **Appendix A including [Form](#). Working with separated parents**

**Guidance on Parental Responsibility – please read the attached SEPARATED PARENTS POLICY**

In order to help us to look after your children whilst they are in our care, we are required to ask you to provide certain information, such as name of parents, address, contact details etc.

We are also required to ask who has Parental Responsibility for your child. This is important because it allows us to be sure who has the right to make decisions about your child's education and medical treatment. However, we are aware that this is a very specific legal term and many of you may be unaware of how it is applied.

**Points to note:**

- 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.
- For children born from the 1st December 2003 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.

For more information please see follow these links : -

- <https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility>
- <https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parentalresponsibility>

At Newton Burgoland Primary School we are committed to working with families and understand the importance of continuing the relationship between school and parents who do not live with their child.

Please complete and sign the attached **form** and return it to the school office indicating how you would like to be kept informed about your child's education.

**Please read the Associated Policies/guidance: -**

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Online Services Information

Policies can be found on our website -

<https://www.newburland.leics.sch.uk/page/?title=Policies+%26amp%3B+Procedures&pid=116>

**NEWTON BURGOLAND PRIMARY SCHOOL – SEPARATED PARENTS FORM**

**PARENT DETAILS**

<b>First/Forename:</b>		<b>Surname:</b>	
<b>Mr/Mrs Ms/Miss/other</b>		<b>Relationship to child:</b>	
<b>Your Home address:</b>			
		<b>Post Code:</b>	
<b>Home telephone number:</b>			

<b>Mobile telephone number</b> (*used for text messages):
<b>Work telephone number (if different):</b>
<b>Personal email address</b> (*used for emails):

**CHILD(REN) DETAILS**

Name	Date of Birth	Year Group		
I have legal parental responsibility for the above child(ren)		YES NO		
I have provided the following document(s) please read the policy before providing any documentation. Documents must be <u>original's</u> , <u>not photocopies</u> (*any provided will be securely returned to you)				
Document Provided	Y/N	*Office - Original Returned	Y/N	*Office - Original Returned
My photographic id			Birth certificate for each child concerned	
Marriage Certificate and/or			Parental Responsibility Agreements	
Court restraining order			Other document: please state	

**Please complete page 2 Communication & sign form – over the page COMMUNICATION – FOR PARENTS WITH LEGAL PARENTAL RESPONSIBILITY**

**To enable us to communicate and function more efficiently and to promote sustainability across the school community we use the following online services, please tick which service you require:-**

Service	Tick if required
Text and email system: *general information texts and emails only, see below	
Parents Evening online booking system	
SchoolMoney login – trips/events/dinners etc. please note: we are a cashless school	
<b>One of the following: -</b>	
End of year report – sent home with your child in a sealed envelope marked confidential & for your attention	
End of year report – sent by post to the address shown on this form	

\*Our text and email message systems only send to 1 contact number, which is priority 1 on the child's main data sheet.

**You will receive general school texts & emails only. Please make use of our extensive website - [www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk) to make sure you keep up to date with everything that is happening in school.** Weekly Diary Dates, Newsletters, trips & events are located here - <https://www.newburland.leics.sch.uk/page/?title=Diary+Dates%2C+Trips+and+Events&pid=15>

Our messaging system is only for outgoing messages, you are unable to reply. If you wish to contact school please telephone 01530 270320 or email [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk)

**Please note:** anyone other than persons with parental responsibility are not allowed to collect pupils from school without written/verbal parental authority

**I understand that this data is being collected for the purpose of essential school information to comply with legal requirements and is in accordance with the General Data Protection Regulation (GDPR). The school is required to share some of the data please see our Data Protection Policy & online services information (attached) for more information.**

<b>Parent name (please print):</b>
<b>Signature:</b>
<b>Date:</b>

### **Newton Burgoland Online Services Information**

To enable us to communicate and function more efficiently and to promote sustainability across the school community we use the following online services: -

- Text, Email & Parents Evening – Teachers2Parents - provided by Eduspot - <https://eduspot.co.uk/>
- Online Payments – SchoolMoney - provided by Eduspot - <https://eduspot.co.uk/> • SIMS  
Parent App – parent/pupil online data – provided by Capita SIMS

Personal data is stored securely and is not shared with any other parties, please see: - •  
<https://eduspot.co.uk/security/> and <https://eduspot.co.uk/privacy-policy/>  
• <https://www.sims-parent.co.uk/#/privacy>

#### **Text and Email – Teachers2Parents**

To improve communication and reduce our carbon footprint, we use text messages and emails to correspond and to distribute a range of school related information to parents including the following examples: -

- Newsletters, Diary Dates, trip and event letters, school meals and Governor information.
- Health & Safety texts – bumped head, pupil absent from school, emergency/snow closure
- Parent & Friends information – meetings, events
- Reminder texts & emails – trips, events, Forest Schools, changes to planned school day
- Relevant information from the Local Authority, Police and DFE
- Important updates and local school community news such as Wraggs Yard, Sweptstone Church and Newton Burgoland Church events.
- School Holiday events and clubs

To ensure that we all experience maximum benefit from this service, we would ask all parents to notify us if you change your contact information.

#### **Parents Evening Booking System – Eduspot**

To improve communication and reduce our carbon footprint, we use a parent evening booking system.