



*"Striving for Excellence
Opportunity and Success for All"*

Separated Parents Procedure

Statement of intent

Redmoor Academy 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 the child/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, whether they are married or not.
- Any person who, although not a natural parent, has parental responsibility for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person (person with whom the child lives and who looks after the child).

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. Academy responsibilities

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

2.2. It is the duty of the Academy to ensure that names and addresses of all parents, where known, are included in the admission register and also in student records, and are available to the student's teachers.

2.3. The Academy will ensure that names and addresses of all parents are forwarded to any Further education setting to which the student moves.

2.4. The Academy will ensure that details of court orders are noted in the student'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 also 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, to enable compliance.

3.3. Student'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. The Academy holds a yearly parents evening, both parents are welcome to log onto the booking site to make appointments to see their child's teachers.

3.6. Parents are asked to sign up to and use the Academy's online communication tool ParentMail to be kept informed of events concerning their child.

4. Progress reports and Student records

4.1. Any parent has the right to receive progress reports.

4.2. If the parents are separated or divorced, progress reports will be sent to both parents providing that the Academy has received a written request for the information, from the parent that the child does not reside with.

4.3. If the child is subject to a joint residence order and the school's records formally capture that the child resides at two addresses, then progress reports will be sent to both addresses.

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 and will be available to discuss any issues.

4.6. In extreme circumstances, if there is a belief that a student is in danger, or if the parent is abusive or disruptive, the police will be notified immediately.

5. Collecting a Student from school

5.1. Where a separated parent has parental responsibility and requests to take the student during the school day, the Academy will endeavour to ascertain the circumstances, providing a non-contact order is not in place.

5.2. The principal will use his 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 trips 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 name.

7.2. The Academy will ensure that the change in surname is supported when we have received written evidence.

7.4. A separated parent who has parental responsibility, but no longer lives with the child, may refuse to consent to change 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.

7.5. In circumstances where a name change has already been affected by the Academy and it is in the interest of the child, who might be known by a new name, to refer back to a different name, the Academy will make a decision holding the best interests of the student under paramount consideration.

8. Monitoring and review

8.1. This procedure will be reviewed in line with guidance by the Senior Leadership Team.