

Separated Parents Policy

Adopted: November 2025 **Review: November 2027**

At Harbury C of E Primary School we recognise that while some parents may be divorced or separated, both have a right to be informed of, and involved in, their child's educational progress.

Evidence shows that after separation children do best when those around them cooperate, provide stability, and avoid conflict. We understand that this can be difficult and parents can become estranged. Our aim is to work with all parties to promote positive family involvement. This policy clarifies what is expected from separated parents and carers, the school and its staff.

- It is the responsibility of parents to inform the school when there is a change in the family's circumstances. Contact details, arrangements for collecting children and emergencies should be kept up to date.

- The information provided to school when the pupil was enrolled, detailing whether both parents have parental responsibility, will be presumed to be correct unless a court order or original birth certificate proving otherwise is provided to the school.

- Where there is a Child Arrangements Order in place or any order under the Family Law Act 1973, we would be grateful to receive a copy of any Final Order(s) made, to be retained on the pupil's record. If there are on-going proceedings, we ask that parents ask for permission to disclose the content of any orders made to the school. We ask that the school is kept up-to-date with any relevant changes or amendments to any Orders.

- The parent who is denoted as being the resident / primary parent when the pupil was enrolled, will be presumed to continue in this role unless a court order OR a letter from both parents confirming the change is agreed is provided to the school.

- Save for when specifically marked on the relevant form, consent forms can be completed and signed by either parent. These forms are for data where the legal basis for processing the data is based on consent, please see the Privacy Notice on the school's website. Unless explicitly marked, consent from both parents with parental responsibility is not required unless a court order is provided that states otherwise. Both parents consent must be received to change a child's name (both informal and formal requests).

- All diary dates and newsletters are available on our website. Email communication will be sent to both parents assuming that the school has this information. Parents are responsible for providing a correct email address or updating the same. Paper letters (regarding the day to day business of the school, including accident information) are sent home with pupils and we expect parents to communicate these messages to each other should this be appropriate.

- We will hold one parent's evening appointment per child where both parents are welcome and we expect parents to communicate with each other regarding these arrangements. Where this is not appropriate, the school will do its utmost to accommodate separate appointments. Unfortunately, the school is unable to routinely offer individual appointments as the school does not have the capacity to support this.

- We expect parents to liaise and communicate directly with each other regarding day to day matters (e.g. bumped head letters, feedback from teachers regarding the child's day) and other instances such as the ordering of school photographs and tickets for performances.

- Both parents are entitled to receive progress reports and review their child's pupil records. Progress reports will be sent to the parent with whom the child resides with the expectation

that he/she will share the report with the other parent. The school will email copies of progress reports to the non-resident parent if a request is submitted.

- Both parents are legally entitled to collect their child from school unless a court order is provided that states otherwise and / or specifies the arrangements for a child. In all cases, the school will be mindful of its safeguarding responsibilities and may use its discretion not to send a child home with a particular parent.

- Parents are able to delegate their parental responsibility and allow a third party to collect the child on their behalf, provided they notify the school in advance and subject to any checks the school may reasonably take to check arrangements. Unless a court order is provided to the school which prohibits or specifies the arrangements for collection of the child, any objection made by the other parent will be disregarded.

- Leave of Absence (holiday) requests must be made by the resident parent even if the resident parent is not taking the child(ren) unless a court order is provided to the school which grants permission for a specific holiday. Both sets of parents may be liable for a fixed penalty notice. For more information please see the School's Attendance Policy.

- Both parents will be notified where a request is made by one parent for a change in the child's school. Such applications will continue to be processed by the school unless / until a court order is provided which further authorises or prohibits such change OR a letter from both parents confirming the change is withdrawn is provided to the school.