

Three Counties Academy Trust



Separated Parents Policy

#SG40

Last amended 24th August 2026 (v1.1)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 2nd March 2029.

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
03.03.26	1.0	Formatted to house style and checked against model for updates	MF	✓	✓
24.08.26	1.1	Addition of summaries and general formatting	MF	✓	✓

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Policy Abbreviations and Acronyms

DfE	Department for Education
DSL	Designated Safeguarding Lead
EHC	Education and Health Care (Plan)
LA	Local Authority
SEND	Special Educational Needs and Disabilities
TCAT	Three Counties Academy Trust
UK GDPR	United Kingdom General Data Protection Regulation

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

Statement of intent

Three Counties Academy Trust (TCAT) recognises that pupils from families whose parents are separated, or are undergoing separation, may experience unique challenges during their time at school that can affect their welfare and attainment. With this in mind, we make every effort to work with separated parents to promote the welfare of their child.

This policy has been created to help minimise the educational impact on an affected pupil due to a family separation. We also aim to clarify to all involved parties what is expected from them and what can be expected from TCAT, their school and its staff.

Members, Trustees, Local Governors and Staff Summary

Purpose

This policy provides a clear framework for supporting pupils whose parents are separated or undergoing separation. The focus is always on the welfare, safeguarding and educational progress of the child.

Key Principles

- Treat all parents fairly unless a valid court order limits parental responsibility or access to information
- Keep the child's best interests at the centre of all decisions
- Remain impartial during parental disputes and avoid becoming involved in family conflicts
- Ensure statutory duties relating to education, safeguarding, information sharing and data protection are met

Leadership Responsibilities

- Ensure details of all known parents are recorded where possible
- Maintain accurate records of parental responsibility and relevant court orders
- Ensure information is transferred appropriately when pupils move schools
- Obtain suitable emergency contact information for pupils
- Put measures in place where restraining or non-contact orders exist
- Ensure staff understand how to respond appropriately to parental disputes

Staff Expectations

- Treat resident and non-resident parents equally unless legal restrictions apply
- Follow court orders and safeguarding requirements at all times
- Maintain confidentiality and protect personal data
- Provide information in accordance with data protection legislation and school procedures
- Escalate safeguarding concerns promptly to the DSL or DDSL
- Seek leadership advice where disputes may affect educational provision, collection arrangements or pupil welfare

Progress Reports and Records

- Annual reports must be provided in accordance with legal requirements
- Copies may be provided to non-resident parents where entitlement has been verified
- Information requests must be processed in line with data protection and freedom of information requirements

Managing Parental Disputes

- The school will not take sides in disputes between parents
- Parents are expected to resolve disagreements themselves or through the courts where necessary
- School leaders may facilitate discussions where educational matters are affected
- Legal advice may be sought in complex cases

Collection and Consent

- Collection arrangements must reflect any court orders or safeguarding concerns
- Consent arrangements should follow the policy requirements and reflect the significance of the decision being made
- Emergency medical decisions may be taken in accordance with legal powers and the child's welfare needs

SEND

- The school will identify and address SEND needs in the best interests of the pupil
- Disputes between parents must not prevent appropriate support being considered or provided

Safeguarding and Information Sharing

- Safeguarding considerations take precedence where there are concerns about a child's safety
- Possible child abduction risks must be treated seriously and referred appropriately
- Information sharing decisions must balance parental rights with statutory safeguarding duties
- The DSL retains responsibility for decisions relating to safeguarding information sharing

Governance Considerations

- The Trust and schools must maintain compliance with statutory guidance and legislation
- Parent governors are not restricted solely to those holding parental responsibility
- Schools must protect the private information of each parent and avoid inappropriate disclosure

Parent Summary

Working Together for Your Child

- TCAT and our schools always place the welfare, safety, and educational progress of children first
- We recognise that separation can be difficult for families and aim to support children with sensitivity and understanding
- Parents are encouraged to ensure that disagreements or changes in family circumstances do not negatively affect their child's experience in school
- TCAT and our schools cannot take sides in disagreements between parents and must remain neutral at all times

Resident and Non-Resident Parents

- Resident and non-resident parents are treated equally unless a court order restricts a parent's rights or involvement
- Both parents with parental responsibility are entitled to be involved in their child's education
- The school will follow any valid court orders that affect parental responsibility, access to information or collection arrangements
- Parents should keep the school informed of any changes to family circumstances or legal arrangements

Information About Your Child

- Schools have legal duties regarding the sharing of pupil information and educational records
- Annual reports will normally be sent to the address recorded for the child and additional copies may be provided where entitlement has been verified
- Personal information will be protected in line with data protection requirements
- The school will not remove a parent from records unless legally required to do so

Parental Disagreements

- Parents remain responsible for resolving disputes between themselves
- The school will not act as a mediator or decision maker in family disputes
- Where disagreements affect educational matters, the school may facilitate conversations but will remain impartial
- Where necessary parents may be advised to seek legal advice or use family court processes

Collecting Children and Consent

- Collection arrangements must reflect safeguarding considerations and any court orders
- Parents should provide clear written information about collection arrangements where required
- Schools may need consent for certain activities and will follow the requirements set out in the policy

Safeguarding

- The safety of children is always the highest priority
- Any concerns about a child being at risk of harm or possible abduction will be treated seriously
- Safeguarding decisions may affect what information can be shared and when it can be shared
- The Designated Safeguarding Lead is responsible for making safeguarding decisions within school

How Parents Can Help Their Child

- Keep communication with the school respectful, constructive and child focused
- Avoid placing children in the middle of parental disagreements
- Ensure children can continue to participate fully in school life without pressure arising from family circumstances
- Work cooperatively with the other parent wherever possible so that school remains a stable and positive environment for the child

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance and good practice including, but not limited to, the following:

- [Education Act 1996](#)
- [Data Protection Act 2018](#)
- [UK General Data Protection Regulation](#)
- [DfE 'Keeping children safe in education'](#)
- [DfE 'Understanding and dealing with issues relating to parental responsibility'](#)
- [Children Act 1989](#)
- [The Education \(Independent School Standards\) Regulations 2014](#)
- [Freedom of Information Act 2010](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Collecting Children from School Policy
- Data Protection Policy (FI20)
- Parent Code of Conduct (GN11)
- Special Educational Needs and Disabilities (SEND) Policy (SD3)
- Child Protection and Safeguarding Policy and Procedures (SG1)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Definitions

Schools have a legal duty to work in partnership with families and to involve all those with parental responsibility in their child's education.

Parents may be recognised differently under education law and family law. Section 576 of the Education Act 1996 defines a “**parent**” as:

- All birth parents, whether they are married or not
- Any person who, although not a birth parent, has parental responsibility for a child or young person
- Any person who, although not a biological parent and has no parental responsibility, has care of a child or young person (a person with whom the child lives and who looks after the child)

Parents as defined above will 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.

Family law defines “**parental responsibility**” as the rights, duties, powers, responsibilities and authority that a parent has in relation to a child.

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

- Receive information relating to their child’s education, e.g. pupil reports
- 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

Any disputes regarding whether a person is a pupil’s parent, within the meaning of section 576 of the Education Act 1996, will be decided by the courts.

Non-biological parents can acquire parental responsibility through:

- Adopting a child
- Being appointed a guardian
- Being named in an emergency protection order
- Being granted a child arrangements order stating the child should live with them
- The agreement of a child’s mother (and other parent if that person also has parental responsibility)
- A court order

An LA has parental responsibility if it is named in a child's care order. Civil partners have parallel rights to married couples.

Under section 8 of the Children Act 1989:

- A prohibited steps order imposes a restriction whereby no steps which a parent could take within their parental responsibility may be taken without the court's consent
- A specific issue order gives directions for determining a specific question in connection with an aspect of parental responsibility
- A child arrangements order sets out living arrangements and arrangements for whom a child is to spend time or have contact with
- A care order is where the LA limits the role that parents can play in their child's life and schooling
- Terminating parental responsibility means the court can make an order under section 4(3) of the Children Act 1989 to terminate parental responsibility

For the purpose of this policy, a “**resident parent**” is defined as the parent with whom the pupil primarily lives, if a joint residency arrangement is not in place. A “**non-resident parent**” is a parent with whom the child does not primarily live.

3. Roles and responsibilities

Executive Headteachers, Headteachers and where delegated, Head of School are responsible for:

- Asking for the names and addresses of all parents when they register a pupil
- Ensuring that names and addresses of all parents, where known, are included in the admission register and also in the pupil's records and are available to the pupil's teachers
- Ensuring that names and addresses of all parents are forwarded to any school to which the pupil moves
- Ensuring that details of court orders are noted in the pupil's record
- Ensuring at least one emergency contact per pupil is obtained – where possible, two or more will be obtained
- Where the address of a non-resident parent is unknown, telling the resident parent that the non-resident parent is entitled to be involved in their child's education and request that information is passed on to them
- Ensuring staff are appropriately trained to respond to parental disputes
- Where a court mandated restraining order is in effect, put measures in place to ensure the pupil is not released to named individuals

Parents are responsible for:

- Providing their child's birth certificate upon admitting their child to the school
- Informing the school when there is a change in family circumstances. The school recognises the sensitivity of these situations and will maintain all 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
- Where there is a court-mandated restraining order in place, providing the school with a copy
- Where parents have shared care of their child (also known as joint custody), informing the school of the details of any disputes they have regarding the collecting of their child from school, in writing
- Attending parents' evening appointments for their child – the school expects parents to communicate with each other regarding this
- Liaising and communicating 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
- Signing leave of absence request forms and, where only one parent has signed, supplying a letter of written consent from the other parent
- Contacting the school immediately where issues to the access of their child arise

DSLs and DDSLs are responsible for:

- Ensuring pupils are safe and happy at school
- Making decisions regarding sharing information with parents about safeguarding concerns
- Referring a pupil to the relevant support services, where required

4. Progress reports and pupil records

Parents do not have an automatic right to request progress reports and review pupil records of their child and may be subject to certain limitations; however, TCAT schools will uphold their duty to provide a parent with an annual written report of a pupil's progress and attainment in the main subject areas unless the parent has agreed otherwise. Our schools are responsible for the data they hold and will therefore process requests for pupil information in line with TCAT's Data Protection Act 2018 and the Freedom of Information Act 2010. Where a court order is in place that expressly states a parent is not entitled to their child's pupil information, TCAT schools will uphold the court's instruction.

If the pupil's parents are separated or divorced, progress reports will be sent to the parent and address noted in the school's records specifying where the child resides, with the expectation that the parent will share the report with the other parent.

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.

TCAT schools will send copies of progress reports to a parent with whom the child does not reside only if that parent submits a written request, and their identity has been verified.

5. Parent disputes

TCAT and our schools will expect all parents to understand and adhere to TCAT's Parent Code of Conduct.

Disagreements between parents will be resolved between the parents and will not be resolved by TCAT or the school. Our schools will ensure that they focus on the welfare and education of the pupil at all times.

TCAT and our schools will ensure all parents are treated equally unless there is a court order in place limiting a parent's ability to make educational decisions, participate in school life or receive information about their child. Where one parent makes a claim that a court order against another parent is in place, the school will ask for evidence of the court order and ensure that the order is valid and not spent.

In the event that a pupil's parents are unable to agree with one another on decisions regarding their child's educational programme, including, but not limited to placement and participation in extracurricular activities, the school will arrange a meeting with all parents to assist them in resolving the situation.

Each TCAT school will maintain an open-door policy with parents and the class teacher(s) will be available to discuss any issues that are relevant to the school and/or their child's education and welfare.

TCAT will seek advice from the Local Governing Body for the individual school, the Trust Board or our legal services provider about parent disputes, where required. 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.

In the event that a parent's action or proposed action contravenes TCAT and the school's ability to act in their child's best interests, the school will make efforts to resolve the problem with the parent but will avoid becoming involved in any conflict. The Executive Headteacher or Headteacher will decide whether it is appropriate to accept or decline requests for action from one or more parents.

In cases where TCAT and the school is unable to resolve the conflict between separated parents; the aggrieved parent will be advised to pursue the matter through the family court. TCAT and the school may also suggest that they seek independent legal advice about obtaining a prohibited steps order or specific issue order which sets out exactly what decisions each parent can make in respect of their child.

TCAT will be mindful that making child arrangements via the family courts following a separation can be stressful and entrench conflict in families which can have a negative impact on a pupil. Our schools will not become directly involved in such issues; however, we will approach the situation sensitively and point parents towards the government's 'Get help with child arrangements' guide.

6. Collecting a child from school

At the beginning of the academic year, TCAT schools will ask separated parents to complete a form listing the names of those who may collect their child.

Parents will contact their school where there are any changes to who may collect their child from the school.

Where a separated parent has parental responsibility and needs to collect their child during or at the end of the school day, the resident parent will be contacted to ensure that parents are in agreement, providing a non-contact order is not in place.

The school will not permit the child to be collected by a parent for whom a non-contact order is in place. Where a child arrangements order is in place, the school will be vigilant for breaches of this order in terms of parents collecting their child, e.g. if a parent collects their child on a day they have not been allocated.

The Executive Headteacher, Headteacher or where delegated, the Head of School will use their discretion on the decision to allow a child to leave the premises with a non-resident parent, in accordance with the individual school's Collecting Children from School Policy.

7. Obtaining consent

School trips and activities

If parental consent is required for outings or activities, the school will seek consent from the resident parent, unless the decision is likely to have a long-term and significant impact on the child or the non-resident parent has requested to be asked for consent in all such cases.

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.

Where the school requires urgent consent because a child needs emergency medical treatment, the Children Act 1989 allows the school to act in place of a parent (in loco parentis) or to seek consent from a parent that does not have parental responsibility.

SEND provision

TCAT schools will ensure they focus on the best interests of the pupil. In line with TCAT's Special Educational Needs and Disabilities (SEND) Policy, our schools will ensure they identify and addresses any SEND.

The school will assert that it does not need parental consent to provide SEND provision to a pupil. The school will inform the pupil's parents that such a decision has been made.

The school will seek parental consent where it feels that a pupil needs to attend an external agency or service to support their SEND. In this case, consent from the pupil's primary caregiver will be sought, unless explicitly stated otherwise.

Where there is a dispute between the pupil's parents about the provision of SEND support, TCAT and the school will consider the wider implications of the dispute, the pupil's welfare, and whether there is a potential safeguarding issue present, e.g. the pupil is being used as a tool for control.

8. Name changes

TCAT and our schools will act in the best interests of the child first and foremost.

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

Our schools will only act to change a pupil's name on its records once consent from both parents has been received and will ensure that the change in surname is supported by written evidence.

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.

In circumstances where a name change has already been affected by the school 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 school will make a decision holding the best interests of the child under paramount consideration.

Informal name changes

The school will assert that it is under no legal obligation to accept informal name change requests from parents, also called 'known as' names, unless ordered to do so by a court.

Where the school accepts an informal name change without the order of a court, it will ensure the name is only used informally, e.g. by teachers, and is not amended on any school systems, official documentation or databases.

9. Changes to records

TCAT schools will not remove a parent's details from the school records unless a court order is in place to this effect.

Where a court order to this effect is in place, the school will ensure it seeks evidence of this. In an emergency situation, the school may accept written confirmation from a solicitor as evidence.

Details of all known parents will be retained unless a court order instructs otherwise.

10. Safeguarding

TCAT and our schools will always have regard to the statutory guidance 'Keeping children safe in education' and enact its safeguarding procedures in line with our Child Protection and Safeguarding Policy and Procedures. We will always put the best interests of the pupil first.

“Child abduction” is the unauthorised removal or retention of a child and can be considered as such even if the child is removed or retained by somebody with parental responsibility. Our schools will ensure they act accordingly in the event that a pupil is considered to be abducted by a parent, including calling the police.

While parental responsibility is not given to a foster parent or key worker in residential care, our schools will engage and work with these individuals, who are often the most influential and important people in the pupil’s life.

If a school believes a pupil is in immediate danger or at risk of harm, it will immediately make a referral to children’s social care or the police, as appropriate.

Where referrals have been made, the school will consider the level of information to provide to parents on a case-by-case basis.

The DSL or where not available, DDSL is responsible for safeguarding, including decisions regarding sharing information with parents about safeguarding concerns. A child’s social worker may collect them from school – in these instances, a prior agreement with the pupil’s birth parents and/or foster carers depending on the individual circumstances will be in place.

TCAT schools will not normally permit social workers to enter the school premises to collect children to attend care review meetings or go to contact meetings without the prior agreement of foster carers/parents or the children themselves.

11. Information sharing

Information sharing will always be in the best interests of a pupil. TCAT and the school will work closely with children’s social care to consider next steps if it has reason to believe sharing information with a parent will potentially put a child at greater risk of harm.

The school will balance the requests of parents with their statutory duties – having parental responsibility does not allow a parent to obstruct the school from carrying out its duties under legislation.

Under the principles of the UK GDPR and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13.

Parents are, however, permitted to request access to, or a copy of their child’s educational record, even if the child does not wish them to access it – this applies up until the age of 18.

A parent is **not** entitled to information that the school could not lawfully disclose to the child under the UK GDPR or in relation to which the child would have no right of access.

Under Part 6 of the Schedule to the Education (Independent School Standards) Regulations 2014, TCAT and the school will provide parents with an annual written report of each registered pupil's progress and attainment in the main subject areas taught – no report need be provided where the parent has agreed otherwise.

If the school does not know the location of a non-resident parent, it will ensure the resident parent is aware that the other parent is entitled to be involved in their child's education. If a resident parent refuses to share information with the other parent and also refuses to provide the non-resident parent's contact details to the school, the school can do no more.

If a non-resident parent contacts the school and requests access to information, the school will provide it to that parent directly, after taking reasonable steps to satisfy that the individual is, in fact, the child's parent.

The school will not seek the consent of the parent with whom the child resides before recording the contact details of the non-resident parent or sending them their child's prescribed statutory educational information.

12. Pupils moving school

In the case of separated parents, TCAT and the school will ensure that those with parental responsibility are consulted before the decisions are made in respect of:

- Removing a pupil from the school
- When a pupil should leave the school
- Which new school a pupil should attend

TCAT and the school will comply with the Education (Pupil Registration) (England) Regulations 2006 when it receives a request to remove a pupil from the school register; however, the responsibility to notify one parent if the other decides to remove their child rests solely with the separated parents. Staff may, however, ask the parent making the decision to remove their child if the other has been informed and has agreed to this.

TCAT and our schools will not become involved in conflicts relating to pupils being removed from a TCAT school, and parents will be advised to seek independent legal advice or other options such as referring the matter to non-court dispute resolution, e.g. mediation, or to the family court for adjudication.

13. Governance and administration

TCAT will not restrict parent governors' eligibility to nominate, vote or otherwise participate in governor elections to parents holding parental responsibility.

TCAT schools will protect the private data of each parent from any other and avoid inadvertent disclosure.

Monitoring and review

Lifespan of Policy: 3 Years

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 2nd March 2029.

Date approved by the Board Appointed Trustee: 3rd March 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 3rd March 2026.

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher