



Inspire Education Trust

Together we achieve, individually we grow

Separated Parents Policy

Policy Date: November 2025

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Document History

Version	Status		Date	Author	Summary Changes
V1			June 21	Rob Darling	Page 3. Item 5. Para 3. Deleted list of activities to reflect whole educational programme. Added the final sentence.
V2			November 22	Rob Darling	Item 4 & 5 amended following legal advice from Browne Jacobson
V3			November 23	Rob Darling	*Page 4 – Consent differences of opinion between parents *Removed references to WEDUC App in secondary
V4			September 25	Claire Jones	Item 1. Additional information added to introduction. Item 2. Including 'biological' along with 'natural' parent on definition. Item 4. Clarification around court orders and parents being unable to mediate. Item 5. Additional information clarifying consent from resident and non-resident parent. Item 7. Clarification on release of children and application of court orders. Item 8 & 9. Condensing information to avoid repetition Item 10. Clarification of priority order of contact. Item 11 & 12 Condensing information to avoid repetition Item 13. Inclusion of a safeguarding and child protection statement.

1 Introduction

The Separated Parents Policy seeks to treat all parents fairly and respectfully and to ensure parents are supported in line with their legal rights and responsibilities. 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 and its staff. Our key principles are consistency for the child and transition between parents, understanding that both parents have legal rights and responsibilities and ensuring decisions are made in the child's best interests at all times.

Parental separation can be distressing and lead to some parents becoming estranged from their child and losing contact with school altogether. When a parent loses contact with their child(ren), this can be traumatic for the child(ren) concerned, as they may worry about their parent's whereabouts and safety, and may blame themselves for relationship breakdown and loss of contact.

Within our MAT, we aim to maintain contact with both parents in the best interests of their children. Research and experience indicate that whenever separated parents make a concerted effort to work well together and in partnership with school staff to support their child in their behaviour and learning, the negative impact on children's overall well-being and academic attainment can be reduced. While separation and divorce can be challenging for parents, the school will remain neutral and impartial to minimise conflict and ensure the safety, wellbeing and educational progress of the child(ren).

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 biological (natural) parents, including those that are not married;
- any person who has parental responsibility but is not a biological parent, e.g. a legally appointed guardian acting in *loco parentis* or the Local Authority named in a Care Order;
- 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 that are made about their child and to be treated equally by schools. In particular, these entitlements include:

- appealing against admission decisions;
- Ofsted and school-based questionnaires;
- participation in any exclusion procedure;
- attending parent meetings/school events;
- having access to school records and receiving copies of school reports, newsletters, invitations to school events, school photographs relating to their child and information about school trips.

The Local Governing Bodies recognise 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 specific court order. In particular, the school does not have the power to act on the request of one parent to restrict another.

Resident Parent

The **resident parent** is the parent (or person with parental responsibility) with whom the child normally lives and who provides the child's day-to-day care. This parent is usually the main point of contact for the school regarding attendance, daily arrangements, and general welfare matters.

In cases where care is shared between parents, the resident parent is the one whose address is used as the child's primary home for school records and correspondence, unless a different arrangement is agreed in writing by both parents or directed by a court order.

Non-Resident Parent

The **non-resident parent** is the parent (or person with parental responsibility) who does not live with the child as their main home, but who may still share responsibility for the child's upbringing and education.

A non-resident parent who holds **parental responsibility** has the same legal rights as the resident parent to:

- receive information about their child's education and progress,
- be involved in key educational decisions, and
- be contacted regarding major incidents or concerns, unless a court order states otherwise.

3 Parental responsibility

The information provided to the school, either from the previous school or by the parents/carers when the child was enrolled detailing which adults have 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 resides will be presumed to be correct unless a court order proving otherwise is provided to the school.

4 Court orders

Within our MAT, our aim is to promote the best interests of the child, working in partnership with all parents; subject to the terms of any valid court order. A copy of the Court Order should be provided for the school. As schools have a duty to comply, we will request to see a copy of any current Court Order.

Upon receipt of a valid court order, the school will look to act in accordance with its terms. However:

- the school is not generally a party to court orders which are in place in relation to the family;
- the school is not responsible for enforcing orders of the court or interpreting these on behalf of parents;
- individuals should seek their own legal advice in the event of any alleged breach of or lack of clarity around the terms of any court order.
- the school is not in a position to mediate between parents.

5 Disputes and disagreements

Disputes between parents over the exercise of their parental rights need to be resolved between the parents concerned and/or the courts. It is not the role of the school to provide advice on domestic arrangements or become involved in parental disputes.

Where parents are unable to agree with one another on decisions regarding their child's educational programme, the school – where appropriate – will arrange a meeting with all parents (preferably together, but separately if required) to assist the parents in resolving the situation. The school will reserve the right not to arrange such a meeting if there are concerns that either parent would not uphold the school's Parent Code of Conduct in such a meeting.

Should a parent approach the school requesting to change the child's surname, both parents will be contacted and legal advice will be obtained.

Consent

Consent is required from both the resident parent and non-resident parent in instances where a decision is likely to have a long-term impact on a child, such as a medical treatment or vaccination. This position aligns with the DfE's guidance on understanding and dealing with issues relating to parental responsibility.

If a non-resident parent expressly requests that they are asked to provide consent for all extra-curricular activities/trips relating to the child, the school should assume that consent has not been given unless both parents agree. It will be for the parents to discuss and come to an agreement between themselves and/or seek independent legal advice and take steps to clarify and confirm the position. However, if the non-resident parent has not asked to be informed and there is no court order around this point, the resident parent's consent will normally suffice for more standard trips and activities.

(See model letter)

6 Changes in family circumstances

In order to safeguard the welfare of children and maintain channels of communication between school and home 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.

Many children find parental separation difficult to cope with, especially in the first few weeks and months after one or both of their natural parents have left the family home. Children may struggle to manage their feelings and emotions and this, in turn may have a detrimental impact upon their concentration, attitude, behaviour and learning. Children's punctuality and attendance can also be adversely affected.

Primary: 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.

Secondary: We expect parents to update the school by email to admin@bluecoatschool.com whenever emergency contact details change for one or both parents and/or there is a new arrangement for collecting children in an emergency situation.

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 considering the resident and non-resident parent. Where care is shared, the resident parent is where we understand the children reside on that day.

If the non-resident parent seeks to remove the child from school in contravention of the notified arrangements, and the resident parent has not consented, or where a change in normal collecting arrangements are being requested, the following steps will be followed:

- The Headteacher, Deputy/Assistant Headteacher (primary)/Safeguarding Lead (secondary) or Deputy Designated Safeguarding Lead will meet with the parent seeking to remove the child and, in her/his presence, 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 under current arrangements 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 staff member dealing with the issue may make a decision based upon all relevant information available to her/him.
- The Headteacher or staff member may have to refuse permission if consent cannot be obtained.
- During any discussion or communication with parents, the child will 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 should be notified immediately.
- Collection may be denied if a court order or a newly granted court order restricts access.

8 Access to school information

All key school information is available on our school's websites (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 receive information via email and/or text.

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

9 Communication between school and separated parents Primary

Newsletters and general school updates are sent via email and/or text 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 trips. Termly diary dates go out to parents and is uploaded to school websites.

Whenever paper letters are sent home with children they are freely accessible to all on request and if relevant uploaded onto the school websites.

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.

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 Medical Treatment –

When a child requires medical treatment, parents will be contacted in the order listed on the Data Collection form agreed at the beginning of the year or in priority order on the school's parent contact details.

11 Parents' evening appointments

Whenever requested, we can offer separate parents' evening appointments for separated, divorced or estranged parents who have parental responsibility, via our School Cloud app or via booking with the main school office.

12 Written pupil reports

Any person who has parental responsibility for a child has the right to receive a written progress report for their child(ren). 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.

13 Safeguarding and Child Protection

Inspire Education Trust will always ensure that the child's safety and wellbeing are the priority. The Headteacher will use discretion in cases where there may be a safeguarding concern and where it may impact the wellbeing of the child. We will always encourage parental disputes to be resolved outside of school so we can maintain the wellbeing of the child involved.

Responsibility

The Inspire Education Trust Board of Directors have a responsibility for the oversight of this and all policies within the Trust's academies and may delegate the implementation and review of this policy in accordance with our Scheme of Delegation.

Separated Parents: Model Letter about Consent

Parent name

Parent address

Dear [name],

The school recently asked you to sign and return a consent form for [insert details].

On this occasion, you [granted/didn't grant] consent, but [name of other parent] [granted/didn't grant] consent.

In situations like this, it is our school's policy to act as though consent hasn't been given if both of the parents of the pupil do not agree.

This means that, at present, [pupil name] will be unable [include details, e.g. 'be attending the school trip to the Globe Theatre'].

If you and [name of other parent] wish to change your response to the consent request, you both need to inform the school in writing. Please email [insert email address] by [insert date].

Sincerely,

SIGN OFF

Reviewed by:	Rob Darling	June 2021
	Rob Darling	November 2022
	Rob Darling	November 2023
	Claire Jones	September 2025
Senior Lead Review:	Helen Hastilow	October 2025
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Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards