



Parental/Carer Licence Policy

Reviewed April 2013
Governors

Parental Licence Policy

Parents/carers of registered pupils are welcomed into the school. As a school community we value the positive relationship we have with parents/carers. This invite is seen in law as a limited 'licence' to enter the school grounds at which their children are educated. In extremely rare circumstances the Head Teacher may revoke this 'licence'.

Policy of The School's Parental Licence

- The 'Licence' expects parents to conduct themselves in a proper manner whilst on the school premises.
- The 'Licence' does not give any parent any right to roam the school premises at will, nor any right to enter into the school premises outside normal school times, at weekends or in school holiday periods.
- The 'Licence' does not give any parent any right to disrupt, in any way, the delivery of education at the school, nor to otherwise behave in an unacceptable manner towards the premises, its staff, its children or their belongings, or any other person on the premises.
- The 'Licence' does not give any parent any right to expect to be able to access members of the school's staff or the Head Teacher outside the normal arrangements for making appointments.

Circumstances in which consideration will be given to revoking the Parental Licence

Revocation of the 'Parental Licence' will be considered in cases falling into any of the following categories:

- any behaviour on school premises towards staff, pupils or any other persons on the school premises deemed by the Head Teacher as being unacceptable, and/or
- physical or verbal abuse of staff, pupil's, parent's or any other persons on the school premises; and/or
- misuse, abuse, damage of/to any school, staff, pupils', parents' or any other persons' property or equipment or any other goods on the school's premises; and/or
- any nuisance or disturbance on the school's premises e.g. any unauthorised use of the premises (trespass, dog walking, playing of games, etc) at any time.

Procedures that will be followed by the Head Teacher in cases where revocation of the Parental Licence has been determined as the only remaining appropriate action

The following procedures will be those normally followed in circumstances where the Head Teacher has decided to revoke the parental licence. However, in circumstances considered very serious, related to the safety of any persons, property and/or equipment, the parental licence may be revoked without prior warning when

- the Head Teacher has previously warned the parent concerned either verbally or in writing, whichever the most practicable in the circumstances, on at least one other occasion that their behaviour was unacceptable and could not be tolerated, and that if it persisted would result in the parent being banned from the premises;
- the circumstances are so serious to warrant an immediate ban

In these circumstances the Head Teacher shall:

- if practicable tell the parent/carer that they are 'banned' from the premises and that they should leave immediately. The Police should be involved if any difficulties arise and the parent concerned refuses to leave the premises;
- write to the parent/carer concerned setting out the reasons for the ban and the period of the ban. The letter should also include an opportunity for the parent to make written representations to the Head Teacher against the imposition of the ban and its continuance, as well as details of when and how the ban, if to be continued, will be reviewed. The letter should also explain that, as and when necessary, the parent will be allowed onto the premises for legitimate educational reasons relating to the education of their child on a strict appointment basis only. (A model letter is attached).
- consider any representations made, and determine whether to continue the ban, and for how long, and to convey that decision to the parent in writing;
- as appropriate, establish satisfactory review arrangements. Review must be undertaken at least once a week. The outcome of each review should be notified to the parent in writing on each occasion.

If a parent/carer is banned from school premises they can nominate someone else to take their place.

When the child transfers to another school, the receiving school will be informed of any decisions by the school to ban the parents/carer from the premises.

If a parent/carer feels that they would like to question the decision of the Head teacher an appeal can be made to the Governors' Appeals Committee with details of the grounds upon which the appeal is based. The clerk to the committee will arrange a committee meeting within 20 working days of the receipt of the appeal. The parent/carer will be given reasonable notice of the date, time and venue of the meeting so that they can put their case forward.

Dear

Revocation of Parental Licence to Enter School

This letter is to formally let you know what action we will be taking following our conversation (time/date) when you (what you did). It will tell you what arrangements your behaviour has forced me to make to control your access to school while allowing your child to continue their education here.

Your behaviour was not acceptable to me or the Education Authority whom I have notified of this incident under their required procedures.

Starting now you are not allowed onto school grounds including car parks, play grounds or any area inside the boundary fence unless you have first made an appointment to see me. This includes delivering and collecting your child from school, for which you will have to make other arrangements while this ban lasts. My phone number is shown at the top of this letter if you wish to arrange a meeting with me.

If you think this ban is unfair, or there is something that excuses your behaviour, please give me details in writing as soon as possible and I will consider them.

I will write to you as soon as I have considered your comments, but if I decide that the ban is still justified I will review the situation at least once a week, after which I will write to you again to let you know my decision. I will only lift the ban if I can be completely satisfied that that there will not be a repeat of the behaviour that led to the ban and that you are prepared to behave in an acceptable manner.

I sincerely hope this situation need not last too long and should you wish to talk further with me I shall be happy to receive your call.

Yours sincerely

Head Teacher