



# Parental/Carer Licence Policy

Approved by Governors July 2017  
To be reviewed July 2019

## Information Page

### **Other related documents**

Code of Conduct

Attendance Policy

Safeguarding Policy

Anti-bullying Policy

Behaviour and Discipline Policy (contains Home/School agreement)

Equal Opportunities Policy

E-Awareness Policy

Social Networking Policy

Risk assessments

## 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 where their child is educated. In extremely rare circumstances the Head Teacher may revoke this 'licence'.

### **Policy of The School's Parental Licence**

The 'Licence' expects parents/carers to conduct themselves in a proper manner whilst on the school premises.

The 'Licence' does not give any parent/carer 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.
- Disrupt, in any way, the delivery of education at the school,
- Behave in an unacceptable manner towards the premises, staff, pupils, other people's belongings, or to any other person on the premises.
- 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 (use of inappropriate language or aggressive raised voices) of staff, pupil's, parent's or any other persons on the school premises; and/or
- misuse, abuse, damage 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.**

Risk assessment are in place for parents/carers are invited into school for a range of events.

The school Safeguarding Policy outlines the use of mobile phones in school for all adults.

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 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 immediate action.

In these circumstances the Head Teacher shall:

- if practicable tell the parent/carer that they are not behaving in an acceptable manner and that they should leave immediately. The Police should be involved if any difficulties arise if the parent/carer concerned refuses to leave the premises;
- write to the parent/carer concerned setting out the reasons for the decision and the period of time. The letter should also include an opportunity for the parent to make written representations to the Head Teacher against the imposition of this action and its continuance, as well as details of when and how, if the action is to be continued, and when it 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 in appendix A).
- consider any representations made, and determine whether to continue the action, 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 not allowed on 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 not allow the parents/carer on 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 *Governors* whom I have notified of this incident under their required procedures.

As of the date above you are not allowed onto school grounds, this includes the car park, play ground 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 action lasts. The school phone number is shown at the top of this letter if you wish to arrange a meeting with me.

If you think this action is unfair please give the reasons in writing as soon as possible for consideration.

Your comments will be considered, but if this action is still justified a review of the situation will take place at least once a week. Any decisions will be communicated to you. This action will cease when I am completely satisfied that that there will not be a repeat of the behaviour that led to the action and that you are prepared to behave in an acceptable manner.

Hopefully this situation need not last too long and should you wish to talk further with me please contact school to arrange a meeting.

Yours sincerely,

Head Teacher