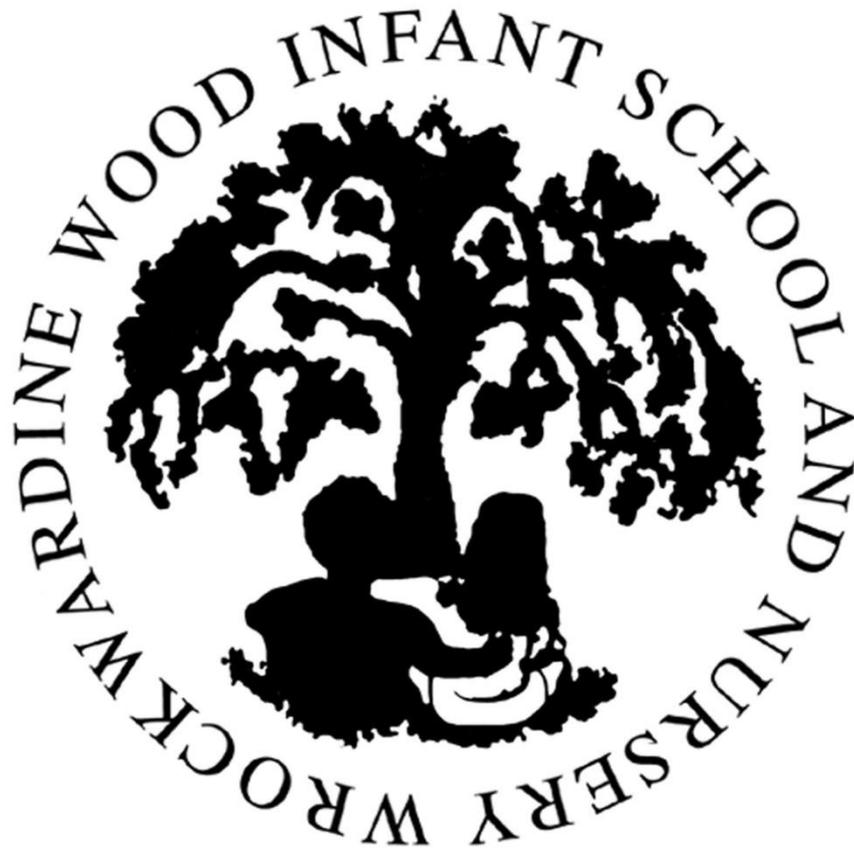


# Parental 'Licence to Attend School' Policy



Person responsible: Denise Garner (headteacher)  
Reviewed May 4<sup>th</sup> 2016

Through the School's practice of welcoming parents of registered pupils into the school and the natural right of parents to visit the school from time to time to deal with matters related to their children's education, parents acquire, what is seen in law as, a limited "licence" to enter the premises of the school at which their children are educated.

In certain, rare circumstances this "licence" may be revoked by the Headteacher.

### **Policy/Terms of the School's Parental Licence**

- Parents of registered pupils are welcomed into our school
- The "Parental Licence" is only acquired by parents of registered pupils at the school and pertains only whilst such parents have a child actually registered at school.
- Parents are expected to conduct themselves in a proper manner whilst on the school premises and to observe normal common courtesies.
- The "Licence" does not give any parent any right to roam the school at will or any right to enter the school premises outside normal school times, at weekends, or school holiday periods.
- The "Licence" does not give any parent the 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 persons 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 Headteacher outside the normal arrangements for making appointments.

#### **4.10. Circumstances in which the "Parental Licence" may be revoked.**

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

- Any behaviour on school premises towards staff, pupils, parents or anyone else on the school premises deemed by the Headteacher as being unacceptable and/or
- Physical or verbal abuse of staff, pupils, parents or anyone else on the school premises.
- Misuse, abuse, damage of/to any school staff, pupils' parents' or anyone else's property or equipment on the school premises.

- Any nuisance or disturbance on the school premises (eg any unauthorised use of the premises, trespass, dog walking, playing of games etc) in or out of school hours, including evenings, weekends or school holiday periods.

### **Procedures leading to revocation of The Parental Licence.**

In exceptional, very serious circumstances related to the safety of staff, pupils, other parents, any other persons, property and/or equipment etc the parental licence may be revoked without prior warning.

In most circumstances the Headteacher will have warned the parent concerned either verbally or in writing, (whichever is the most practicable in the circumstances) on at least one previous occasion. Notifying them that their behaviour was unacceptable and will not be tolerated and that if it persisted would result in the parent being “banned” from the premises;

Where unacceptable behaviour persists after prior warning; or the circumstances are so serious to warrant an immediate ban, the Headteacher shall:

- If practicable tell the parent they are “banned” from the premises and that they should leave immediately. The Police should be notified if any difficulties arise and the parent concerned refuses to leave the premises:
- Write to the parent concerned setting out the reasons for the ban and the period of the ban if it is not to be left open ended. The letter should also include an opportunity for the parent to make written representations to the Headteacher against the imposition of the ban and its continuance as well as details of when and how the ban 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.
- In the case of Infant school insert: “Arrangements have been made for your child (put full name) to be collected and returned to you, at the school gate by a member of the School’s staff.
- 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.
- Set up 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.

### **REVOCAION OF PARENTAL LICENCE TO ENTER SCHOOL – Model letter**

Model letter from Headteacher to parent to control access to the school premises following unacceptable behaviour:

Dear

### **Revocation of Parental Licence to Enter School**

Following our conversation(earlier today/yesterday/last week/etc) when you (describe nature of behaviour/abuse), I am formally notifying you of the arrangements your behaviour has forced me to establish to control your future access to school to deal with any matters relating to the education of your (child/ren).

With immediate effect you will, in future, only be allowed onto these school premises if you have made a prior appointment to see me. My telephone contact number is shown at the head of this letter. The arrangements I shall make will attempt to ensure that you have no or little opportunity to repeat the behaviour you have recently demonstrated.

I reiterate that the school will not tolerate such behaviour from any parent, nor will the Local Authority to whom I have had to report this incident under their required procedures.

If there are any mitigating circumstances or other comments you feel would justify the lifting of this ban which should be taken into consideration, please let me have them, in writing, as soon as possible.

If after considering your comments I decide that the continuation of the ban is still justified I shall review this situation on at least, weekly basis following which I shall write to you with my decision. For your information I can tell you that I shall only be prepared to lift this ban when I can be completely satisfied that you are prepared to behave in an acceptable manner and that there will not be a repeat of the intolerable behaviour that caused me to have to impose the ban in the first place.

I sincerely hope that this need not be too long and should you wish to discuss anything with me in respect of this, I shall be happy to receive your telephone call.

Yours sincerely

**Headteacher**

**Cc: Telford & Wrekin Council (LA) for the attention of Human Resources**