



Parents with parental responsibility have specific rights, as set out by law.

Each person with parental responsibility for a child is entitled to:

- Receive information about their child
- Request to see their child's educational record
- Participate in statutory activities (such as parent governor elections)
- Be informed about meetings involving their child (such as parents' evenings or an exclusion hearing)
- Be asked to give consent (for things like school trips or sharing photos of the child on the school's website)
- Collect their child from school (unless there is a Child Arrangement Order or other Court Order in place).

This means that one parent cannot prevent others with parental responsibility from doing any of the things listed above.

### **Collection from school**

- As a school, we follow the set protocol for collection laid out in this protocol document.
- We will not hand a pupil over to an unknown adult (including a parent who we have not met) unless we have been informed of this arrangement in advance; this should happen by a notification from the known parent through the school office.

### **Disputes**

If one parent (even if they are known to the school) seeks to remove their child from school in contravention of the expected arrangements, and the parent to whom the child would normally be released has not consented, then the following steps are followed:

- The headteacher or a member of the senior leadership team will meet with the parent seeking to collect/remove the child and, in his/her 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 agrees, the child may be released and the records will reflect that the permission was granted verbally.
- In the event that the parent to whom the child would normally be released to can not be reached, the headteacher or senior staff member dealing with the issue may make a decision based upon available information.
- The headteacher or staff member may have to refuse permission if agreement/consent cannot be obtained and may need to take further advice before the child is released.

The school cannot prevent a parent from collecting their child but we will endeavour to keep children safe whilst we try and facilitate an agreement between parents.

### **Court orders**

If there is a Court Order restricting contact or it is in contravention of any access agreement, the child will not be released and the other parent advised to take the necessary action.

### **Mediation**

In situations involving separated parents, members of staff follow the law and the school's own policies. The school does not get involved in relationship matters or take sides. The school is unable to mediate or communicate between or on behalf of parents.

### **Disruptive behaviour**

In circumstances where there is a belief that a possible abduction of the child may occur or if a parent is unacceptably disruptive, the police and local authority will be notified immediately.