



Glendower Preparatory School

Separated Parents Policy

2025–26

Reviewed: September 2025

Next Review: September 2026

STATEMENT OF INTENT

Glendower recognises that children from families whose parents are separated, or are undergoing separation, may go through traumatic changes during their time at school. With this in mind, we will make every effort to work with parents to promote the welfare of children.

This policy has been created to minimise any impact and to clarify to all parties what is expected from separated parents and what can be expected from Glendower and its staff.

The welfare of the child is at the heart of all we do and as a consequence the Headmistress or Governors may in the interests of the child maintain the right to modify any of the procedures outlined in this policy if it is deemed to be against the child's best interests. Court orders may also alter the position the school adopts.

1. Any person who, although not a natural parent, has parental responsibility for a child or young person.
2. Any person who, although not a natural parent, has care of a child or young person (a person with whom the child lives and who looks after the child).

DEFINITIONS

Schools have a legal duty to work in partnership with families and to involve all those with parental responsibility in their child's education. Section 576 of the Education Act 1996 defines a 'parent' as:

1. All-natural parents, whether they are married or not.

Parents as defined above must be treated equally, unless there is a court order limiting an individual's exercise of parental responsibility. In the event that Glendower is not informed of the existence of such an order, neither parent will have rights superior to the other.

Individuals who have parental responsibility, or care for a child, have the same rights as natural parents. This includes the right to:

2. Receive information (e.g. pupil reports, school events etc.).
3. Participate in activities (e.g. elections for parent governors).
4. Give consent (e.g. for school trips).
5. Be involved in meetings concerning the child (e.g. participate in an exclusion procedure, appeal against admission decisions).
6. Request a meeting with a child's teacher, the Headmistress or other professionals.
7. Working with the child during the school day.

HEADMISSTRESS & REGISTRAR RESPONSIBILITIES

1. The Registrar will ask parents or guardians for the names and addresses of all parents when they register a pupil.
2. It is the duty of the Registrar to ensure that names and addresses of all parents, where known, are included in the admission register and also in pupil records and are available to the pupil's teachers.
3. Where the address of a non-resident parent is unknown, the Headmistress will tell the resident parent that the non-resident parent is entitled to be involved in their child's education and request that information is passed on to them.
4. The Headmistress or Registrar will pass on relevant information to staff who are directly involved with the child and require the information for the child's wellbeing.

PARENTAL RESPONSIBILITIES

1. Parents are responsible for informing Glendower when there is a change in family circumstances. We recognise the sensitivity of such situations, and we will maintain confidentiality requested by parents as far as possible. Glendower will also not make judgements about individual circumstances, and both parents will be treated equally.
2. Where there is a court mandated restraining order in place, a copy should be supplied by the parents and retained by the school. This will enable the school to measure in place to ensure the child is not released to named individuals.
3. Parents who have joint custody of the child are requested to keep Glendower informed, in writing, of any disputes they have with each other regarding the collection of children.
4. The Headmistress may request that leave of absence request forms/emails signed by one parent be accompanied by a letter of consent from the other parent.

5. Children's welfare and safety are paramount, where there are issues over access to children, the parent with whom the child resides should contact the school immediately.
6. When the school holds parents evening, appointments are made for both parents together and separately, if desired.
7. Where possible, parents are expected to liaise and communicate directly with each other in matters such as the ordering of School photographs, attendance of school events and other instances. The school will deal with individual requests where necessary.

Progress reports and pupil records

1. Any parent has the right to receive progress reports and review pupil records of their child.
2. If the parents are separated or divorced, progress reports will be sent to the parent and address noted in the school's records specifying where the child resides with the expectation that they will share the report with the other parent.
3. If the child is subject to a joint residence order and the school's records formally capture that the child resides at two addresses, then progress reports will be sent to both addresses.
4. The school will send copies of the progress reports to a parent with whom the child does not reside only if that parent submits a written request.
5. Disagreements between parents must be resolved between the parents and cannot be resolved by Glendower.
6. In the event that the parents are unable to agree with one another on decisions regarding their child's educational programme, including but not limited to placement and participation in extracurricular activities, the school will arrange a meeting with all parents in order to assist the parents in resolving the situation.
7. Glendower will maintain an open-door policy with both parents and the class teacher will be available to discuss any issues.

COLLECTING A CHILD

1. Where possible, parents are expected to liaise and communicate directly with each other. The resident parent will be contacted if a non-resident parent picks up from school without prior notice. If a child resides with both parents (e.g. splits time between two residences), the parent with whom they are residing with on that specific day will be contacted.
2. A member of the SLT will use their discretion on the decision to allow a child to leave the premises with a non-resident parent.
3. 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 will be notified immediately.

OBTAINING CONSENT

1. If parental consent is required for photographs, videos, outings or activities, the school will seek consent from the resident parent, unless the decision is likely to have a long-term and significant impact on the child or the non-resident parent has requested to be asked for consent in all such cases.
2. In cases where the school considers it necessary to seek consent from both parents, it is possible that one gives consent and the other withhold it. In such cases, the school will assume that parental consent has not been given.

NAME CHANGES

1. Parents are responsible for resolving potential conflicts about the change of a surname.
2. There must be consent from both parents after divorce and separation for registering a change of name of a pupil.
3. The school will ensure that the change in surname is supported by written evidence.
4. A separated parent who has parental responsibility, but no longer lives with the child, may refuse to consent to changing the child's surname. In such cases, the parent wishing to change the child's name would need to apply to the courts for permission to do so.

5. In circumstances where a name change has already been effected by the School and it is in the interest of the child, who might be known by a new name, to refer back to a different name, the Schools will make a decision holding the best interests of the child under paramount consideration.

COMMUNICATION WITH PARENTS

1. As a school we communicate with parents via a variety of means and rely on parents to keep the school office informed of current contact details.
2. Communications with parents takes place by the following means: -
 - a. Letters (posted and sent home with children)
 - b. Telephone calls
 - c. Email
3. Requests for information from non-resident parents on answering the telephone, to an unknown person, if asked if a child/ren are registered in the school, the response will be:
 - d. *"We cannot disclose information about children over the phone. If you would like to request information, please write to the school. Please provide photographic proof of your identity (e.g. passport, driving licence) and proof of your relationship to the child/ren. Please also include a copy of one of the following documents: Child's Birth Certificate, Marriage Certificate, Parental Responsibility Agreement. On receipt of these documents, we will contact you to provide the requested information."*
4. If the children are not enrolled in the school, we will give the same answer as above.
5. In person if a parent unknown to the school arrives at the school unannounced, asking for confirmation that children are at the school.
 - e. *"We cannot disclose information about children without documents proving the identity of the person requesting the information. If you would like to request information, please write to the school. Please, provide photographic proof of your identity (e.g. passport, driving licence) and proof of your relationship to the child/ren. Please also include a copy of one of the following documents: Child's Birth Certificate, Marriage Certificate, Parental Responsibility Agreement. On receipt of these documents, we will contact you to provide the requested information."*
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