



Parent Site Access Policy



| Written by | Adopted by Governing Body | Review Date |
|----------------------------|---------------------------|------------------|
| North Lincolnshire Council | Autumn Term 2023 | Autumn Term 2024 |
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1. Introduction

The relationship between schools and families is important in supporting pupils to succeed, in terms of their social and emotional well-being and meeting or exceeding their expected outcomes in terms of academic achievement.

As part of the important relationship, schools normally welcome parents on site and encourage open communications between the school and the family.

However, occasionally the terms of the relationship need to be amended due to inappropriate behaviours by parents and this policy sets out the triggers and actions for a change to the usual status quo.

2. Access to the School site

Schools are private property. People do not have an automatic right to enter. Parents have an 'implied license' to come on to school premises at certain times, for instance:

- for appointments
 - to attend a school event
 - to drop off or pick up younger children
- (from DfE guidance Controlling access to school premises)*

Under section 576 of the Education Act 1976, "parent" includes a child's natural parents, anyone with Parental Responsibility for the child or anyone who is caring for a child.

The public has no automatic right of entry onto school premises.

3. Removal of Implied Licence

Occasionally, under certain circumstances, school may need to withdraw that licence.

This may include behaviours such as:

- makes excessive demands on school time by frequent, lengthy and complicated contact with staff either in person, in writing, by email and by telephone
- uses threats to intimidate
- uses abusive, offensive or discriminatory language or violence
- Damage to property refusal to leave when asked
- Disruption of the running of the school.
- Any actions that are considered to present a risk to staff or pupils or make them feel unsafe.

In these circumstances the Head Teacher may consider banning the parent (removing the licence) from the site.

The decision to ban a parent should not be taken lightly as there is the need to bear in mind that the school is likely to have to maintain some sort of working relationship with the parent if the child remains at the school.

4. Process for Banning from the School Site

i: The Head Teacher will write to the parent setting out what has happened and why it is unacceptable. Depending on the actions leading to the consideration of a ban, a letter to the parent may be sent, warning them that a continuation of their actions would lead to a ban.

If the reason was severe enough, the Head Teacher* may send a letter informing the parent they are implementing a provisional ban from the site (10 days), with immediate effect. This is to allow the parent time to make representations as to why a ban is unreasonable and a longer ban should not be implemented.

ii: The parent should be given the opportunity to make representations to the Head Teacher before a long term ban is issued. The representation may be made in person or in writing (depending on the circumstances for the ban). After any representations have been made the Head Teacher * will write to either confirm that a longer term ban would be put in place or that they have decided not to discontinue the ban. The letter confirming the ban should outline the reasons for that and should also include a review date.

iii: The letter should inform the parent that they have the right of appeal to the committee of the Governing Body and include a timescale by which a request for an appeal should be received by the Governing Body .

iv: If the parent wishes to appeal to the Governing Body, the parent should contact the Clerk to the Governing Body who will convene a meeting. The meeting should be held within 15 working days of receipt of the appeal notice. The Clerk will write to parent informing them of the time and date of the meeting. The panel may consider the parents representation by inviting the parent to attend the meeting or may make representation in writing (depending on the circumstances for the ban).

v: The committee will either uphold the ban and confirm the review date or they may overturn the decision to ban the parent from the site if it is believed the Head Teacher has acted unreasonably.

vi: There is no further right to appeal via the school.

*in certain circumstances the letter may be issued by the Chair of Governors if the alleged incident related to actions against the Head Teacher.

5. Communication Plan

If a parent has been banned from site normal communications should be maintained, wherever possible. However, in certain circumstances, it may be necessary to limit the level of communications and a plan should be provided so that parents know who, when and how they can communicate with the school, except in emergencies or for safeguarding purposes when immediate contact may be required. Schools cannot ban a parent from communicating with the school entirely.

The communication plan should also be subject to a review at the same time as any review of a ban.

6. Things for the School to Consider:

Make sure all those involved in any incidents or witnesses to those incidents make a full written record as soon as possible - i.e. before memories fade. The Head will need to assemble the full accurate facts before proceeding.

Governors meeting - when considering evidence around the circumstances leading to a ban if the facts are disputed, the events must be proved "on the balance of probabilities" i.e. is it more likely than not that it happened?

Remember - the more serious the allegation, the stronger the evidence is likely to have to be to satisfy this test.