Ladygrove Primary School and Nursery

Barring Parents from School Site Policy

Reviewed September 2025

To be reviewed September 2026

Through the school's practice of welcoming parents/ carers of registered pupils into the school and the natural right of parents/ carers and legal guardians (as opposed to other family members) to need 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.

However, in appropriate, hopefully extremely rare, circumstances this 'licence' may be revoked by the Headteacher.

As is now required through recent Case Law, The Policy/Terms applying to this School's 'Parental Licence' and the procedures that will be followed should the need arise to consider revoking the 'licence' in individual cases are set out below for the information of parents:

1. 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 the school.
- The 'Licence' expects parents 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 premises at will nor any right to enter into the school premises outside normal school times, at weekends or in school holiday periods.
- The 'Licence' does not give any parent any 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 the making of appointments.

2. Circumstances in which consideration will be given to revoking the parental licence

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 any other persons on the school premises deemed, by the Headteacher, as being unacceptable, and/or
- physical or verbal abuse of staff, pupils', parents' or any other persons on the school premises; and/or
- misuse, abuse, damage of/to 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 e.g. trespass, dog walking, play of games etc. in or out of school hours, including evenings, weekends or school holiday periods.

3. Procedures That Will be Followed By The Headteacher in Cases Where Revocation of The Parental Licence has been Determined as the only remaining Appropriate Action.

The following procedures will be those normally followed in circumstances where the Headteacher has decided to revoke the parental licence. However, in circumstances considered very serious 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.

- Headteacher to have warned the parent concerned either verbally or in writing, whichever the most practicable in the circumstances, on at least one prior 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;
- 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 that they are 'banned' from the premises and that they should leave immediately. The Police will be involved if is 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 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, if to be continued, 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 concerned on a strict appointment basis only or where it is felt appropriate contact can be made by telephone.
- 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;
- 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.

Policy- Document Status		
Date of Policy Creation	**September 2025**	**Named Responsibility: attendance support team**
Date of review completion	**September 2025**	**Named** **Responsibility: Jo Weichlbauer**
Inception of new Policy	**September 2025**	**Named** **Responsibility: Kirsty Stewart**
Date of Policy Adoption by Governing Body		September 2025

REVOCATION OF PARENTAL LICENCE TO ENTER SCHOOL

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/children].

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 an, at least, once a week 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 talk further with me in this respect I shall be happy to receive your call.

Yours sincerely

Headteacher

Copy to: Borough of Telford & Wrekin LA (for the attention of Capital & Facilities)
(to be attached to the Violent Incident report form where appropriate).

Model School Prospectus Entry **Annex B**

PARENTAL 'LICENCE' TO ATTEND SCHOOL.

Through the school's practice of welcoming parents of its registered pupils into the school and parents natural right to need 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 school premises.

The law also recognises that in appropriate, hopefully extremely rare circumstances of either very serious or persistent cases of unacceptable behaviour this 'licence' may be revoked by the Headteacher.

The full policy document setting out the detailed terms and procedures of this schools 'Parental Licence to Attend School' is available from the school office for interested parents.