Donnington Wood Infant School & Nursery



Parental / Carer Licence Policy

Date of Policy Creation	**July 2022**	**Named Responsibility**	Headteacher – Mrs C Boddy
Date of review completion	**October 2026**	**Named Responsibility**	Resources Committee
Inception of new Policy	**22nd October 2026**	**Named Responsibility**	Resources Committee
Date of Policy Adoption by Governing Body	**22nd October 2026**	**Review due**	Autumn 2028

Please note - This policy has been written with advice taken from the DfE document 'Advice on school security: Access to, and barring of individuals from, school premises. For Local Authorities, school leaders and school staff. This policy should be read in conjunction with our Complaints Policy, which can be found on our website.

Overview:

School premises are private property; however Parents/Carers of registered pupils are warmly welcomed into our school. As a school community, we very much value the positive relationship we have with Parents/Carers. In the vast majority of cases, there is not any issue at all and access to and from school runs consistently and without concern.

This invitation into school is seen in law as a limited licence to enter the school grounds at which their children are educated. Section 547 of the Education Act 1996 states that 'it is a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance.' A school may consider that aggressive, abusive or insulting behaviour, or language, from a parent presents a risk to staff or pupils. It is enough for a member of staff or a pupil to feel threatened. In such a circumstance, schools have power in common law to bar the parent from the premises.

Expectations:

School

Staff members in our school are expected to treat all parents equally, showing respect and common courtesy at all times. If they fail to do so, their behaviour is challenged in accordance with a breach of their code of conduct and disciplinary action could result.

Parents

The licence expects Parents/Carers to conduct themselves in a proper manner whilst on the school premises.

The licence does not give any Parent/Carer any rights 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 person on the premises.

The licence does not give any Parent/Carer 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.

Circumstances in which consideration will be given to revoking the Parental/Carer licence

Revocation of the 'Parental/Carer licence' will be considered in cases falling into any of the following categories:

- 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 person's 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 (trespass, dog walking, playing of games etc.) at any time and/or
- Disruptive, aggressive or insulting behaviour on school premises towards staff, pupils or any other person on the school premises.

Process if concerns are apparent:

It should be noted that if the Headteacher deems the misconduct to be serious in nature, she/he could ban the parent from the site with immediate effect.

Discussion
If the school has concerns connected to the conduct of parents on site, the Headteacher will try in the first instance to discuss the concerns with the parent and highlight what is not acceptable and work in partnership to rectify the issues.

Warning letter
If further concerns are apparent, the Headteacher will issue a warning letter again highlighting the concerns and stipulating the requirements in the future. This letter will give the person concerned a formal opportunity to express their views.

Letter with intent to bar
(It should be noted that the Headteacher could ban the parent with immediate effect if she/he feels it is appropriate to do so.) The school will give notice of intent, invite the parent to make representations within a certain deadline and then decide whether or not to bar. Any bar should be subject to review within a reasonable timescale to be stated by the school.

Letter barring parent from the school premises
If there are continuing concerns, and in extremely rare circumstances, the Headteacher may revoke the parent's licence to come on to school property. The bar, if immediate, will be provisional until parents have been given the opportunity to make formal representations. The bar will then be confirmed or removed.

It should be noted that consideration will be given to representations made, and then it will be determined whether to continue the ban, and for how long, and to convey that decision to the parent/carer in writing.

If a ban goes ahead, notification of this will be given via a letter (see Appendix A) and will again give the parent the opportunity to meet the Headteacher to discuss ways forward. Notification will be made to the Local Authority.

If a Parent/Carer feels that they would like to question the decision of the Headteacher, an appeal can be made to the Governors' Appeals Committee with details of the grounds upon which the appeal is based. The clerk to the committee will arrange a committee meeting within 2 school working weeks of the receipt of the appeal. The Parent/Carer will be given reasonable notice of the date, time and venue of the meeting so that they can put their case forward.

Reviews: The ban will be reviewed at regular time intervals and permission will be reinstated at such time as the Headteacher believes that the parent poses no further risk. The outcome of each review will be notified to the parent/carer in writing on each occasion.

Further information: If a Parent/Carer is banned from school premises, they can nominate someone else to take their place.

Conclusion

The school will only take the option to bar parents from the school site as a last resort and would rather work with parents to resolve issues before taking this action. It is incredibly rare for a ban to be issued, but the action specified in this policy will be enforced as and when deemed absolutely necessary.

Appendix A

Dear

Revocation of parental/carer licence to enter school

This letter is formal notification of the action we will be taking following our conversation (date/time) when you (what you did). It will tell you what arrangements your behaviour has forced me to make to control your access to school while allowing your child to continue their education here.

Your behaviour was not acceptable to me nor to the Education Authority whom I have notified of this incident under their required procedures. Starting from now, you are not allowed onto school grounds including car parks, playgrounds, or any areas inside the boundary fence unless you have first made an appointment to see me. This includes delivering and collecting your child from school, for which you will have to make other arrangements while this ban lasts.

My phone number is shown at the top of this letter if you wish to arrange a meeting with me.

If you think this ban is unfair, or there is something that excuses your behaviour, please give me the details in writing as soon as possible and no later than XXXXX and I will consider them. This ban continues until YYYY unless it has earlier been revoked.

I will write to you as soon as I have considered your comments, but if I decide that the ban is still justified, I will write to you again to let you know my decision. I will only lift the ban if I can be completely satisfied that there will not be any recurrence of the behaviour that led to the ban and that you are prepared to behave in an acceptable manner.

I sincerely hope this situation need not last too long and, should you wish to talk further with me, I shall be happy to receive your call.

Yours sincerely

Headteacher