



Policy for Obtaining the Contact Details of Both Parents

Purpose-

Parents have a right to see certain information. The Department for Education (DfE) has published guidance for schools on dealing with issues relating to parental responsibility.

and local authority staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility.

Limes Farm Junior School will treat parents equally unless there is a court order limiting parental responsibility.

Guidance explains that under education law, 'parents' include:

- All natural parents, whether they are married or not
- Any person with parental responsibility for a child
- Any person who has care of a child or young person

It says that all parents, as defined above, have a right to, for example:

- Receive information, such as school reports
- Participate in activities, such as elections for parent governors
- Be asked to give consent, for example for a child to take part in a school trip
- Be informed about meetings involving the child

Obtaining Parents contact details at Limes Farm Junior School

Parents wishing to send their child(ren) to Limes Farm Junior School must complete the school's admission application forms which will include the contact details of both parents.

What if parents refuse to share contact details?

1. Meet with parents

Limes Farm Junior School will first meet with the parents to find out why they are refusing to provide contact details. The school will take the opportunity to explain why it needs parents' contact details, and to describe how this information will be stored and used by the school.

2. Consider safeguarding concerns

If the school is concerned about why a parent is refusing to share contact information, the Headteacher will contact the local authority (LA). If the school has concerns about the pupil's wellbeing, the Designated Safeguarding Leader will follow its safeguarding procedures. The Designated Safeguarding Leader will meet with the chair of governors or the governor responsible for safeguarding to discuss the matter.

3. Write to parents

If the school is confident that there are no safeguarding concerns, the headteacher will write to parents to explain that the school is required to comply with the legislation linked to in section 1 above.

The letter will ask parents to provide the new address promptly. If a school does not have another correspondence address for the parents, the letter could be sent via email.

If the parents still refuse to provide contact details, the school will refer the case to the LA's admissions team.

Storing pupils' personal contact details

Limes Farm Junior School will keep a record of pupils' personal contact details and stored securely and used responsibly.

Monitoring Policy

This policy will be reviewed annually.