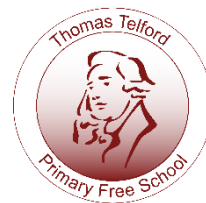


# Thomas Telford Multi SchoolTrust



## PARENTAL “LICENCE” TO ATTEND ACADEMY POLICY/TERMS/PROCEDURES

### Redhill Primary School and Thomas Telford Primary Free School



Signed

A handwritten signature in black ink, appearing to read 'Dara Carroll'.

Mr Dara Carroll  
Interim Chair of Governors  
September 2025

**REDHILL PRIMARY SCHOOL AND THOMAS TELFORD PRIMARY FREE SCHOOL**  
**PARENTAL "LICENCE" TO ATTEND ACADEMY**  
**POLICY/TERMS/PROCEDURES TO APPLY**

Through the schools' practice of welcoming parents of registered pupils into the school and the natural right of parents 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 the head teacher may revoke this "licence".

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

**1. Policy/Terms of the Schools' Parental Licence**

- Parents of registered pupils are welcomed into our schools.
- The "Parental Licence" is only acquired by parents of registered pupils at the schools and pertains only whilst such parents have a child actually registered at the schools.
- The "Parental Licence" expects parents to conduct themselves in a proper manner whilst on the schools' premises and to observe normal common courtesies.
- The "Parental Licence" does not give any parent the 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 "Parental Licence" does not give any parent any right to disrupt in any way the delivery of education at the schools 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 "Parental Licence" does not give any parent any right to expect to be able to access members of the schools' staff or the head teacher 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 cases falling into any of the following categories:

- Any behaviour on school premises towards staff, pupils, parents or any other persons on the schools' premises deemed by the head teacher as being unacceptable; and/or
- Physical or verbal abuse of staff, pupils, parents or any other persons on the schools' 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 schools' premises; and/or
- Any nuisance or disturbance on the schools' premises e.g. any unauthorised use of the premises e.g. trespass, dog walking, playing of games etc. in or out of the school hours, including evenings, weekends or the school holiday periods

**3. Procedures that will be followed by the head teacher 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 head teacher 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 head teacher shall:
  - If practicable tell the parent that they are “banned” from the premises and that they should leave immediately. The police should be involved if 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 head teacher against the imposition of the ban and its continuance as well as details of when and how the ban should 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.
  - 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. The outcome of each review should be notified to the parent in writing on each occasion.