



## **Esher Church of England High School**

### **COMMUNICATION WITH NON-RESIDENT PARENTS**

|                             |  |                     |
|-----------------------------|--|---------------------|
| <b>Status:</b>              | <b>APPROVED</b>                                      |                     |
| <b>Date of Next Review:</b> | <b>Summer 2019 (or as per LA/statutory guidance)</b> |                     |
| <b>Responsibility:</b>      | <b>Provision</b>                                     |                     |
| <b>Date of Approval:</b>    | <b>Committee:</b>                                    | <b>8 June 2016</b>  |
|                             | <b>Full Governors:</b>                               | <b>15 June 2016</b> |

#### **Introduction**

Esher Church of England High School recognises the importance of working in partnership with parents\*. We recognise that everyone who is a parent\* has a right to participate in decisions about a child's education.

The welfare of the child is the paramount consideration for the school. We will seek to avoid situations where the parents' action or proposed action conflicts with schools ability to act in the best interest of the child. The School will seek to avoid becoming involved in any conflict or dispute which is outside the responsibility or control of the school.

#### **Non – Resident Parents**

Although we recognise and respect the rights of all parents, for day to day purposes, the school's main contact is likely to be with the parent(s) with whom the child lives on school days.

We recognise the rights of non – resident parents, unless there is a court order in place restricting their rights and responsibilities as shown under Section 8 of the Children Act 1989.

#### **Contact Details**

As part of the admissions process, using the student information form we will seek to identify parents who are non – resident. We will write to them to confirm details and to outline the school policy on communications with non resident parents.

#### **Communication**

Esher High School will provide the following information *whilst the student is on the school roll* to all identified non-resident parents unless they state that they do not want it

- a) Pupil Information as shown in The Education (Pupil Information) Regulations 2005 No 1437

This includes;

- The results of any public examinations taken
- The annual school report
- Notification to enable the parent to discuss the contents of the report with the pupils' teacher, if he/she so wishes
- Statement of Educational Need\*\*
- Personal Education Plan\*\*\*
- Details of any vocational qualifications or credits toward any such qualification gained
- The results of any NC test taken by the pupil
- Attendance records on a termly basis

In addition the school will also provide

- The termly progress report
- The results of NC Key Stage 3 Teacher Assessment Levels.

- b) Formal Meetings - In addition to the annual parent consultation meeting we will communicate invitations to meetings involving the child e.g.  
Governors meetings on the event of the child's exclusion
- c) Trips and Visits  
Copies of letters related to **residential** trips and visits
- d) Specific Activities  
Communications which would involve parents being consulted or providing feedback on the school. For example  
Ofsted Parent Survey  
Vote in the election of parent governors
- e) The school will provide a copy of the school calendar

In addition information can be found on the parents section of the school web site which will include documents such as the school newsletter and letters regarding non residential trips and visits.

### **Consent**

Consent for **non** residential trips and visits and visits will be sought from the resident parent unless the non resident parent informs the school that they wish to be approached for consent in all such cases

In regard to gaining consent for residential trips from all parents\* the School will provide a reasonable deadline for seeking consent and in the absence of any refusal will accept the consent of the resident parent.

### **Complaints**

Non-resident parents should use the school Parental Complaints Procedure (Responding to parents' Concerns)

\* Parents as defined in Section 576 of the Education Act 1996

\*\* Specifically for the students within the Special Needs Code of Practice

\*\*\* Specifically for students who are Looked After Learners