



**ST. LUKE'S**  
 CHURCH OF ENGLAND  
 PRIMARY SCHOOL

Policy: Parental Pick Up Policy (please also refer to the policy for actions when a child is not collected at the end of the day)

Revision History:

Date	Changes	Author(s)
November 2016	New Policy	Francesca Catterson

Date Reviewed by Staff:

Date Reviewed by Resources Committee:

November 2016

Date Ratified by Full Governing Body:

November 2016

Next Review Date: (3 years unless otherwise advised)

November 2019

*“School and local authority staff must treat all parents equally, unless there is a Court order limiting an individual's exercise of parental responsibility. Everyone who is a parent, as defined under education law (whether they are the resident parent or not, with or without parental responsibility – see, Defining Who is a Parent) has a right to participate in decisions about a child's education and receive information about the child (even though, for day-to-day purposes, the school's main contact is likely to be a parent with whom the child lives on school days).”*

**Understanding and dealing with issues relating to parental responsibility. Departmental advice for maintained schools, maintained nursery schools, academies, free schools, local authorities and dioceses. January 2016 . Department for Education, Page 7**

Collection at the end of the day can be a problem if one parent does not want the other to collect the child from school. The situation is clear if there is a **court order** preventing one parent from contact with the child. In this situation, the court order must be presented to the school and a copy put onto the child's file. If required, a photograph of the parent who is restricted from collection should be provided to ensure all key staff can recognise the individual.

However, if there is no such restriction, no issue about safeguarding, and both parents have parental responsibility, then it would be difficult for the school to prevent a child going home with one or the other parent. *“There may be occasions when a school needs to decline requests for action from one or more parents.”* **Understanding and dealing with issues relating to parental responsibility. Departmental advice for maintained schools, maintained nursery schools, academies, free schools, local authorities and dioceses.**

**January 2016 . Department for Education, Page 7**

**Good protocols** are helpful in this situation. At the beginning of each school year, parents are asked to complete a form giving the names of those who may collect their children, and should also be asked to contact the school if this changes for any reason. The forms should be sent to both parents. As always, if there is a dispute the parents should be asked to sort it out themselves and inform the school of their decision.