

Ratified by BoM Date: 08/10/21

Review Date: Oct 2025



St Francis National School

Rock Road, Blackrock, County Louth, A91 NHOV
Tel: 042 9366993 Email: admin@stfrancisns.ie Web: www.stfrancisns.ie

Custody & Separation Policy

Introduction and Rationale:

This policy was formulated to provide the school community of St Francis National with guidelines regarding situations of parental separation and custody matters. It was written based on the guidelines outlined by the Irish Primary Principal's Network, and is reflective of The Children and Family Relations Act 2015, which came into effect on 18th January 2016.

Procedures:

The Board of Management and the Staff of St Francis National School encourage parents experiencing separation to come and speak confidentially with or confidentially inform their child(ren)'s class teacher(s) and/or the school Principal. It is our aim to handle such matters with sensitivity and compassion, and ultimately, our primary concern is for the well-being and overall development of the child.

The following are the key procedures in place with separated parents of pupils in the school:

- When a child spends time in two homes, it is requested that the school be provided with both sets of emergency/contact numbers and both addresses for correspondence purposes.
- Regarding the collection of child/ren from school - it is requested that the school be informed of any changes in collection arrangements in writing (in line with the school's pupil collection form).

- It is the school policy to offer the option of separate parent/teacher meetings, if so desired. However, for the child centered purposes we recommend that both parents attend together.
- Each parent has a right to attend such meetings and receive school reports unless there is a court order to the contrary.
- When the school communicates with parents regarding their child, we will communicate with the parent with whom the child principally resides. It is expected that this parent will inform the other parent of meetings, arrangements etc. Special requests for separate communication can be accommodated. If there is a custody arrangement by which the child spends equal time with both parents, then both parents will receive the school communication.
- Regarding school communication such as notes via schoolbags, it is expected that the parent with whom the child is residing at the time of that particular communication will keep the other parent informed of such.
- In the absence of a custody arrangement, both parents will be treated as equal partners in terms of parenting rights and responsibilities.
- The school cannot be asked to withhold a child from either parent in the absence of a court order. In this regard, a solicitor's letter is not a court order and cannot be adhered to.
- If there is a serious concern about a parent abducting or leaving the country with the child, the parents/guardians should request their solicitor to seek a court order instructing the school and any other guardians regarding rights of access.
- In the case where the estranged parent/guardian is not known to the class teacher, the concerned parent/guardian should provide a family photograph enabling the class teacher to identify the person in question.
- In the case of unmarried parents, the natural father has no initial custody or guardianship rights. The onus is on the father to produce evidence of a court order in the case of a dispute regarding the collection of a child during or after school. A non-marital father will automatically become a guardian of a child if he meets the cohabitation requirement. An unmarried father who cohabits for 12

months with the child's mother, including 3 months following the birth, will automatically become the child's guardian. This provision is not retrospective, so guardianship will only be acquired automatically, where the parents live together for at least 12 months after 18th January 2016. In this instance the father is entitled to joint custody along with the mother. If the father does not qualify for guardianship rights in this instance, he may apply to the courts to be appointed guardian of the child and he may also apply for custody. A copy of the court order should be provided to the school.

- The school is under no legal obligation to provide any reports about a child if requested to do so by any third party (e.g. Solicitor/psychologist).
- The school principal or child's teacher are not obliged to attend court unless under subpoena or summons.
- In the case where a legal order is in place, a copy of this order must be furnished to the school by the parents.
- The parent/guardian of each child has full responsibility for informing the school in writing of any change in circumstances at home e.g. separation, divorce, custody arrangements.
- The staff may recommend books, videos, publications etc. dealing with the issue of separation, on request.
- School Staff are expected to:
 1. act in a fair, open and even-headed manner in respect of both parents
 2. facilitate separate meetings, if for good reason, both parents cannot attend together
 3. comply with the parent who has de facto day to day control of the child in the event of a dispute
 4. respect the confidentiality of family circumstances and only discuss relevant information with others within the school where necessary

5. seek advice from the principal or the Board of Management regarding any queries or concerns they may have.

Responsibility for Review:

All members of staff, Parents Association, BoM.

Timeframe for Review:

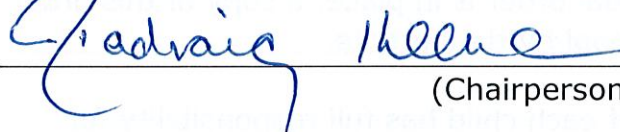
This policy will be reviewed every 4 years

Next review:

October 2025

Custody & Separation Policy

Ratified by the Board of Management on 5/10/2021 (Date)

Signed:  (Chairperson, Board of Management)

Appendix: Parental Status & School Communication

Circumstances	Status	Communication
If parents are married to each other and live together	Then both parents have joint guardianship and Custody. Parents are entitled to information in joint communications If parents are married to each other but live apart Then both parents have joint guardianship and custody unless it is otherwise specified by court order in which case a copy of the order which relates to the school should be sought.	Each parent is entitled to information from the school. Communication should be sent to both parents and the means of this communication would need to be clarified with both parents. A written record of the arrangement is advised.
If parents are married to each other, do not reside together but have a separation agreement	Then it will be necessary for the school to ascertain the legal arrangements with regard to custody and access. Custody may either rest with one parent or there may be joint custody arrangements put in place. The relevant court orders should be furnished to the school.	Each parent is entitled to information about their child. Communication will be to each parent separately. A written record of the agreed arrangements for communication is advised
If parents are married to each other, live apart and may be in a new relationship(s)	Then the partners in any new relationship do not have any statutory rights with regard to custody and access. For instance they do not have a right to attend Parent/Teacher meetings.	Parents are entitled to information in separate communications. There may however be an arrangement whereby a new partner may collect children from school. Details of these agreements either between the parties or made through court order will need confirmation and a written record kept.
If parents are not married and either live together or apart	A non-marital father will automatically become a guardian of a child if he meets the cohabitation requirement. An unmarried father who cohabits for 12 months with the child's mother, including 3 months following the birth, will automatically become the child's guardian. This provision is not	Parents are entitled to information in separate communications.

	<p>retrospective, so guardianship will only be acquired automatically, where the parents live together for at least 12 months after 18th January 2016. In this instance the father is entitled to joint custody along with the mother.</p>	
<p>If parents are not married and are in other relationships</p>	<p>Then the new partners do not have any statutory rights. A nonmarital father will automatically become a guardian of a child if he meets the cohabitation requirement. An unmarried father who cohabits for 12 months with the child's mother, including 3 months following the birth, will automatically become the child's guardian. This provision is not retrospective, so guardianship will only be acquired automatically, where the parents live together for at least 12 months after 18th January 2016. In this instance the father is entitled to joint custody along with the mother unless a court order determines otherwise</p>	<p>The guardians are entitled to information from the school. New partners should not receive communication from the school unless set out by court order or agreement among the parties as previously outlined. Written records by the school is advisable</p>