

TRINITY LABAN

Parental Involvement Statement (Higher Education)

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Committee(s) responsible for approval	Academic Standards and Quality Board
Is this policy required for compliance with external regulation or legislation?	No
Date Last Approved (Reviewed)	June 2026
Summary of changes introduced at last review	• Including references to 'carers' in addition to 'parents' • Removal of reference to Moodle for student casework procedures • Updating terminology
Deadline for Next Review	2028-29
Published on	Website
Scope	Higher Education
Mapping to Schedule of Delegation	A1 – Academic and student related

General

Trinity Laban is committed to safeguarding and supporting its students in difficult circumstances, as set out in its policies, and also as required by law. There may be times when students and applicants engage with Trinity Laban's Registry and Student Services in circumstances such as:

- Concerns about the acceptance or rejection of applications to a degree programme
- Concerns with a student's conduct
- Concerns about a student's health and welfare
- Concerns or complaints raised by a student about Trinity Laban, other students or staff
- Concerns about a student's academic performance
- Appeals against assessment results by a student
- Concerns about academic integrity

Trinity Laban is bound by laws, such as the data protection laws, to not disclose information about a student's or an applicant's specific circumstances to any third parties, including parents and next-of-kin.

Trinity Laban will not share information about a specific student's or applicant's circumstances with parents or any personal third parties relating to:

- Admissions (including admissions decisions, Visa applications and accommodation)
- Student Disciplinary Procedures
- Student Complaints Procedures
- Student Academic Misconduct
- Student appeals against assessment results
- Student's health and welfare
- Any other situations involving personal data or information as defined by law unless deemed legitimate by the relevant professional services at Trinity Laban and/or unless, where appropriate, the student or applicant has given their express and informed consent as defined by the applicable law.

As a rule, Trinity Laban will **only** communicate with the student or applicant concerned in the above circumstances and not with parents or other third parties.

Trinity Laban staff will seek to confirm the identity of the person they are communicating with, whether on the phone or in writing, if there is any reason to doubt that the person is not the student or applicant. Parents or carers who wish to be informed of any of the above circumstances concerning their child must liaise with the student or applicant directly.

Separate practices exist for students and applicants under the age of 18.

Please see below more information related to each specific Service.

Admissions

If an applicant has used the service of an agent to assist with their application, Trinity Laban will need written consent from the applicant confirming the appointment of an agent. For the purpose of issuing CAS for a Student Visa, Trinity Laban will only be able to liaise with the applicant directly.

Student Services

Before a student arrives, they are asked to complete a support questionnaire. On this they can opt to have their parents or carers informed when Trinity Laban considers them to be at risk in some way, or they have had a mental health crisis and we are unsure of their ability to inform their parents/next-of-kin. This is only permission for extreme cases where contact is in the best interest of the student and Trinity Laban has the student's consent.

Student Casework

Trinity Laban has in place policies and procedures for addressing student conduct concerns, complaints, fitness to study, appeals against assessment results and cases relating to academic integrity that are published in its Academic Quality Handbook. Students should contact Trinity Laban's Student Services or the Students' Union for impartial help and support when involved in any such procedure.