



Sixth Form Permissions Guidance 2025 - 2026

(Updated 2 September 2025)

Arrival

Year 12	All students must arrive at 08:30, morning registration will take place at 08:35
Year 13	Students may arrive at break (11.35am) if they are free Periods 1-4 or Periods 1-6*. This is only by prior arrangement with the form tutor (documented on our Home Study spreadsheet).

***If a Year 13 has a lesson Periods 1-4 they must arrive for morning registration at 8.30am**

Punctuality

You must arrive in School at 8.30am for Registration at 8.35am.

If you are late, you must sign in on the Sixth Form monitor and provide an explanation in the Sixth Form Office.

If you are late more than 3 times, your form tutor will notify parents.

If the problem then persists, you will be in a Friday lunchtime Sixth Form detention.

Leaving

Year 12	Students may go home at lunch (1.10pm) if they have no lessons Periods 7+8, but they MUST sign out on the monitor before they leave the site
Year 13	Students may go home at break (11.35am) if they have no lessons Period 5 onwards, or lunch if they have no lessons Periods 7+8, but they MUST sign out on the monitor before they leave the site

Year 12 & Year 13 Students **remaining in School must sign in** on the monitor in the Sixth Form, if they remain on site having no lessons.

Absences

Reason for Absence	Who grants permission
Dental, Medical & Religious Observance	Headteacher - via website REQUEST an Absence
Driving Tests	Headteacher - via website REQUEST an Absence
Participation in an Event (including performance exams)	Headteacher - via website REQUEST an Absence
Family or Close Friend Funeral	Headteacher - via website REQUEST an Absence

Close Family Wedding	Headteacher - via website REQUEST an Absence
Early Departure / Late Arrival Holiday	Headteacher - via website REQUEST an Absence
University Visits / Interviews / Post 18 related absences	Mr Dew - Up to two days in total in each academic year by Online Form
Longer Absences - Exceptional Circumstances	Headteacher - via website REQUEST an Absence
Report a same-day absence - due to illness only!	Should be reported using the EduLink One app or website: REPORT an Absence

Illness during the School Day

If you are ill during the School day, you must go to Pupil Reception. Pupil Reception will then decide on whether you can go home. For students with ongoing medical issues Mrs Rickard may be consulted, or in her absence another member of the Sixth Form Team.

Absence during the School Day

If you need to leave School for any other reason, you must gain permission from your tutor, or one of the Sixth Form Team.

When are Students allowed to leave the School Site?

At lunchtimes only and should be in groups of three or more. If you need to leave the School site at any other time, please see a member of the Sixth Form team. This could be to go to buy something in an emergency or collect something that you need.

Students should not be off site during Private Study. Students found off site during the School day will follow the School's disciplinary procedures.

You do not need to sign out to go to town at lunchtime.

You should not need to 'move' your car during the school day. You should not therefore be off-site doing this. If there is an emergency and you need to move your car to avoid parking restrictions, please come and see a member of the Sixth Form Team.

Should a student need to go home to collect a piece of work, PE kit or similar during the day, they should seek permission from a member of the Sixth Form Team.

Which Areas around School are not allowed?

- Granville Street Chemists
- The shop at the top of Huntly Grove Central Park
- Your safety is very important to us, and care must be taken

Can I attend my Part-Time Job during the School Day?

No, you are legally in full-time education.

Can I have Driving Lessons during the School Day?

Students are not allowed to have driving lessons during the School day. If you have left School for home study, then you can have a lesson. Driving Tests are allowed, but you must complete the Absence Form on the website beforehand, and in good time (at least a week).

Signing In and Out

We must always know who is on site. This is for safety (Fire) reasons. You must sign in and out on the monitor if you are not in a registration session.

Other Circumstances

There is always bound to be something that we cannot foresee or think of. If you do not know what to do, please come and ask a member of staff.

Open Day Visits

You are allowed two Open Day visits per year in School time. Under exceptional circumstances you may be granted a third. You must seek permission from Mr Dew for all University visits, making your request with at least **48 hours' notice** before you are due to be absent.

[The link for this request form is here](#)

or available on the QR code displayed in School. You must record this as an activity on [Unifrog](#).

Special School Events

If you are involved in a special School event (Cathedral Service) or similar, you must inform Pupil Reception that you are off site, sign out, and ensure that your name is on the list.