



8 February 2024

Sixth Form Permissions Guidance 2024

(Updated 8th February 2024)

Arrival

Y12	All students must arrive at 08:30 for morning registration at 08:35
Y13	Students may arrive at break (11:35) if they are free p.1-4 or p.1-6* This is only by prior arrangement with the form tutor (documented on our Home Study spreadsheet)

*If a Y13 has a lesson p.1-4 they must arrive for morning registration at 08:30

Punctuality

You must arrive in School at 08:30 for registration at 08:35.

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 an after-school detention.

Leaving

Y12	Students may go home at lunch (13:10) if they have no lessons periods 7+8, they MUST sign out on the monitor before they leave the site
Y13	Students may go home at break (11:35) if they have no lessons p.5 onwards, or lunch if they have no lessons p.7+8, they MUST sign out on the monitor before they leave the site

Y12 & Y13 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	Form Tutor - Email
Driving Tests	Form Tutor - Email
Participation in an Event (including performance exams)	Sixth Form Team - Single day only, by email
Family or Close Friend Funeral	Headteacher - Single day only, by email
Close Family Wedding	Headteacher - Single day only, by email
Early Departure/Late Arrival Holiday	Headteacher - Half day only, by email
University Visits/Interviews/Post 18 related absences	Mr Dew – Careers & Post 18 - By email (48 hours in advance)
Longer Absences - Exceptional Circumstances	Headteacher - Two days or more on the Leave of Absence Request Form on parent pages of the School website

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're 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 seek permission from your form tutor 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're not in a registration session.

Other Circumstances

There is always bound to be something that we can't foresee, or think of. If you don't 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 and 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.