

# Students with No ID Card

It is really important for safety reasons that **all staff and students are wearing their identification lanyard at all times**. This helps us ensure that we can identify all staff, students and visitors who are on our site, to keep our community safe.

We hope that you will ensure your son or daughter has their ID Card with them at all times and that you will support our response to students forgetting their ID card detailed below:

## Our Response:

- **Stage 1** Student will be provided with a daily sticker which must be worn and visible at all times during the day. A notification letter will be given to the student reminding them of the importance of remembering their ID Card and a text message will be sent to parent/carer.
- **Stage 2** Duty Manager will be contacted to process. Stage 1 will be followed alongside a verbal warning given that Student will not be allowed entry to the Sixth Form if ID Card is forgotten a third time. The Duty Manager will also contact parent/carer by telephone to inform them of this also.
- **Stage 3** A member of the Senior Leadership Team will be contacted where arrangements will be made for the Student to return home and collect their ID Card (Unless there are mitigating circumstances).
- **Stage DP** Students who persistently forget their ID Card on more than 3 occasions will move into disciplinary processes and may risk their place at the Sixth Form

**Students are able to purchase a new ID Card at the cost of £5.00 at any point throughout this process**

