

**SIXTH FORM ELECTRONIC REGISTRATION PROTOCOL –
Available to Year 12 students in the Autumn term**

- Electronic readers are located in the Sixth Form common room and in main reception.
- Students must wear their electronic ID card at all times for safeguarding reasons.
- Until Year 12 students are issued with the electronic cards, they must register in form at **8.40 am** with their tutor.
- Once students in Year 12 have been issued with an ID card, they must register via the reader **between 8.40 am and 8.50 am** prior to attending their first lesson or engaging in private study. Students swiping in after 8.50 am will be regarded as late. **Three lates in a half term will result in an after-school detention, as will failure to swipe in on three occasions or more.**
- Year 13 students who have been granted the privilege of Home Study must register in and out of school in accordance with their Home Study contract. Failure to follow this procedure will result in truancy call being sent out to parents/carers. Please note Home Study is not permitted until the second half of the Autumn term and on an individual basis.
- If students forget their ID cards they must sign in at the main reception. Failure to register will lead to truancy call being sent out to parents/carers. If students continually flout attendance procedures, we reserve the right to rescind Home Study.
- Students must not under any circumstances give their card to another student to register on their behalf. **Such breaches will be dealt with very seriously and could jeopardise a student's place in the Sixth Form.**
- In the case of planned absences, e.g. medical appointments and driving lessons, students must sign out at the main office or on the evacuation sheet located in the Sixth Form common room. Students will also need to use their ID to swipe out and back into school once they return.
- Students who are unwell must follow the current protocol and report to the Sixth form office. Once parents/carers have been contacted, the student will be required to sign out in main reception and swipe out using their card.
- Students must ensure that when they leave the school premises they sign out. Persistent failure to sign out breaches health and safety regulations and students will be placed on an after school detention.
- Students are responsible for their ID card, if the card is lost this must be reported immediately to the IT technician. If students don't follow this protocol, they could jeopardise their place in the Sixth Form. A new card will be issued but a charge will be incurred.

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Upton-by-Chester High School

SIXTH FORM ELECTRONIC REGISTRATION PROTOCOL - Reply Slip

Name of Student: **Tutor Group:**

I have read the attached regarding the Sixth Form Electronic Registration Protocol and note the contents.

Signed **Parent/Carer** **Date**

Please acknowledge that you have read the above and agree to the protocol by responding via email to rigbyc@uptonhigh.co.uk by FRIDAY 14TH SEPTEMBER 2018