

FORGOTTEN STUDENT ID CARD PROCESS

THERE IS AN ESCALATION PROCESS FOR ATTENDING COLLEGE WITHOUT A STUDENT ID. THIS WILL BE RESET EVERY TERM.

OFFENCE 1 & 2

Reports to Reception

Receive a wristband

Student loses 'offsite
privileges for the day



OFFENCE 3

Reports to Reception

Receive a wristband

Student loses 'offsite
privileges for the day

Parent(s) / Guardian(s)
emailed and informed
of the next steps



OFFENCE 4

Reports to Reception

Entered on pastoral log

**NOT ALLOWED INTO
COLLEGE UNLESS:**

Student returns home
to retrieve ID

Student pays £5 for a
new student ID card



KING EDWARD VI COLLEGE
STOURBRIDGE