



# Sixth Form

## Request to park a car on the school site

**YOU MUST HOLD A FULL VALID DRIVING LICENCE TO APPLY FOR A PERMIT. IF YOUR APPLICATION IS SUCCESSFUL, YOU WILL BE ASKED TO SHOW BOTH YOUR LICENCE AND YOUR CERTIFICATE OF MOTOR INSURANCE WHEN YOU COLLECT YOUR PERMIT.**

- 1 Permission to bring a car to school is given on a provisional basis only, and priority will be given according to need. Permission will be withdrawn if parking space for students is required for other purposes.
- 2 Extreme care must be taken on entering and leaving the school premises. Students must only use the Station Road entrance, ie **no entry or exit from the Leisure Centre end**. The maximum speed limit is **5mph**. Reckless or careless driving will lead to the withdrawal of the privilege of bringing a car into school. For safety reasons, students should not drive their cars out of the car park between 3.00 and 3.30 pm.
- 3 Students can only park in the **yellow** marked spaces in front of the Arc. They must not park in the white marked spaces, fire muster point/gravel area, disabled bays or in delivery areas. Students must not park in the Leisure Centre car park, where unauthorised vehicles may be reported to the police and/or clamped.
- 4 Responsibility for students driving to school by car rests with themselves and their parent/carer.
- 5 Permission to bring a car to school is given on the understanding that it will simply be used as a means of transport between home and school. It should not be used for short trips out during the school day, for example during study periods and break or lunchtime, or as a focus for groups of students in the car park.
- 6 Students should not transport other students except with the knowledge and permission of both sets of parents.
- 7 The school can accept no liability for any loss from or damage to the vehicle whilst on site.
- 8 Students must inform the Sixth Form of any change in vehicle during the period of their parking permit.

NAME OF STUDENT: \_\_\_\_\_ TUTOR GROUP: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

DRIVING LICENCE NUMBER: \_\_\_\_\_ WHY IS IT NECESSARY TO TRAVEL BY CAR? \_\_\_\_\_

MAKE AND MODEL OF CAR: \_\_\_\_\_ ENGINE SIZE: \_\_\_\_\_ cc

COLOUR: \_\_\_\_\_ REGISTRATION NUMBER: \_\_\_\_\_

NAME OF INSURANCE COMPANY: \_\_\_\_\_

INSURANCE POLICY NUMBER: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

FULL NAME OF VEHICLE OWNER: \_\_\_\_\_

(RELATIONSHIP TO STUDENT, IF NOT STUDENT): \_\_\_\_\_

NAME(S) OF ANY STUDENT PASSENGER(S): \_\_\_\_\_

In applying for permission to drive to school, I agree to the above regulations. I understand that if I abuse the privilege, it will be withdrawn.

Signed (Student): \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that the above details are correct and I give my permission for my young person to drive to school.

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

Permission granted / not granted

Signed (Head of Sixth Form): \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SCHOOL USE ONLY:**

Driving Licence seen ☐ Insurance certificate seen ☐ Permit issued: \_\_\_\_\_ Date: \_\_\_\_\_