

Student ID Card Procedure 2022/23

- If students forget to bring their ID cards to college, they can pay for a temporary card at the reception of either campus.
- During an academic term, students can request a maximum of **two temporary ID cards only**.
- If a student forgets their ID card on a third occasion during a term, they will not be able to enter the college buildings.
- Instead, they will be asked to leave the campus, and return home to collect their ID card. The student will not be able to return to college and access lessons until they return with their ID card and lanyard.

Process

1. Students who forget their ID card for the first time within a term

Reception who will issue them with a Temp ID card (including Payment) and a reminder about the college ID procedure. This will be in the form of a yellow reminder slip. Reception staff log in ProMonitor which students have forgotten their card for the first time.

2. Students who forget their ID card for the second time within a term

Reception who will issue them with a Temp ID card (including Payment) and a reminder about the college ID procedure. This will be in the form of an orange reminder slip. Reception staff log in ProMonitor which students have forgotten their card for the second time and will also send a list of students who have forgotten their card twice to curriculum administrators every afternoon. A template letter email will be sent to student and parent/carer by the curriculum administrators informing them of the Colleges policy on ID cards and that their child has forgotten their badge twice this term. The Curriculum Administrator will confirm on ProMonitor that the letter has been sent.

3. Students who forget their ID card for the third time within a term

Reception will check if student has red or amber safeguarding badge or known welfare need. If this is the case, they will ring safeguarding freephone to take advise from Safeguarding team about whether it is appropriate to send this student home.

Reception will remind them about the college ID policy. Reception will radio a student supervisor who will contact parent/carer by phone to explain that the College's procedure and request that their child go home to locate their ID card.

double check Student supervisors will check on ProM for any important information or SG badge before making contact. Student supervisor to make a note on ProM and tag PPM who should follow up.

Students who wish to purchase a new card can do so at any stage. However, if this is at stage 3 they still be directed to a Student supervisor who will make contact with parent/carer to reiterate the importance of keeping their ID card safe.

- **New ID badges with lanyard and ID holder will be charged at £10**
- **Lanyards are charged at £3**

If a student arrives at Lancaster Road Gate and does not have an ID badge, they must be sent around the building to main reception, they cannot be granted access to the R building.