

Driving Policy 2025-26

Date: September 2025
Review Date: **September 2026**
Policy Contact: Mr Will Yates (Senior Deputy Head)

Driving Policy

Introduction

1. During the Sixth Form a growing number of students at the College will pass their driving test, acquire cars and wish to use them to travel to and from the College. Our policy allows Year 13 students only to drive to school and this policy covers the rules in place to protect drivers and their passengers and, of course, pedestrians, both at School and on public roads. A number of Year 12 students will pass their driving test during the year and may, with agreement, bring their car to school in the second half of the summer term.

Rules for Drivers Bringing Cars onto College Site

2. Before a student brings a car onto the College site the student must collect the College's Application Form for driving to and from College from the Director (Head of Sixth Form), have completed it and have it signed by parents, and have returned it to the Director (Head of Sixth Form). The student will then be given a badge that they should have on view at all times in the windscreen of their car when on site.
3. Cars should only be used to transport students and their designated passengers to school in the morning and to home at the end of the school day. The school day runs from 8.25am through to 5.30pm and cars should not be used as an excuse to either arrive late or leave school early. There may be occasions when students have a legitimate reason to have use of their car during the school day (for example a medical appointment). On such occasions parents must seek approval either from the Director (Head of Sixth) or a Deputy Head.
4. Cars should not be used to travel around on school grounds except when either arriving or leaving school.
5. Drivers must observe the speed limits in operation in the College grounds at all times.
6. Drivers must drive in a safe and appropriate manner, both on College grounds and on public roads driving to and away from school. Failure to do so could result in permission to drive to school being revoked.
7. Cars must be parked in the correct parking places on the College grounds. For all Sixth Form drivers, this is parking in the barrier controlled car park by Heden boarding. Any overflow parking should be at the astro car park. Failure to park in the designated places could result in the permission to drive to school being revoked. Whilst on College grounds the car remains the responsibility of the student and at his/her own risk. On no account will the College accept responsibility for any loss or damage to, or by, the vehicle, however caused.
8. All boarders must hand in their car keys to their respective houseparent. This is to safeguard our boarders outside of school hours, due to the barrier to the Sixth Form car park only being operational during school hours. Permission for boarders to drive or be passengers during boarding hours must be sought in writing by parents from the appropriate houseparent or Director (Head of Sixth Form). This should only be for exceptional cases (for example medical appointments or external sports practices) and not, for example, to visit shops or get food.
9. All day students bringing cars onto site should hand their car keys into Sixth Form Student Support on arrival. They can then collect their keys at the end of the school day.
10. All cars brought onto site must be properly taxed and insured and have a current MOT

certificate.

Sanctions for the Breaking of College Policy Regarding Driving

11. If a student breaks the rules regarding the driving policy, either because they are not authorised to drive a vehicle to school or because of the manner in which they drive, they will be banned from driving a vehicle onto the school site and may be suspended from school.

Rules for the Carrying of Passengers

12. The school is happy for any student to be a passenger in another student's car. Before this happens, however, permission must be given by the parents of the passenger and the driver. This must be done using forms that can be collected and returned to the Director (Head of Sixth Form).

Sanctions for the Breaking of College Policy Regarding Carrying/Being a Passenger

13. If a driver carries passengers either onto or from College without permission being in place they can expect to receive a ban from bringing their car onto College site and may be suspended from school.
14. If a student is a passenger in a student's car without the relevant permission being in place they may be suspended from school.

Education

15. The College regularly educates students regarding road safety and maintenance of cars. This starts first term in the Lower Sixth Form when all students attend the half day course 'Safe Drive Stay Alive', which is delivered by West Sussex Emergency Services. Following on from this there is regular further education in PSHE time, delivered either via tutors or by outside speakers.

Rules for commencing driving lessons

16. Written permission must be sought from the Director (Head of Sixth Form) **before** driving lessons commence to check the individual's academic situation. If there are concerns over academic progress, then driving lessons during school time will not be permitted.
17. Once permission has been granted to organise driving lessons during school hours, **under no circumstances** may driving lessons be booked during any timetabled curriculum activities (including academic lessons, games and personal development). Students must ensure that they will be back in good time to attend all timetabled activities.
18. Pupils must sign out of and back into school at the chicken walk office when leaving the campus to have driving lessons during the school day.
19. Pupils must inform their Tutor and Head of Year of driving lessons happening that mean a morning or afternoon registration is missed (we understand some early morning or afternoon lessons are favoured and start at 8am or 4pm).
20. Pupils must ensure they are appropriately dressed during driving lessons during the school day, as they will be representing the College.

Rules for driving tests (theory and practical)

21. We understand that driving tests are often difficult to book at convenient times to fit with our timetable. Lessons can be missed for driving tests, either theory or practical. The staff of any timetabled lesson missed must be informed prior to the lesson, and any work missed must be caught up by the next lesson.