

Procedures for pupils attending cup matches during school time

1. Pupils will only be released to support a College team that has qualified for the semi-final or final of a competition. In exceptional cases a decision will be made by the Head of Games and Principal regarding the attendance at a quarter-final. Pupils will in all cases be notified through the morning bulletin.
2. **1st XV/XI hockey/rugby Schools' Cup semi-final and final, Medallion Shield final, Junior Hockey Cup Final.**
Travel to these matches will be organised by the College. Any pupil may attend and they must use the designated transport.
3. **All other cup matches for which transport will be provided by the College.**
A decision will be made by the Head of PE in conjunction with the Principal as to who may attend. Pupils and staff will be notified accordingly. If permission is granted, priority will be given to pupils engaged in the sport at the College and siblings of players participating in the final.
4. **Attendance at cup matches for which the College will not be providing transport.**
Permission to attend will depend on the time of day and the day of week that the fixture is being played. Account will also be taken of events already planned or scheduled by the College (e.g. controlled assessment, careers talk etc).
The following will apply:
 - a. Siblings of pupils playing may attend provided their parent/guardian makes a written request no later than one day before the match.
 - b. Wednesday afternoon Senior matches: pupils in F5 – U6 will be permitted to attend. Permission must also be given by the member of staff responsible for the pupil's Games activity (assuming they do Games). Pupils in F1-4 may not attend, unless they meet criterion (a). A parent/guardian must make a written request no later than one day before the fixture.
 - c. Non-Wednesday afternoon matches: only Sixth Form pupils who are free or those in Supervised Study are permitted to attend provided their parent/guardian makes a written request no later than one day before the fixture. No other pupils are permitted to attend, unless they meet criterion (a).
 - d. For a, b and c above, requests made on the day of the match will not be accepted.

Failure to adhere to the above procedures will lead to an appropriate sanction being applied.