



Montsaye Academy
The best in everyone™
Part of United Learning

MONTsaye ACADEMY SIXTH FORM

STUDENT HANDBOOK 2026-2027

Respect ■ Honesty ■ Compassion

INTRODUCTION

Welcome to Montsaye Academy Sixth Form. We are delighted that you have decided to continue your education with us. Here, you will be committing to follow a complete programme of both academic studies and enrichment activities; all whilst role modelling our core Academy values of **Respect, Honesty and Compassion**.

There is no doubt that sixth form can be a challenging time, but we are fully committed to supporting you every step of the way. We will support you to achieve the **academic success** that will allow you to aspire to achieve a place at a top university or with an apprenticeship provider. We will provide you with opportunities to develop your **character**, in terms of a full enrichment programme, leadership opportunities and work-related learning. Our strong **pastoral** team means we can support you through any personal difficulties, should the need arise.

This handbook contains all the essential information needed to support your success during your time at Montsaye Academy Sixth Form. Please take the time to read this thoroughly, and keep it handy for future reference. It should be read in conjunction with the Sixth Form Learning Agreement.

Sixth Form Staff, Tutors and Teachers will refer to this handbook during the course of the next two years.



Mrs Kerrie Jones
Head of Sixth Form

MEET THE TEAM AND KEY CONTACTS



Mrs Amy Patterson
Associate Assistant
Principal KS5



Mr Jack Adams
Deputy Head of Sixth
Form



Mrs Laura McNish
Sixth Form Centre
Manager

Mrs K Jones	Head of Sixth Form	kjones@montsaye.org
Mr J Adams	Deputy Head of Sixth Form Year 13 Tutor	jadams@montsaye.org
Mrs A Patterson	Associate Assistant Principal for Raising Standards at KS5	apatterson@montsaye.org
Mrs L McNish	Sixth Form Centre Manager	lmcnish@montsaye.org 01536 418844 Ext. 3023
Mrs P Sutliff	Year 13 Tutor	psutliff@montsaye.org
Mrs M Thomas	Year 12 Tutor	mthomas@montsaye.org
Miss E Bates	Year 12 Tutor	ebates@montsaye.org
Mrs A Briffa	Year 12 Tutor	abriffa@montsaye.org
Mrs K Knight	Careers Lead	kknight@montsaye.org

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THE SCHOOL DAY AT SIXTH FORM

One of the great things, but also the most challenging of studying at sixth form, is that your school day will be different to at lower school – you will now be allocated ‘study periods’ where you will have the responsibility to work independently on both your *home learning* and *independent learning* for each of your subjects.

Example timetable

13 - 17 July 2026 (Week B)				
Day 5 Days Month				
13 Monday	14 Tuesday	15 Wednesday	16 Thursday	Today 17 Friday
08:40-09:10	08:40-09:10	08:40-09:10	08:40-09:10	08:40-09:10
	09:10-10:10 12E/Ss1	09:10-10:10 12A/So1	09:10-10:10 12A/So1	09:10-10:10 12E/Ss1
10:10-11:10 12A/Er1	10:10-11:10 12D/He1			
11:30-12:30 12E/Ss1				11:30-13:30 12A/So1
12:30-13:30 12D/He1	12:30-13:30 12D/He1	12:30-13:30 12E/Ss1	12:30-13:30 12D/He1	
14:00-15:00 12D/He1	14:00-15:00 12A/So1			

Our most successful students are those that treat sixth form as a ‘full-time job’. They work continuously through the day (apart from break and lunch!), completing homework and independent learning in their study sessions. They find that by doing this they keep on top of their work, and do not have as much to complete at home in the evenings and weekends. Of course, there will be work that you will need to complete outside of school hours, but you will find you can get a big chunk of it done during the school day, if you plan and use your time wisely.

You will need to develop the study skills required for success in the Sixth Form as quickly as possible. The first term of Character lessons will cover the study skills you need to become a successful sixth form student. The quicker you get into the habit of studying at school, the easier your sixth form studies will be.

SUCCESS IN YOUR SUBJECTS

In order to be successful in each of your subject areas you will need to:

1. Role model excellent academic behaviour which leads to you being on course to achieve outstanding grades in all subjects, this should be reflected across your school report.
2. Arrive on time for all lessons with all equipment necessary for learning to take place.
3. Be a champion for excellent standards of organisation, including maintaining an organised folder for every lesson, as directed by your teachers.
4. Bring an organised folder to every lesson – this may be one centralised folder for day-to-day use, which you then *decant* into your subject folders.
5. Hand in all work set by deadlines and to the highest possible standard.
6. Take responsibility for your own learning by ensuring that you complete work that is set and covered when you are absent. Where you know you will be absent, you will discuss with your teachers and ask for the work in advance.
7. Always complete independent study beyond the work that is completed in the classroom and what is set for homework. This may include reading, additional practice and testing yourself to further develop competence and understanding of subjects.

SIXTH FORM AREAS

The Sixth Form Study Centre is a dedicated space that is exclusively for the use of Sixth Form students. The Centre is split into four distinct areas for your use...

SF1—Main Study Room

This is a large study area upstairs, which can be used for **quiet** study. You will find PCs available for your use, and a printer and photocopier. There are whiteboards that students can use for group teaching. Mrs McNish is based in SF1, so if you need any help, support or advice, this is where you can find her. Eating and drinking is permitted in here at break and lunchtime.

SF2 - Silent Study Room

The Centre has a room dedicated for **silent** study. Tables and booths are arranged individually, so that students are able to complete their work without distraction. The room will be monitored, and anyone who is failing to use this room properly will be asked to work elsewhere.

SF3—Classroom

SF3 is a classroom used as a teaching space for subjects such as English Literature, History and Sociology. When it is not being used for a lesson, students may use it as an additional study space for group work. This room has an interactive whiteboard which students can use for group teaching.

The Mezzanine and Kitchen

The mezzanine and kitchen areas are for use before school, and at breaktime and lunchtime. They are not to be used during lesson times, **unless permission is specifically granted by a member of the Sixth Form Team**. We have two kitchens, each with a fridge, kettle, microwave and sink. Students can bring in their own mugs, milk, tea bags, etc...Washing and drying equipment will be provided by the Academy, but students are responsible for keeping the area tidy during and after use. You will find our Sixth Form Café on the mezzanine, which is open at break and lunchtime. Payment for food and drinks can be made by card or Apple pay.

ATTENDANCE AND PUNCTUALITY

Excellent lesson attendance is one of the key factors in ensuring success at A Level. It is **YOUR** responsibility to be on time to all lessons, and to have an excellent attendance rate.

Your lesson attendance is reviewed on a weekly basis, and will be reported to your form tutor. In line with the whole school Attendance policy, all students are expected to maintain an attendance figure of **97% and above**. If your attendance falls below this, the sixth form team will discuss the issues surrounding your attendance, and if there is any support we can offer.

If your attendance falls below **97%**, we will contact your parents by letter to let them know, and your attendance will be monitored for four weeks to see if it improves. If, at the end of this four week period, your attendance has continued to fall, you will have a meeting with the Head of Sixth Form to discuss reasons for this decline. Following this, a continual decline could lead to your parents being asked to come into school to discuss this and, ultimately, you could be removed from the sixth form roll.

WHAT DOES YOUR ATTENDANCE FIGURE ACTUALLY MEAN?

100%	97%	95%	90%	85%	80%
190 days of learning	184 days of learning	180 days of learning	171 days of learning	161 days of learning	152 days of learning
0 days absent	6 days absent	10 days absent	19 days absent	29 days absent	38 days absent
EXCELLENT High attendance = high achievement = success		CONCERNING Attendance monitoring begins		SERIOUS CONCERN High impact on progress and can reduce life chances	

We are aware that some absences are unavoidable. Therefore, **the following absences will be authorised** by the Sixth Form:

- Driving practical test (booking confirmation to be presented)
- Attendance at a funeral
- University open days, interviews and auditions (booking confirmation to be presented)
- Hospital or orthodontist appointments which cannot be arranged outside school hours (an appointment card or letter will need to be presented).

It is your responsibility to inform Mrs McNish of any of the planned absences listed above, otherwise your absence will be logged as **unauthorised**.

The **following absences will not be authorised**:

- Holidays during term-time.
- Routine doctors /dentist appointments which could be made outside of school hours.
- Part-time work.
- Birthdays or similar situations.
- Looking after siblings or relatives.
- Accompanying a friend or family member to an appointment.
- Driving lessons.

If you have a planned absence, it is polite to let your teachers know in advance that you will be missing their lesson, and you should collect the work from them. It is your responsibility to ensure that missed work is completed in your own time.

Unplanned Absence

An unplanned absence is generally due to illness or an accident, meaning that you are unable to attend school without giving any notice. In this instance, the following procedure must be followed:

A parent or carer will need to contact Mrs McNish in the Sixth Form Centre before 9.00am on the first day of absence, and every day of absence which follows this. Mrs McNish can be contacted in the following ways:

- Phone: 01536 418844 ext. 3023
- Email: lmcnish@montsaye.org

Your parent should state your name and the reason for your absence. If your parent or carer is unable to contact Mrs McNish (if they are at work, for example) you may email Mrs McNish yourself to explain your absence. Mrs McNish will then follow this up with an email and text message to your parent, to ensure they are aware that you are not at school. The absence will remain unauthorised until we hear back from a parent.

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Absences due to illness will either be authorised or unauthorised. When making this decision, we will follow the guidance set out by NHS England [Is my child too ill for school? - NHS](#)

If you are absent with illness for more than three days, you will be expected to have a 'back to school' meeting with your tutor or a member of the sixth form team to see if you need any support.

If you have an unplanned absence, you should contact your teacher as soon as you are able to collect the work you missed.

Signing Out

If you need to leave the school site during the day, you must speak to a member of the Sixth Form team, and collect an Exit Pass. You need to sign out in SF1. Proof of the reason you need to leave (dental appointment card, etc) must be presented.

If you become ill during the school day and need to go home, please ensure you sign out of school and you let a member of the Sixth Form Team know. A text will then be sent to your parents to let them know that you are unwell and have left the school premises.

Arriving Late

If you miss morning registration for any reason, you **MUST** sign in in the Sixth Form Centre before going to lesson. You will be asked to explain you were late, and the registers will be adapted to show a 'L' mark. The number of 'late L' marks will be checked on a weekly basis, and if you are regularly late to class you may be called to discuss this with the sixth form team and an after-school detention will be issued.

If you have not been marked present in lesson 1 by 9.30am, contact will be made with your parents to enquire about your whereabouts. This is a **safeguarding concern**; we are responsible for you between the hours of 8.40am-3.00pm. If you are not here, we need to know where you are!

Truantiing from lessons

Mrs McNish conducts several spot checks on attendance throughout the week. If the registers show that you are not where you should be, and we have been given no reason for this absence, a text will be sent home to let your parents or carers know.

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SIXTH FORM DRESS CODE

The dress code at Montsaye Academy Sixth Form is as follows:

- Smart shoes or boots. No trainers, canvas shoes, converse, sliders or crocs. No Uggs or backless shoes.
- Smart trousers. No jeans, combat trousers, leggings or tracksuits. Trousers should not have frays, fringes or rips.
- Smart skirts. Skirts should be no shorter than 10cm above the knee.
- Smart dresses, which should be no shorter than 10cm above the knee.
- Dresses must have wide-fitting shoulder straps - thin or spaghetti straps are not permitted. Shoulders should be covered up.
- Smart blouse or shirt.
- Plain T-shirts and polo shirts are allowed. No large logos, although a small, discreet logo on the breast pocket is allowed. Crop tops are not allowed and midriffs must be covered.
- Smart cardigan or jumper. No hoodies or large logos. Plain jumpers of a 'sweatshirt-type' material are permitted.
- Ties and blazers are optional.
- Outer coats - denim jackets are not permitted.
- Jewellery should be discrete and unobtrusive. No facial piercings (one flat nose stud is acceptable)
- Hair should be of a natural colour.
- Hats or caps should not be worn anywhere in the school building.
- Sixth Form Lanyard and ID card must be worn at all times.

Sixth Form students should dress smartly and appropriately for a working day at the academy. They should be sensitive to the needs of our community and set a good example to our younger students. We expect our students to use their common sense and judgment when choosing clothes to wear at the academy. Students should dress in ways which are appropriate for a working day, and this may need to be different from how they dress in other situations. The dress code is designed to enable all members of the community to work together in a safe environment free from embarrassment.

Students will be asked to return home to change if they do not adhere to the dress code. What is deemed reasonable, excessive and/or appropriate remains at the discretion of the Head of Sixth Form.

Tops



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Skirts and Trousers

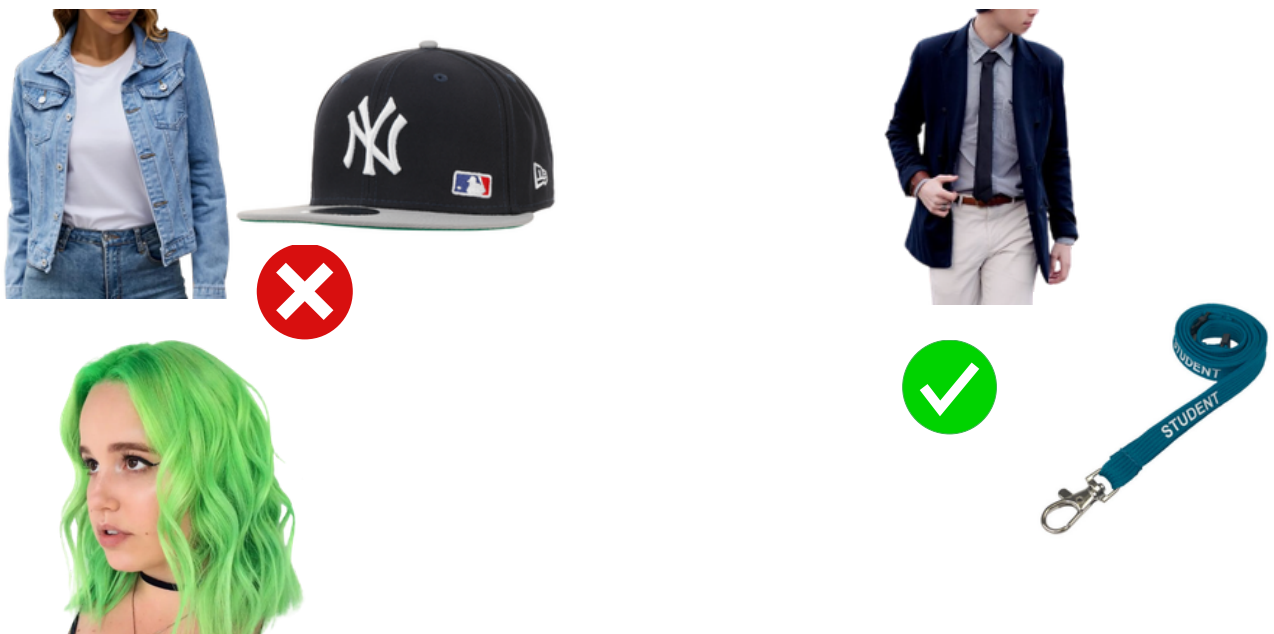


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Shoes



Miscellaneous



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Lanyards and ID Cards

Lanyards and ID Cards are issued to Year 12 students at the beginning of Year 12. They should be worn visibly at all times, and form part of our dress code. They are an essential part of our school safeguarding system. The ID cards also allow sixth form students the privilege of being able to open the school gates, and external doors around the school building. As a result, students need to ensure their lanyards and ID cards are kept safe at all times.

If a lanyard and ID card is lost, one replacement will be issued. Please be aware that repeated lanyard / card replacements after the first incident will incur a small charge.

If a lanyard is forgotten and left at home, a temporary lanyard will be issued for the day. Students will be required to leave their mobile phone as a form of collateral in return for a temporary lanyard. Mobile phones can be collected from the Sixth Form Office at the end of the school day.

SIXTH FORM BURSARY

The 16-19 Bursary is intended to help support those young people who face the greatest barriers in continuing in education Post 16. Eligibility for the full bursary targets students who are or who have recently been in care of the local authority, as well as students who receive income support.

Discretionary bursaries are also available to cover specific costs that are related to the decision to remain in full time, post 16 education. These costs could include travel costs, educational trips, or course-specific equipment. Eligibility for the discretionary bursary is dependant upon household income.

If you would like further details, please contact Mrs McNish. All the relevant information and application forms can be found in the Sixth Form section of our Academy website. Paper copies can also be collected from Mrs McNish.

MOBILE PHONE AND DEVICE USAGE

Restrictions on Mobile Phone and Electronic Device Use

Sixth Form students have restricted use of their mobile phones (see detail below) and may use other electronic devices in designated areas.

- Sixth Form students may only use their phone and headphones when in the Sixth Form Centre.
- Devices should be away when transitioning around the school and when on the school site (arrival to and departure from school).
- During Study Periods students should only use their phone in the first 10 minutes of the session – this gives them an opportunity to check their Arbor account, set up a music playlist to listen to whilst studying and check emails. After the first 10 minutes of any study session your phone must be away in your bag and must not come out again during the period.

Failure to adhere to the rules above will result in the phone being confiscated. Failure to hand in the phone, or repeat offences, will result in an escalation to the Head of Sixth Form.

Using Devices in Lessons

Pupils are reminded that almost all assessments are hand-written and therefore this is expected to be their normal way of working. However, devices may be used in lesson where in agreement with the class teacher. If devices are used in lesson, or for independent learning, then pupils are responsible for maintaining the organisation of their electronic files in the same manner as they are responsible for the organisation of their written folders. Students must be prepared to share all of their work (both electronic and hand-written) with their teachers, Head of Year and the Head of Sixth Form when folder checks are conducted.

Using Devices in Study Periods

Pupils may use their own laptop or tablet in their study periods for studying only. Pupils are reminded that incorrect use of the device may result in them losing the privilege of being able to use a device. Pupils are only allowed to use their device to access social media, messages, games, etc during break and lunch times and only when in the Sixth Form Centre.

KEY DATES FOR YEAR 12

DATE	EVENT
Friday 25 Sept	Deadline for Bursary Applications
w/c 28 th Sept	Baseline Assessments - all subjects
w/c 5 th October	First Assessment point
w/c 19 th October	First Report Published
w/c 11 th January	Mid Year Assessment Window
w/c 8 th February	Report Published
Thursday 25 th February	Year 12/13 Parents Evening 4.00-7.00pm
w/c 14 th June	Year 12 Mock Exam Period begins
w/c 12 th July	End of Year Report Published

To be confirmed

- UCAS conference at the University of Derby
- Higher Education Information Evening for parents and students (May/June)
- Work Experience window (June/July)

Subject specific trips confirmed at present

- Music and Dance - 2-3rd December Residential to London
- Biology Fieldwork - 29th April, 18th June and 12th July