



2026-2027

MCA6 WAY

Principal: Mr J Oxley

The Sixth Form Team:

Ms C Coxall- Assistant Principal, Director of Sixth Form and ADSL

Mrs J Wetton- Assistant Director of Sixth Form, ADSL and KS5 Science Lead

Mrs T Sharley- KS5 Student Support Officer (SSO)

Mr Todd- Sixth Form Administrator

Faculty Leaders:

Mr A Burt- PE, Business and Health

Mr West- DT and Art

Ms A Smithson- English

Mrs B Billson- Humanities

Miss Y Szuszman- MFL

Miss J Barry- Maths

Mrs J Sayer- Music & Performing Arts

Mrs A Briggs-Hunter- Science

All staff can be contacted via email: firstname.surname@attrust.org.uk

ACADEMY CONTACT DETAILS

Telephone number: 01638 714645

Email: mca6-reception@attrust.org.uk

CONTENTS

- 1. Student handbook**
- 2. MCA6 ethos**
- 3. Pastoral Support at MCA6**
- 4. Timings of the day**
- 5. Progress, monitoring and reporting**
- 6. Study Areas and Study Leave**
- 7. Absence procedure**
- 8. MCA6 Policy on paid and part-time employment**
- 9. 16 to 19 Bursaries**
- 10. Sixth form dress code & Mobile phone use**
- 11. Security Entering and Exiting MCA6**
- 12. Academy property and the book and key card deposit system**
- 13. Fire and building evacuation procedure**
- 14. Safeguarding (SEND, School Nurse, Equality)**
- 15. Sixth Form vehicle drivers**
- 16. Student Leadership**
- 17. Sixth form activities and enrichment**
- 18. Preparing for your future**
- 19. Sixth form learning agreement**

1. THE STUDENT HANDBOOK

A warm welcome to MCA6 for all students and parents, whether you are joining us for the first time or continuing your education with us.

This handbook is designed to help answer most questions. If you read it carefully you will understand how the Sixth Form works day to day and what is expected of you as a member of the Sixth Form and the Mildenhall College Academy community.

All MCA6 staff hope that you will find your time in Sixth Form stimulating, rewarding and enjoyable. All staff are here to help guide you as part of a community that provides for your intellectual, social, emotional and moral growth.

Our aim is that you leave the academy as a successful, considerate and responsible person, able to confidently enjoy and contribute fully to the world around you.

2. THE MCA6 ETHOS

“Working together, supporting individuals”

Our Aims:

- ♦ Achieve academic excellence
- ♦ Be the best you can be
- ♦ Contribute positively to your community

We will achieve this by embracing the following key principles:

“Work hard; be kind”

3. PASTORAL SUPPORT AT MCA6

Skills for Life

Skills for Life is a vital part of the Sixth Form Curriculum, the sessions are designed to support students' transition to adulthood. Both Year 12 and Year 13 have fortnightly SKL lessons which will cover topics such as careers, educational finance, mental and physical health, finance for life and relationships education to help support student's journey through Sixth Form. **These lessons form a compulsory part of student timetables and a requirement of student's allocated learning hours.** Mr Goodenough oversees the SKL curriculum, please contact him with any questions you have Richard.Goodenough@attrust.org.uk.

Role of the Personal Tutor

At MCA6, we are committed to helping you achieve your academic potential while supporting your wellbeing and personal development. Every student is assigned a **Personal Tutor** who will provide guidance, encouragement, and provide regular support throughout your time in the Sixth Form.

To help you stay on track, we hold **Morning Meetings twice each week**. You will be allocated your meeting days in September.

Your Personal Tutor plays an important role in writing UCAS applications, apprenticeship references, and other recommendations, so it is important that you keep them updated about any work experience, enrichment activities, leadership roles, volunteering, or super-curricular opportunities you take part in.

You and your parents/carers can contact your Tutor or any member of the Sixth Form Team at any time for advice, guidance, or assistance.

KS5 Student Support Officer

Mrs Sharley is the Key Stage 5 Student Support Officer. Mrs Sharley offers pastoral support to all Sixth Form students.

4. TIMINGS FOR THE MCA6 DAY

- Academy Open - 08:35
- Morning Meeting- 08:55-09:25
- Lesson 1- 09:25-10:30
- Break- 10:30- 10:50
- Lesson 2- 10:50-11:55
- Lesson 3- 11:55- 12:55
- Lunch- 12:55- 13:35
- Lesson 4- 13:35- 14:40
- Lesson 5- 14:40-15:40

Every Wednesday will be an early finish, with lessons finishing at 14:40

TERM DATES 2025-2026

PD Days: Tuesday 1st and Wednesday 2nd September 2026
Enrolment Day: Thursday 3rd September 2026
Sixth Form Induction Day Y12 and Y13: Friday 5th September 2026
Autumn Half Term Break: Monday 26th October - Friday 30th October 2026
Christmas Holiday: Friday 18th December 2026
Students Return: Monday 4th January 2027
Half Term Break: Monday 15th February - Friday 19th February 2027
Easter Holiday: Monday 26th March- Friday 9th April 2027
Summer Half Term Break: Monday 31st May- Friday 4th June 2027
Last Day of Term: 21st July 2027
PD Days: TBC

Year 13 A Level students continue lessons until they have completed their final examination.

Year 13 students who take BTEC and Cambridge Technical qualifications will continue lessons until all coursework is completed as well as any final exams.

5. PROGRESS MONITORING AND REPORTING

At MCA6, we aim to create a positive, supportive, and purposeful environment where every student can thrive and achieve their full potential. As members of our Sixth Form community, students are expected to uphold high standards of behaviour, attendance and demonstrate the school's **TRAITS** values in everything they do.

By attending regularly, working hard, showing respect, and fully engaging in all aspects of Sixth Form life, students help to create a positive learning environment for themselves and others. These qualities are key to both personal success and academic achievement.

We believe in recognising and celebrating students who consistently demonstrate positive attitudes and behaviour. As a result, Sixth Form students will have opportunities to receive rewards and recognition at the end of each half term.

MCA6 ATTENDANCE PROCEDURE

Attendance is crucial in setting routines, it demonstrates to potential employers and universities that students are organised, reliable and serious about their studies.

Research shows that students with high attendance achieve higher grades in their examinations than those with lower attendance.

The MCA6 Team monitor attendance data weekly, the following stages will be used for those students who fall below 94% attendance and supportive measures will be put in place. Students who demonstrate excellent attendance will be rewarded. Students in receipt of the 16-19 Bursary are expected to maintain high attendance as bursary payment is linked to this.

Attendance %	Stage
94%-90% attendance	Stage 1- Tutor to discuss attendance with the student. Discuss supportive ways to improve attendance.
90% attendance and below	Stage 2- Meeting with CCO or JWE. Discuss supportive ways to improve attendance. Letter sent home to parents. Monitor and review attendance over 4 weeks.
85% attendance and below	Stage 3- Meeting with CCO or JWE and parents. Discuss supportive ways to improve attendance. Letter sent home to parents. Monitor and review attendance over 4 weeks.

Stages	Trigger	Response	Notes
MCA6 Stage 1: Subject teacher and young person	- Attendance concerns - Missed deadline - Progress concerns in subject	1:1 meeting with subject teacher and young person - Appropriate intervention actioned and recorded to support the young person - Continue to monitor	Record on intervention spreadsheet as MCA6 Stage 1
MCA6 Stage 2: Subject teacher and parent/carer	- Continued attendance concerns - Deadlines continue to be missed - Continued progress concerns in subject	- Phone call home to parent/carer - Appropriate intervention actioned and recorded to support the young person - Actions recorded on Bromcom and MCA6 shared spreadsheet - Extra supervised study sessions if appropriate	Record on intervention spreadsheet as MCA6 Stage 2
MCA6 Stage 3: Faculty	No impact/improvements from previous stages of intervention	1:1 with Faculty Leader or KS5 Subject Lead and phone call home - Appropriate intervention actioned and recorded to support the young person. Intervention actioned so far must be reviewed in faculty	Record on intervention spreadsheet as MCA6 Stage 3
MCA6 Stage 4: Director of Sixth Form	- No impact from Faculty Intervention - Previous stages may be skipped in the case of serious misconduct or significant concerns and truancy	1:1 with Director of Sixth Form and phone call / parent/carer meeting - Appropriate intervention actioned and recorded to support the young person Intervention actioned so far must be reviewed by Director of Sixth Form	Record on intervention spreadsheet as MCA6 Stage 4
MCA6 Stage 5: Principal	No significant improvement shown	Referral to Principal / Head of Academy	Record on intervention spreadsheet as MCA6 Stage 5

Personal Tutor to monitor intervention spreadsheet and use Personal Tutor time to discuss with young person and provide additional support.

6. STUDY AREAS AND STUDY LEAVE

Where students have a Morning Meeting or assembly, they are expected to be in for 08:55am. For all other mornings, Year 12 students are expected to attend MCA6 from 9:25am. MCA6 is open for students from 8:35am. For the first half term, Year 12 students are expected to attend MCA6 for the full week, including their non-contact time. This will be reviewed in October.

The Morning Meeting is an important time to form friendships with teachers and other students, as well as settle into life at MCA6.

MCA6 has a commitment to all students and ensuring they are fully supported in their learning and academy life in general. There is a range of support available for students to access. If you need support you can speak to your Personal Tutor, subject teacher, KS5 SSO, Director of Sixth Form, or the Assistant Director of Sixth Form. The school nurse and careers advisor are also available for drop-in and appointments.

If Year 12 students have turned 17 years of age, they can request one study period a week for driving lessons. Requests must be made in-person to Miss Coxall who will consider your attitude to learning, attendance and progress before reaching a decision. Driving lessons **MUST NOT** be booked during lesson time.

Year 12 students must participate in Work Experience, which is a full week calendared in July. In addition, students can request one study period a week to complete on-going experience. Work Experience should be related to a student's programme of study and career aspirations; Work Experience is NOT a part-time job.

7. ABSENCE PROCEDURE

We understand that there are times when students may be absent from MCA6, for example, they are unwell or have a planned absence. Planned absences should be discussed with Ms Coxall, Director of Sixth Form, to obtain permission in advance. If students are unwell, this is considered as an unplanned absence. The parent/guardian should contact Mr Todd, Sixth Form Administrator to report the absence. Please inform the academy of an unplanned absence by 8am if possible. Telephone: 01638 714645 email: mca6-reception@attrust.org.uk

The following reasons will not be authorised: holidays, part or full-time employment, leisure activities, birthdays, babysitting, shopping and driving lessons. Holidays should not be booked if they clash with exams dates.

During the Academy day

Any accident or medical issues must be reported to a member of staff immediately. In an emergency students should go directly to MCA6 reception. If students fall ill during the academy day, they should inform the staff member they are with, and they will contact a qualified First Aider.

Students must inform staff before leaving the site.

Absence from an exam

If a student is ill or there is an unforeseeable emergency that means they are unable to sit an exam, the academy should be contacted immediately. If a student is ill, they will need to produce a medical note from a doctor confirming the illness and pass onto the exam's office. Failure to do so will result in the student being charged the full exam entry fee. In the event of any other emergency such as a car breakdown or a late bus, try to contact the academy if possible. Candidates should make their way to the academy as quickly as possible as they may still be able to sit the exam despite being late.

8. MCA6 POLICY ON PAID PART-TIME EMPLOYMENT

A part-time job can be very valuable for your personal development. Aside from providing a small income, it can help to reinforce and develop self-confidence punctuality, reliability, and teamwork as well as self-reliance. However, this should never be at the cost of a student's primary objective of attaining an excellent education and achieving the best possible grades. Students should see their time at MCA6 as an investment for the future and the reward will be of far longer-term value than a part-time job.

Much research has shown that part-time employment beyond ten hours a week will seriously detract from a student's grades. We have therefore decided to make the '**Ten Hours Maximum Rule**' part of our formal 'Learning Agreement' which students and parent/carers must sign.

9. 16-19 BURSARY FUND CRITERIA

The 16-19 Bursary Fund is provided by the government to support vulnerable students and students from low-income families during their Sixth Form studies.

The bursary can be used for clothing, books and other equipment for the courses the student is studying, as well as, transportation to MCA6.

The bursary is not usually paid directly to students instead students will be provided with Academy related resources paid for using their allocation, or it will cover essential Academy visits or students can claim for Academy related journeys.

Students can apply for the 16-19 bursary once they have enrolled at MCA6.

The bursary criteria can be found on the next page.

9. 16-19 BURSARY FUND CRITERIA

Bursary Type	Criteria
Vulnerable student bursary (up to £1,200)	Students are eligible to receive up to £1,200 if at least one of the following applies: The student is in or have recently left local authority care The student gets Income Support or Universal Credit in your name The student gets Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit The student gets Personal Independence Payment (PIP) in their name and either ESA or Universal Credit
Discretionary bursary (up to £1,200)	Students should meet at least one criterion to be awarded the discretionary bursary: ·Household income of less than £25,000 per year ·Be a young carer ·Be entitled to and claiming free school meals ·The student is living independently ·The student is encountering unexpected financial hardship
Emergency Family Circumstances Bursary	Students whose family encounter unexpected financial difficulties or other family emergencies should speak to Miss Coxall Director of Sixth Form regarding possible support through the 16-19 Bursary Fund.

10. SIXTH FORM DRESS CODE

All students should take pride in their appearance and dress appropriately for a working day at the academy.

Miss Coxall makes the final decision on suitability of dress and will define the term 'reasonable' and 'extreme'. Individual requests, including those on religious grounds, will be considered on a case-by-case basis. Any student deemed to be inappropriately dressed for the academy will be sent home to change into more suitable clothing.

Remember that you will be expected to set an example as the lead students in the academy. Students studying practical subjects will have to ensure that they are always properly dressed for those lessons, as defined by the subject. Practical subjects will make all students aware of what they are expected to wear.

Dress Code

Students at MCA6 are not expected to wear a uniform. However, we do expect students to dress appropriately.

- Items of clothing should not contain offensive slogans
- Skirts and dresses should be an appropriate length
- Shorts are acceptable providing that they are tailored (no board shorts/hot pants)
- Bare midriffs and backs are not permitted
- Clothing should not be transparent
- Jewellery and piercings are acceptable providing that a health and safety risk is not posed and should be removed without question if asked
- Hats and hoods should can be worn in the building but removed when in lessons
- Footwear should be appropriate, flip flops and sliders are not allowed for health and safety reasons.

Tattoos

Where possible, tattoos should covered by clothing or wristbands.

If you are unsure about any part of this dress code, please speak to Miss Coxall or Mrs Wetton.

Mobile Phone Use

Mobile phones are a part of our lives and can be very useful resources. Mobile phones are allowed in the Sixth Form but they must be used appropriately and not interfere with the safety and effectiveness of the learning environment. To ensure this is the case all staff and students at MCA6 will:

- Only use their mobile phones in social areas
- Not walk and text whilst moving around corridors
- Not use their mobile phone other than to support independent working in the Study Centre
- Not use their phone in lessons keeping it out of sight and on silent unless the teacher allows it to be used for an educational purpose.

11. SECURITY ENTERING AND EXITING MCA6

After enrolment, all students will be issued with key cards which will help us monitor who is on site. The academy has a safeguarding responsibility to ensure it knows exactly who is on the site at any time. It is your responsibility to ensure that you swipe your card on entry and exit to the building. It will be considered a serious breach of rules if a student uses their key to facilitate access to the building for another student or individual.

If a student has lost or forgotten their key card, they must go to reception to sign in with Mr Todd. If the card has been lost, you must inform reception at once and your card will be cancelled. A lost card fee of £3.00 is needed and a replacement key card will be issued.

12. ACADEMY PROPERTY, LAPTOP, BOOK & KEY CARD DEPOSIT SYSTEM

All students are required to pay a refundable deposit of £50.00 to ensure the Academy is refunded for any lost or damaged to their laptop, key cards, textbooks or locker keys.

The Deposit needs to be paid through MCAS, our online payment system, during the first week after enrolment. The IT agreement must be read and signed before the laptop can be issued.

On leaving or completion of courses at MCA6 all textbooks, the key card, locker key and laptop must be returned to the Academy and the deposit will be reimbursed minus the cost of any items which may have been lost or damaged.

13. FIRE AND BUILDING EVACUATION PROCEDURE

If a student should see fire, they should inform a member of staff and/or press the nearest fire alarm.

When the alarm rings:

1. In class: Leave in silence in an orderly manner as instructed by the teacher. Be ready to listen to and act upon instructions of teachers when moving to the assembly areas.
2. Not in class: Leave the building by the nearest safe exit and make your way to the assembly area by the quickest route unless told to go another way by a teacher
3. ALWAYS: Leave behind all belongings

MCA6 assembly point:

MCA field next to year 11

Line up alphabetically, and a member of staff will be holding a sign. Line up behind the correct letter according to your surname.

A-E, F-M, N-S, T-Z (Y12 and Y13 will be together)

14. SOURCES OF SUPPORT

Safeguarding

Our Sixth Form aims to establish and maintain an ethos where our students feel secure, are encouraged to talk and are listened to. Students in our Sixth Form will be able to talk freely to any member of staff at the academy if they are worried or concerned about something.

The senior designated safeguarding member of staff is Mr A Ginn. The alternate designated safeguarding leads available at MCA6 are Ms C. Coxall, Mrs J. Wetton and Mr A. Smith.

Special Educational Needs and Disabilities

The SEND Coordinator at Mildenhall College Academy is Miss S. McGahan who is in the Student Support Office at The Hub site.

If you have any questions or concerns regarding disability, please speak to Miss S. McGahan.

The School Nursing Team

We have a designated school nurse drop-in service at MCA6 which will be advertised or you can book an appointment to see her through Mrs Sharley.

15. SIXTH FORM VEHICLE DRIVERS

Students are permitted to drive and park their own vehicles onto the MCA6 site. However, students must always drive safely at the correct speed limit and exercise due care.

16. STUDENT LEADERSHIP

The MCA6 Student Leadership team is displayed in the main corridor. Their aim is to represent the student body and to assist the staff in improving the quality of experience across the Sixth Form. They will lead on organising social events, supporting academy events and fundraising for the Mid Summer Ball.

17. SIXTH FORM ACTIVITIES AND ENRICHMENT

Throughout the academic year a range of activities will be organised by the sixth form and subject staff as well as by your student leadership team. Keep your eyes peeled throughout the year and get involved with as much as you possibly can. Remember work hard, play hard!

Enrichment will include:

- Trips, visits, prefect organised quizzes, bingo etc.
- Guest speakers, activity sessions
- Preparation for your future e.g. UCAS exhibition, university visits, work experience
- Charity events and fundraising

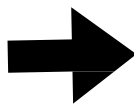
18. PREPARING FOR YOUR FUTURE- LIFE AFTER MCA6

Research Options / Choices

Students must take responsibility for exploring their career options and participating in activities designed to support their decision making.

Training and preparation through assemblies, pathways evening and morning meetings.

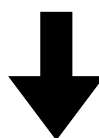
Support via personal tutor, subject teachers, MCA6 Team.



Writing Personal Statement

Students to write a personal statement which can be used for UCAS application or apprenticeship/ job application.

Training and preparation through assemblies, pathways evening UCAS and morning meetings.
Support via personal tutor, subject teachers, MCA6 Team.

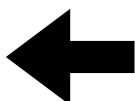


Responding to Offers

Students are expected to discuss university/apprenticeship/job offers with their tutor and respond accordingly.

Timeframe is dependent on universities, apprenticeships and job offers.

Support via personal tutor, subject teachers, MCA6 Team.



Completing UCAS Form

Students are encouraged to complete a UCAS application even if they are undecided on their final destination.

Timeframe- starting in the summer term of Year 12 with completion for UCAS Internal Deadlines – early entry 1st October 2026 and all others 2nd December 2026.

External Deadline – early entry 15th October 2026 and 13th January 2027.