



Tuesday 3 March, 2026

Dear Families,

Shortly before half term, we began sending home more regular information about Sixth Form attendance. Thank you for bearing with us while we addressed a few teething problems with the introduction of those automated daily emails. Now those have been resolved, we wanted to take the opportunity to share with you a reminder of our expectations for Sixth Form attendance, and how we monitor and communicate with you about it.

Sixth Form tutoring is designed to meet the needs of young adults as they prepare for the world of employment or higher education. Students are afforded a greater degree of flexibility than they will have experienced in the lower school, but this does come with greater responsibility - to monitor their school emails regularly, keep in touch with their form tutors and to organise their own time.

All Sixth Form tutors communicate with their groups regularly by email, so it is vital that students check their school email regularly (at least once a day), ensure they know when their tutor expects to see them and then attend all sessions promptly. The Sixth Form office also sends information and reminders to students about assemblies, special events etc. Likewise, teaching staff will communicate by email with students, including if they are absent and providing instructions for work to be completed independently.

Below is an overview of our expectations and procedures for Sixth Form attendance. A more detailed version, in Q&A format, can be found on the school website [here](#).

Please do take a few minutes to read and discuss this information with your Sixth Form student. If you have any queries, please do not hesitate to contact your student's form tutor in the first instance, or one of us for more serious/sensitive matters.

Yours sincerely,

**Ms Porter**

Head of Sixth Form

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**Mr Groves**

Deputy Head of Sixth Form

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# Sixth Form Attendance: Expectations & Procedures

## 1. Key Attendance Requirements

Our school attendance target is **96%**. To achieve this, students will typically have no more than one absence every 4 weeks. We are a full-time, on-site learning provider and attendance is compulsory for **all** timetabled sessions.

Students are required to be in school by **8:25am** for the following sessions:

- **Assemblies:** Year 12 (every Thursday); Year 13 (alternate Tuesdays).
- **Learning for Life:** Every Wednesday.
- **Tutor Meetings:** 1-to-1/small group sessions as scheduled by tutors (typically Mondays/Fridays).
- **LIFE Programme:** Tuesdays (or as arranged by the form tutor) .

**The following sessions are also compulsory:**

- **Year 12 Enrichment:** Every Wednesday, Period 5.
- **Supervised Study:** All Year 12 (and some Year 13) students must attend timetabled sessions in B01.

## 2. How to Report an Absence

To authorise an absence, a **parent/carer** must contact **Mrs Churton** by **8:30am** on each day of absence.

- **Method:** Use the *StudyBugs* app (see <https://studybugs.com/about/parents>) or email [ks5attendance@sackvilleschool.org.uk](mailto:ks5attendance@sackvilleschool.org.uk). Please include a specific reason for absence.
- **Note:** Emails from students will not be accepted. Absences for driving lessons, paid work and holidays will not be authorised.

## 3. Monitoring and Communication

- **Daily Alerts:** If a student is marked 'unauthorised absent' for any registered session, the primary contact will receive an automated email at **4:00pm** that day.
- **MCAS App:** You can track attendance data via the MCAS app (note: this is based on am and Period 4 registration).
- **References:** Please note that attendance data is frequently requested for university and job references, both for current and former students.

## 4. Important Procedures

- **Illness During the Day:** Students must sign out with **Mrs Churton (B01)** or **Mrs Adams (Medical office)** before leaving site. Leaving without signing out is a safeguarding risk and will be marked as unauthorised.
- **Teacher Absence:** If a lesson is cancelled, students should complete set work in accordance with teachers' instructions. If staying on site to work, they **must** register in B01 for safeguarding reasons.
- **Discrepancies:** If a student believes there is a registration error, they should speak to the relevant teacher or form tutor immediately to rectify it.