



NEW STUDENT ENROLMENT PACK

September 2025



Everything You Need To Know About Enrolment at Long Road

We are really excited for you to join our college community. We have put this pack together, full of important information, to help you prepare for September.

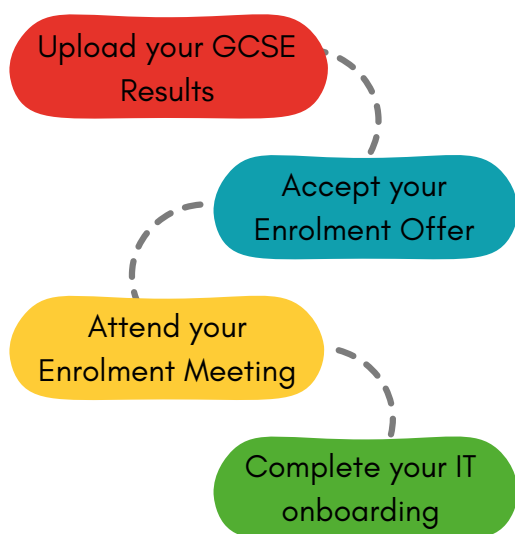
WHAT'S COVERED IN THE PACK:

- Results Day
- Enrolment & Orientation
- Getting to College
- Student Support
- Careers & Enrichment
- Financial Information
- FAQs



ENROLMENT – WHAT TO EXPECT

To help you have the best possible start to your academic studies and the wider student experience, we have a formal enrolment and orientation process that you will need to complete:



GCSE Results Day.

All students who wish to enrol need to submit their GCSE results electronically. GCSE results will be published on **Thursday 21st August**.

You will need to submit your results to us by 1pm on Friday 22nd August via the Enrolment Form on your Admissions+ account. We will send step-by-step instructions for this closer to the time.

Enrolment Meeting and Offer

After submitting your grades to us, if you have met the entry criteria of your chosen courses, you will receive an enrolment offer from us. These will be issued from 22nd August onwards, and you will need to accept it as soon as it comes through.

If you have not met the entry criteria for your chosen courses, or you wish to change your course(s), you will have the opportunity to speak to a member of our staff via telephone to discuss your options.

Enrolment meetings will be automatically arranged and will take place via telephone, across Wednesday 27th and Thursday 28th August. During the meeting, we will confirm your course choices and place at the college.

If you decide not to continue to enrolment with us in September, you will have the option to withdraw your application via your Admissions+ account.



IT ONBOARDING & PHOTO

After Enrolment - IT Onboarding

Once you accept your offer, you will be invited to complete a number of online induction modules, before your on-campus New Student Orientation.

There are details you need to check before you start the Student IT Onboarding to help you learn the attitudes, knowledge, skills, and behaviours required of you as a new student and to get your login details set up for Long Road systems.

Your login details will be sent to you separately. It is also important to check that the mobile phone number we have on record for you is correct when submitting your GCSE results to us via the *Enrolment Form*. Mobile numbers must be in 07123456789 or +447123456789 format.

Any updates may take up to an hour to be reflected in our onboarding system.

Photo for your college ID

You will need to provide us with a photo of yourself for your Long Road ID badge. Your photo can be uploaded to your application now to speed up the enrolment process. To upload your photo, login to your **Admissions+ account** and click on the *Personal Details* tab, where the option to upload a photo will be visible under Step 1.

If your photo is not suitable, you will receive further instructions as part of the online enrolment process.

Top Tips for your photo:

- Don't crop or edit the photo – just use the image directly from the mobile phone or camera
- If using a camera or DSLR to take the photo, make sure it is set to the highest available quality or resolution setting, and make sure it is held sideways to take the photo in portrait
- If using a mobile phone to take the photo, try using the rear/back camera instead of the front/selfie camera, as this often gives higher resolution results
- If using an iPhone to take the photo, you may need to go into Settings > Camera, then turn off Auto Apply Adjustments – this will prevent it from automatically cropping the photo
- If using an iPhone 7 or newer, go into Settings > Camera > Formats then choose Most Compatible

Verifying Exam Results

As part of your online IT onboarding activities, you will need to submit a copy of your GCSE exam results slip or certificates to us.

These will need to be **scanned copies** or **clear photographs** of the documents.

Your grades will then be checked by the college team, ahead of orientation.

NEW STUDENT ORIENTATION

New Student Orientation Process

Our on-site orientation will be held on Thursday 4th September and include a number of induction activities.

A timetable for the day will be sent to you after enrolment. In the meantime, here is a summary of what you can expect to be doing during orientation:

- Signing your Student Learner Agreement
- Preparation sessions for your lessons with your course teachers
- Induction Talk with the Principal
- Collecting your Student ID badge

Student Learner Agreement

Your Student Learner Agreement is an important document that sets out the terms of your full-time study programme with us.

The learner agreement will be issued to you as part of orientation, and you will need to read, sign, and hand it back.



Timetable

After you have completed your IT onboarding, you will receive login details for your Long Road email account. Your timetable will be sent to this email.

Timetable breakdown:

- Your timetable will usually include three 1.5hr classes per subject across the five-day week
- The day starts at 09:00 and finishes at 16:10
- There is a 20-minute break in the morning and a 45-minute lunch break in the afternoon

The timetable will also include independent study periods (during which you are free to leave the site), tutorials, career planning, review sessions, workshops, as well as dedicated time for Team Sports and enrichment.

We also dedicate time in the timetable to Progression Planning. These are slots kept free in your schedule for events. You will be informed when they are being used.

KEY DATES FOR YOUR CALENDAR:

- **21st August:** GCSE Results Day
- **22nd August (1pm):** Deadline to submit exam results
- **27th & 28th August:** Enrolment Meetings
- **4th September:** New Student Orientation
- **8th September:** Start of Term

GETTING TO COLLEGE

Travelling by Rail

The nearest railway station to the college is Cambridge station, approximately 1.6 miles away. Throughout the college day, we run our own free shuttle bus to the station for our students.

Walking from the station takes approximately 20-30 minutes. Students who travel by rail may be able to receive discounted travel, with up to 50% discount, on:

- Term tickets
- Academic Year tickets
- Monthly direct debit tickets
- All tickets issued on durable Smartcards

Please visit these for more information:

- www.16-17saver.co.uk (16-17 Saver railcard is not valid after a student's 18th birthday)
- www.greatnorthernrail.com/tickets/discounts-and-railcards/student-connect
- <https://railplus.greateranglia.co.uk/scholars.html>

The Cambridge South Station is set to open in 2026. It will be located around 5-7 minutes on foot from the college site.

Walking/Cycling

Many students either walk or cycle to the college from the surrounding area or the railway station. Bicycle racks are available on site.

Travelling by Car

There is no student parking at the college or in the surrounding areas. We encourage students to find alternative modes of transport.

Travelling by Bus

We are served well by local bus services and are on the Cambridge Guided Busway. Journeys can either be direct or may mean a change in Cambridge City Centre. The closest bus stops to the college are Robinson Way, Puddicombe Way, Long Road, and Royal Papworth Hospital.

The Tiger Pass, introduced by the Cambridgeshire & Peterborough Combined Authority, offers bus travel for just £1 for those under 25. The pass is free of charge and can be used to travel on the bus anywhere within the Combined Authority region.

Many bus companies also offer Student Bus Passes, which give you a reduced travel rate and are often payable either termly or annually.

Please visit individual operators' websites for details.



STUDENT SUPPORT

Your Progress Coach

One of the ways in which you will be supported at Long Road is by your Progress Coach, who will be assigned to you from the moment you start with us in September.

Your Progress Coach will run your weekly tutorial sessions and 1:1 Progress Reviews each term, as well as offer you guidance on your options and progression. By working with you, and your family, your Progress Coach will be there to ensure you are doing well in your studies, are happy with your courses, and are confident about your next steps.

You will find out who your Progress Coach is at orientation, when you receive your college timetable.

Additional Learning Support

The Additional Learning Support Team provides support to all students with special educational needs and disabilities.

Our college buildings have ready access for wheelchair users, and we provide classroom and general assistance for students who have physical impairments and motor skills difficulties.

For students with EHC plans we develop individual learning programmes that are regularly reviewed and adjusted as needed. Our team of specialist tutors can provide formal assessments for exam access arrangements and informal assessments of students' individual learning needs.

Students with English as their second language are offered extra tuition with a specialist teacher.

Welfare and Wellbeing

Our dedicated Safeguarding and Wellbeing Team are here to work alongside you, your family and college staff to support you in reaching your potential.

We can signpost you to appropriate external therapeutic and counselling services and can also help you look after your reproductive health through the C-Card scheme. Free sanitary products are available in across the college.

[For more details on support offered at Long Road, please click here to visit our website.](#)



Supporting your goals

As a specialist sixth form college, our Careers & Employability Team and subject teachers are committed to helping you to explore all your possible career pathways. Whether that's university study, an apprenticeship, a gap year, or going directly into the world of work, we're here to help.

You will be able to take advantage of a full programme of careers events all year round—jobs fairs with leading companies, inspirational subject talks, workplace visits, employer-led projects and workshops, and opportunities to meet apprenticeship and training providers.

Our annual events include:

- Careers Fair with over 25 companies participating
- Apprenticeships event
- Marketing and Engineering challenges with field experts guiding challenges for students over several weeks
- A five-session Degree Apprenticeships Preparation Programme
- NHS Careers Week, including class visits and application advice for students aspiring to work in healthcare
- CV and Mock Interview workshops with professional volunteers

We are also proud to welcome professionals, guest speakers, and college alumni who share their own experiences, tips on getting into the world of work, and discuss specific course-related topics.



Preparing you for the future

Our team are here to help you secure work experience opportunities that will help you learn work-ready skills, boost your confidence, and build your CV.

We will show you how to find up-to-date information about the jobs market and give you the chance to practice your interview technique with real employers using Virtual Reality headsets.

You can request personal one-to-one guidance from our own qualified careers advisers and every student has free access to Unifrog, a state-of-the-art careers platform to support you each step of the way.

We know it works!

We are incredibly proud that, including gap years, 94% of our students moved into positive destinations in summer 2024.

ENRICHMENT

Everything outside of the classroom

College life isn't just about studying – it's also about discovering who you are, meeting new people, and getting involved in something that inspires you. Our wide-range of enrichment activities, including student-led clubs and societies, is designed to help you build confidence, develop teamwork skills, and find your passion beyond the classroom.

Join Youth Social Action to take action on issues that matter to you and your communities, or consider completing the Extended Project Qualification on a topic you are passionate about.



Those interested in Performing Arts, can join Choir, Dance, or Band Jam, or take part in our half-termly Open Mic performances. If you prefer working behind the scenes, get involved in set design, costumes, or lighting.

Fans of film can make a horror movie at Slasher School, or write an article for our student film magazine, The Long Lens.

Our clubs also include Christian Union, Ukrainian Club, Russell Group Preparation,

Aim Higher, Biodiversity Club, Dungeons and Dragons Club, Games Development Society, Pride Club, and many more.

Med Squad

If you dream of getting into medicine, our unique Med Squad programme will give you the best possible advantage. The Med Squad team will meet with you regularly, help plan work experience using our links with Addenbrooke's Hospital, advise you on different courses and help you target the university most suited to your career goals.

You will also take part in workshops run by students from the University of Cambridge, practice your interview skills, and be mentored as you develop your personal statement and prepare for the UCAT assessment. So far this year, nearly 90% of our Year 2 Med Squad students have received offers from their chosen universities.

Get into Primary Teaching

If a career in teaching is something you would like to pursue, we will support you in this. On our programme you will complete a weekly placement in a primary school gaining first-hand experience as a teaching assistant.

This practical learning is combined with a weekly theory lesson and on-the-job observations from our staff and have the opportunity to visit the Anglia Ruskin University Primary Education Department.

ENRICHMENT

During your second year of study you will complete an Extended Project Qualification focusing on an area of teaching that most interests you.

Duke of Edinburgh Gold

All students at Long Road Sixth Form College have the opportunity to sign up to the Duke of Edinburgh Gold Award. The programme is bespoke to your particular interests, but will include the following core units: volunteering, physical and skills, an expedition, and a residential.

You don't have to have done Silver or Bronze before undertaking the Gold Award!

Sports Opportunities

During your time at Long Road we really hope you will be involved in sport or physical activity. The college competes in a variety of individual and team sports, most of which start from September 2025.

To identify players for team sports we have scheduled trial sessions, at the following times:

- Men's Basketball Academy: 9th July 2:30–4:30pm
- Women's Basketball Open session: 9th Sept 2:45–4pm
- Men's Rugby: 10th Sept 1:00–2:30pm
- Women's Rugby: 10th Sept 2:30–3:30pm
- Women's Football: 10th Sept 1:00–2:30pm
- Mixed Hockey: 10th Sept 1:00–2:30pm
- Women's Netball: 10th Sept 1:00–2:30pm
- Men's Football: 10th Sept 2:30–4:30pm



The deadline to sign up for the trials has now passed but if you are still interested in participating in one of our Team Sports, please email our Sports Services Manager, Matt Payne, on mpayne@longroad.ac.uk.

If you would like to find out more information on the different team sports that we currently run at Long Road, [please click here to visit our website.](#)

We will support you in taking part in individual sports, such as badminton, cross-country running, tennis and golf.

The college also runs a range of casual sports and lunchtime clubs which you are more than welcome to join!

Can't see the sport or club related to a topic you love?

Let us know – we're always happy to try and facilitate any sport or help you in setting up your own club or society.

COLLEGE SERVICES FEE

What is the College Services Fee?

The fee is paid as part of your enrolment and helps support effective learning and student activities within the college.

It is a one-off payment of £55, to be paid ahead of your first day with us in September. Payments should be made using the online system ParentPay.

What does it include?

This payment covers the following:

- £5 of print credits to get you started
- A wide range of sporting activities including team sporting activities and non-competitive sessions
- IT storage space
- Access to free software including Microsoft 365 suite and other software appropriate to your course
- Open access to IT suites
- Free college Wi-Fi
- Various enrichment activities
- The ability to borrow from the college's Learning Resource Centre
- Access to music practice rooms
- PPE where required
- Use of the college Fitness Centre

Please note that Drama and Theatre A Level students are required to pay an additional course materials fee of £80 to cover guest practitioner workshops as well as theatre trips and productions. Further information regarding this will be sent to affected students.



If you require assistance with the College Services fee then you may be able to get help through the college's 16-18 discretionary bursary. Further information on this can be found under the Financial Support information section of this booklet.

Student Lockers

A limited number of lockers are available for our students. A locker key deposit is required via ParentPay and can be arranged by our Student Services team. You can find the Student Services team at the Helpdesk in our Student Centre.

Equipment

Students can hire photographic equipment – this can be arranged through the teaching department and will include a deposit.

PARENTPAY – OVERVIEW

Paying for Meals and Items

Whilst studying at Long Road, you may wish to purchase items from the college. Our method for collecting payments is via the online system ParentPay. Using ParentPay, you can make payments for: dinner money, College Services Fee, print credits, books and resources, trip payments, starter packs, locker deposits, equipment deposit, replacement ID cards.

ParentPay is a secure website that offers you the freedom to make payments whenever and wherever you like – safe in the knowledge that the technology used is of the highest internet security available. There are no card details stored in any part of the system.

If you have any queries relating to ParentPay or any other finance issues, then please do not hesitate to contact us:

- E-mail: **financialsupport@longroad.ac.uk**
- Phone: **01223 631141 or 01223631142**

Getting Started

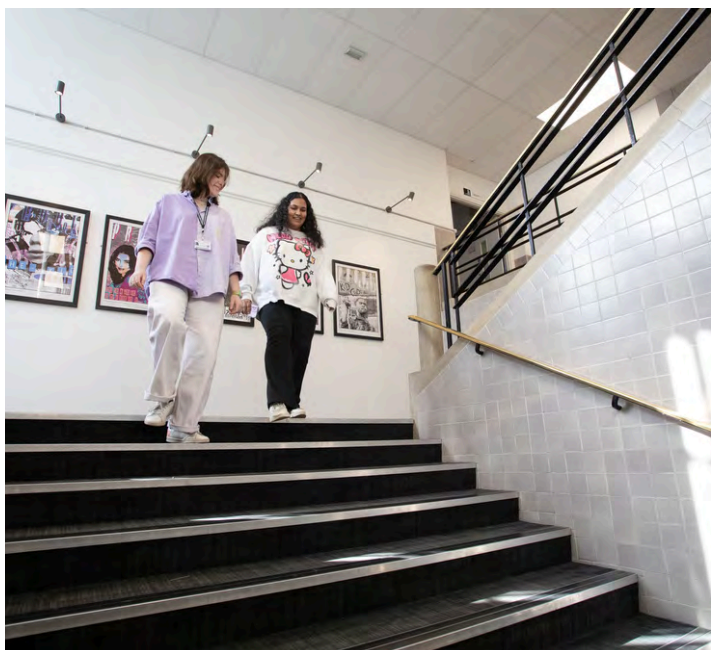
Activation Codes and Passwords will be sent to your primary emergency contact's email on the week commencing 11th August. Once received, please activate your account and pay your College Services Fee and any other items required for your chosen studies.

To access your account, visit www.parentpay.com and click on *Login*. Type the username and password sent in your activation email.

Already have a ParentPay account?

To add a child to your account: Go to www.parentpay.com and log in to your existing activated ParentPay account. Select the *Add a Child* icon from your home page. Enter the activation codes provided. These must be entered exactly as provided. Click *Search*. Ensure the details displayed are correct for the child you wish to add and select *Confirm Merge*.

Please note: If the details shown are not correct for the child you wish to add to your account, please inform us immediately. You should not continue to add the child to your account. Help and support on how to use ParentPay is available on the ParentPay website: www.parentpay.com/parent-account-faqs



FINANCIAL SUPPORT

Guidelines for Academic Year 2025/26

When enrolling on a course at Long Road, consideration should be given to the costs involved such as travel costs, meals, equipment, books, trips, stationery and childcare.

To ensure that finance is not a barrier to learning, funding is available to support students from a low income household. To be eligible for Financial Support, you will need to demonstrate that your annual household income is ordinarily below £30,000. Also, that you have lived in the UK for the past three years or lived in the EEA for the period 31st December 2017 to 31st December 2020.

Long Road Sixth Form College is committed to providing support where it is available, and we would actively encourage students to apply for possible support as soon as they can.

Terms of Support

By submitting an application, you are agreeing to the following terms of support:

- Attendance will be monitored and must be at least 80% with all absences explained.
- Student behaviour should be acceptable in line with the college's policy
- Should a student withdraw from their course before completion or complete early, they may be required to repay all or part of any award made.



For more information, please visit the Financial Support page on our website.

Free Meals

Free meals will be offered to students aged 16 – 18 on 31st August 2025 who receive, or whose parents/carers receive certain types of income related benefits OR aged between 19 – 25 and have an Education, Health and Care (EHC) plan, and be studying a Government funded full-time course.

Childcare

Students aged under 20 on 1st September 2025 who have a child that needs childcare while they attend college can receive assistance through Care to Learn.

For more information and eligibility criteria or to apply go to: www.gov.uk/care-to-learn or ring the Student Support Helpline on 0300 303 8610.

FINANCIAL SUPPORT

Applying for Financial Support

Long Road administers funds at its discretion and in line with its policy and procedure. There is no entitlement to a Bursary. Awards are only ever a contribution to course related compulsory costs and will not necessarily cover all your additional financial needs.

Each application will be assessed and if funds are available, an award will be allocated subject to meeting the college's eligibility criteria. There are different funds, with different rules, available to help different groups of students.

As funds are limited, it may be necessary to close a bursary at any point during the academic year.

Submitting the Application

The applicant should complete all relevant sections and sign the **Financial Support application form** attached at the end of this booklet.

Please supply recent photocopies of appropriate evidence dated within the last six months. To be eligible for financial support you will need to demonstrate an annual household income ordinarily below £30,000 (gross taxable income).

Please supply a recent photocopy of the full document(s) that are applicable to the household that you live in (dated within the last six months).

The preferable form of financial proof is either Universal Credit awards notice for the past three consecutive months or a Tax Credit Awards Notice (TCAN) starting 06 April 2025 or Tax Credit Annual review ending 31st July 2025.

If you do not have any of the evidence, proof of household income under £30,000 must be supplied. This can either be done by providing the last three months bank statements and wage slips for each working member of the household.

For those who are self-employed, a photocopy of the Self-Assessment Tax Return or a letter from your accountant stating the projected earnings for 2024/2025 will be required.

We are unable to process incomplete applications, which includes those with missing documents, and this may result in delaying the award.

If you need any advice or help to complete this form, then please do not hesitate to contact us by e-mail: financialsupport@longroad.ac.uk, telephone 01223 631141, or by visiting the Finance Office.

Please return all completed applications to the Financial Support team. We actively encourage applications made via email.

BURSARIES

Bursaries for young people in defined vulnerable groups

Students aged over 16 but under 19 on 1st September 2025 who are specifically defined as Vulnerable can apply for a bursary of up to £1,200.00. Students defined as Vulnerable are:

- In or recently left local authority care
- Disabled and you receive Income Support or Universal Credit in your own name
- Disabled and you get Employment & Support Allowance (ESA) or Universal Credit and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your own name

This may provide assistance with costs associated to the student's course including transport, free meals, books, equipment, trips, print credits, etc.

16 – 18 Discretionary Bursary/16-19 Vulnerable Young Persons

Disbursements from the Discretionary Bursary will be made as per the following table:

	Under £30,000
Public Transport (Please see below)	100%
Essential Books	100%
Essential Equipment/Kit/Starter Packs	100%
College Services Fee	100%
Stationery	100%
Equipment Deposits	100%
UCAS Fees	100%
Exam Resit Fees	100%

Public Transport: *(This is a contribution towards travel and may not cover the full costs)*

If Long Road Sixth Form College is the nearest appropriate post-16 education provider to your home offering your chosen course, and you are under 19 as at 1st September 2025, live more than 3 miles from the college, and in receipt of an eligible benefit, you should contact your local County Council in the first instance to check whether you qualify for subsidised public transport. If your application is rejected, then you can apply to the college's 16-18 Discretionary Bursary for assistance.

The college will try to obtain a pass from a local transport provider. Where it is not possible to purchase a pass on your behalf, a payment may be made. Please submit tickets and/or receipts to financialsupport@longroad.ac.uk as proof of purchase.

The amount you receive will be based on where you live and on the cost of public transport via the cheapest method including passes, irrespective of your mode of transport. Your attendance will be assessed and based on this; payment will be reimbursed by BACS into your bank account.

Stationery/Art Equipment/UCAS Fees

If you have bought stationery items yourself, consideration may be given for a refund however this may not be for the full amount and will be at the discretion of the panel. Detailed receipts will need to be submitted to financial support before any payment can be made. Payment will be processed via BACS direct into the student's bank account - with the first payment being mid-September/early October (or the first month after the award has been approved).

Equipment/Books/Revision Guides

These will be ordered on your behalf by the college. Once the items have arrived, you will be notified via e-mail to collect them from the Financial Support office in the Student Centre. For art equipment, you may choose items from the College Shop which will then be given to you. If you have bought an item yourself, then consideration may be given for a refund however this may not be for the full amount and will be at the discretion of the panel.

Equipment Deposit/Starter Packs/Exam Resit Fee/Print Credits

A credit of £15.00 will be placed on the students print credit account. Starter Packs will be given to students by their tutors once an award has been made. An internal transfer will be made to the College finance department Equipment Deposit if applicable to their course and exam resit fees.

Additional Activities/Visits/Trips

Support will be given only for additional activities, visits or trips considered essential to your participation on the course. There will be no support for any overseas visits. An internal transfer will be made to the college department. However parental consent will still need to be given for each trip by logging into ParentPay.

Free Meals

A credit of £4.50 per day will be issued to the student's 'catering' account for use in the college's Food Centre. In the circumstances of distance learning, then regular BACS payments will be made for each college day. It will remain at the discretion of the government and/or the college if payments are to be made during college holidays.

College Services Fee

The payment of the College Services Fee will be waived following a successful application for Financial Support. For payments received prior to approval, a refund will be made via ParentPay.



YOUR QUESTIONS ANSWERED

How do I submit my GCSE results?

You will be required to electronically add your GCSE results to your [Admissions+](#) account via the Enrolment Form by 1pm on Friday 22nd August. You will be sent step-by-step instructions a week before.

I cannot access my Admissions+ account.

If you have forgotten your password then click on "Forgotten your password?" on the Admissions+ login page. If you still have difficulty accessing your account, please email admissions@longroad.ac.uk.

My results are not what I wanted.

Don't worry, you will be given the opportunity to discuss your options with us at enrolment. Long Road offers a wide range of study programmes and courses to choose from. If you do not meet the entry requirements for your original choices you will, wherever possible, be offered an alternative programme or course at the college.

I have not been able to achieve a grade 4 in English and Maths. What will this mean?

If you meet the entry criteria for a study programme with us, a resit course will be included as part of your offer during your enrolment meeting.

I want to change my subject choices.

If you have decided that you may want to change your course choices, you can request an enrolment meeting once you have received your enrolment offer. A member of our team will discuss your options and assess whether you are qualified for the course change.

Is it easy to change subjects if you don't like them?

You will be able to request a course change within the first month of enrolling, once you have attended your course for two weeks; HOWEVER spaces on new courses are *not guaranteed* and are subject to meeting entry criteria as well as summer work submission.

Although we do our best to accommodate the requests for course changes, we would encourage you to do everything you can to research the courses you will be joining beforehand, including having a look at our Summer Work assignments, available on our website.

Do my parents/carers attend the enrolment discussions?

Most students attend by themselves but parents can join if they wish. Our team will call you on your mobile so you will need to make sure that we have your mobile number on record. You can update your mobile number when submitting your GCSE results on your Admissions+ Enrolment Form. Mobile numbers must be in 07123456789 or +447123456789 format – no spaces, no brackets or other punctuation.

Do you work on paper or laptops?

You are welcome to work on both paper and/or a laptop.

YOUR QUESTIONS ANSWERED

When do I bring in my Summer Work?

Your Summer Work will need to be completed and brought along to your first lesson on 8th September.

How many students are enrolled at Long Road?

The college has a total of 2600 students.

How do I get to college?

Please look at the transport information on page 5 or on our website here:

<https://www.longroad.ac.uk/travelling-to-college>

Can you leave site for lunch?

Long Road is an open campus and you are free to leave the site for lunch and between lessons. You must have your college ID to re-access the college.

How often does the shuttle bus run between the college and the station?

The shuttle bus makes 5 trips from the train station in the day. You will find the schedule here: <https://www.longroad.ac.uk/travelling-to-college>

Do students have tutorials?

Students have tutorials scheduled within their timetable once a week. The tutorials cover a host of information, including UCAS and progression planning.

What is the average class size?

The average class size is 20 students. Our small class sizes mean you will receive more one-to-one attention from specialist teachers.

What is the dress code?

The college encourages appropriate clothing, without clouding individuality. Students are welcome to express their individual style but remember: dress for the classroom, not for the beach!

When will I get my timetable?

Teaching will start on Monday 8th September and you will receive your timetable electronically prior to this, during the week commencing 1st September. Once you have completed your IT onboarding, you will be issued with your Long Road email account. Your timetable will be sent to this email account for you to access prior to your first day of term. We would recommend you save your timetable to your mobile device for reference.

Are you allowed phones?

Yes, you are allowed phones on campus for study purposes in learning areas; however, they will need to be turned to silent.

Do I need any IT equipment?

Take a look at the IT recommendations here:

<https://www.longroad.ac.uk/page/?title=Recommended+IT+Equipment&pid=47>

If you have any further questions about the equipment used, please contact the IT Services Helpdesk:
itsupport@longroad.ac.uk

YOUR QUESTIONS ANSWERED

How many lessons do I have each day, and when do I have to be in college?

The college day starts at 09:00 and finishes at 16:10. You may have up to four lessons in one day. Your timetable is spread across the 5-day week, and includes independent study periods between your lessons. The timetable also includes a 20-minute break in the morning and 45-minute lunch in the afternoon.

When is my performing arts audition?


If you were unable to attend an audition as part of our Welcome Day, our team will contact you to schedule this for the start of term after Results Day.

What is EPQ?

You may be interested in applying for our Extended Project Qualification, which is equivalent to half an A Level. The EPQ allows students to undertake an independent project on a topic of your choosing, alongside your course subjects, to enhance your academic record. This is not a compulsory qualification, and will be offered to you towards the end of your first year.

Contact us:

 admissions@longroad.ac.uk

 01223 63 1125


Find us online:

 www.longroad.ac.uk

 Long Road Sixth Form College

 @LR6FC

 @lr6fc

 Long Road Sixth Form College



**LONG
ROAD** SIXTH FORM
COLLEGE
CAMBRIDGE

Financial Support Application

Form Academic Year 2025/26



For help with costs of: transport, meals, materials, equipment, college services fee, books, revision guides, equipment, DBS for work experience, trips, exam re-sit fees and other course related costs

Please use **BLACK INK** and **BLOCK CAPITALS** and answer all of the questions required – enter N/A or No, as appropriate. Make sure you sign the application and enclose the additional financial evidence required.

Any queries please email: financialsupport@longroad.ac.uk

Student Name			
Student Number			
Home Address			
Post Code			
E-mail			
Mobile Number		Date of Birth	
Have you been a resident in the UK/EEA for last 3 Years	Yes	No	

Transport

I will be travelling by train

☐ Station _____

I will be travelling by Bus

☐ Stagecoach ☐ Whippet ☐ Stephenson's of Essex ☐

☐ A2B ☐ Other, _____

Student's Bank Details (Disbursements can be made to Student's own account only)

If we need to pay support directly to you, we will do so by paying the money into your bank or building society account. Please provide your details in the below table:

Name of Bank/Building Society:															
Town of Bank/Building Society:															
Account in name of:															
Sort Code:			-			-		Account No.							
Building Society Ref. (savings a/c)															

Financial Evidence

Please tick ALL boxes that apply to your household and supply relevant supporting evidence (the entire document, including any blank numbered pages) including benefit letters dated within the last six months unless otherwise stated:

Vulnerable Bursary applicants ONLY

In care as a Looked After Child or a Care Leaver – please supply a letter from the Local Authority ☐

Universal Credit in student's own name – statements covering last 3 consecutive months ☐

Income Support (IS) - award letter **in student's own name** dated after 5th April 2025

In receipt of Employment and Support Allowance/Universal Credit AND Disability Living Allowance/Personal Independence Payment - Award letter – dated within last 6 months ☐

Applicants for 16-18. Discretionary Bursary

To be eligible for financial support you will need to evidence an annual household income below £30,000 (gross taxable income).

Tax Credit Award Notice 2024/2025 – ALL pages starting 06/04/2025 ☐

Tax Credit Award Review 2024 for the period 06/04/2024 to 05/04/2025 ☐

Universal Credit – ALL pages of statements (including breakdown calculations and deductions) covering the last 3 consecutive months ☐

Employment Support Allowance (ESA) award letter dated within last 6 months AND all other benefits ☐

Income Support (IS) award letter dated within last 6 months AND all other benefits and/or 3 latest payslips for all earning in the household ☐

Job Seekers (JSA) award letter dated within last 6 months AND all other benefits and/or 3 latest payslips for all earning in the household ☐

Guaranteed State Pension award letter dated within last 6 months ☐

In receipt of Free Meals at school – please supply written evidence from the Local Authority ☐

Tax Return for 2024/2025 (self-employed) **plus Accountants letter**

If you do not have any of the above evidence but believe your gross household income to be below £30,000 per year please evidence this by sending your most recent payslips and bank statements for all earnings in the household covering the last 3 consecutive months. ☐

I confirm that the information provided in this application is accurate and I have enclosed the relevant evidence dated within the last six months. I also confirm that I agree to the Terms of Support.

If this form is submitted electronically unsigned, then you are agreeing to the terms of this declaration.

Student's signature: _____ **Date:** _____

Long Road Sixth Form College processes personal information about students, employees, partners, suppliers and service users in order to provide quality education and training. The College processes and stores information in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018. To read Long Road Sixth Form College's full General Privacy Notice please visit the following link: <https://www.longroad.ac.uk/the-college/college-policies/data-protection/>