

NEW STUDENT ENROLMENT PACK

SEPTEMBER 2026



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.

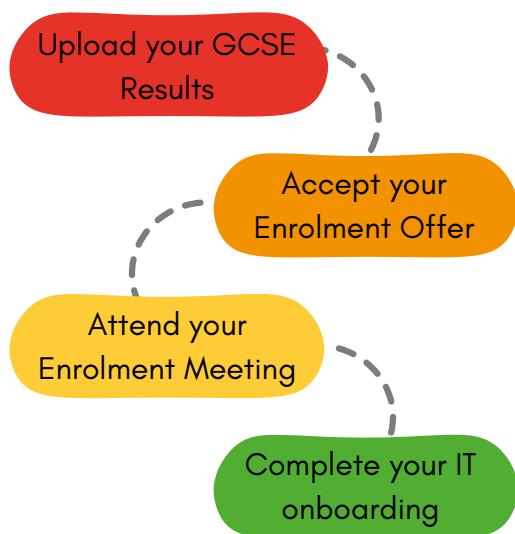
What's covered in the pack:

- Results Day
- Enrolment & Orientation
- Getting to College
- Student Support
- Careers & Enrichment
- Financial Support 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 20th August**.

You will need to submit your results to us by 1pm on Friday 21st 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 courses, you will receive an enrolment offer from us. These will be issued from 21st August onwards, and you will need to accept it as soon as you receive it to confirm your place with the college.

If you have not met the entry criteria for your courses or wish to change them, you will have the opportunity to speak to a member of our staff to discuss your options.

Enrolment meetings will be automatically arranged and will take place **via telephone**, across Wednesday 26th and Thursday 27th August.

If you decide not to enrol with us in September, you will have the option to withdraw your application via your [Admissions+ account](#).

Once enrolment is confirmed, you will receive instructions on how to complete your IT onboarding.

Summer Work

One of the most important activities to help prepare you for your studies as a Long Road student is completing the Summer Work for your A Level and Level 3 courses.

Click here to get started.

All Summer Work should be completed and **ready to hand in during your first lesson** at Long Road (week commencing 7th September 2026).

IT ONBOARDING & PHOTO

After Enrolment - IT Onboarding

Before your on-campus New Student Orientation, you will be invited to complete a number of online induction modules to help you learn the attitudes, knowledge, skills, and behaviours required of you as a new student, and to get your login information for Long Road systems. These details will be sent to you once you complete your IT onboarding.

It is also important to check that your address, Emergency Contact details, and the mobile phone number we have on record for you are correct when submitting your GCSE results to us via the **Enrolment Form**. Mobile numbers must be in 07123456789 or +447123456789 format.

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

Verifying Exam Results

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

These must be **scanned copies** or **clear photographs** of the documents. Your grades will then be checked by the college team, ahead of orientation.



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

NEW STUDENT ORIENTATION

New Student Orientation Process

Our on-site orientation will be held on **Thursday 3rd September**. A timetable for the day will be sent to you at the beginning of that week.

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



KEY DATES FOR YOUR CALENDAR:

- **20th August:** GCSE Results Day
- **21st August (1pm):** Deadline to submit exam results
- **26th & 27th August:** Enrolment Meetings
- **3rd September:** New Student Orientation
- **7th September:** Start of Term

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

Your timetable will be sent to your Long Road email account before the Start of Term. You will receive login details to your college email once you complete your IT onboarding.

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 campus), 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.

GETTING TO COLLEGE

Travelling by Rail

The nearest railway station to the college is Cambridge South Station, located around 7 minutes on foot. Cambridge Central Station is approximately 1.6 miles away or a 20-30 minute walk from the college.

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>

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 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 Cambridgeshire & Peterborough 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 when you receive your college timetable at orientation.

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 full 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 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 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, 93% of our students moved into positive destinations in summer 2025.

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.

Youth Social Action is a key part of our enrichment programme, allowing you to take meaningful action on issues that matter to you and your communities.



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, Pride Club, and many more.

Extended Project Qualification

Consider completing the EPQ on a topic you are passionate about. This starts in Year 1 and finishes in your Year 2 with the college.

Med Squad

If you dream of getting into medical, veterinary or dental school, 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 and help you target the university most suited to your career goals.

You will also take part in workshops 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

On our programme for those hoping to pursue a career in teaching, 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 the opportunity to visit the Anglia Ruskin University Primary Education Department.

ENRICHMENT

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 2026.

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

- Women's Basketball: 8th Sept 2:45–4.00pm
- Men's Football: 8th Sept 2:45–4:15pm
- Women's Football: 9th Sept 1:00–2:30pm
- Mixed Hockey: 9th Sept 1:00–2:30pm
- Women's Netball: 9th Sept 1:00–2:30pm
- Men's Rugby: 9th Sept 1:00–2:30pm
- Women's Rugby: 9th Sept 2:30–3:30pm

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.



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

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

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.](#)

Basketball Academy

We provide a high-quality Basketball Academy programme for the Men's and Women's Teams. If you have not attended any of the trial sessions this year and you play Basketball at National League level or above, please email Basketball Head Coach Pete Charlwood on pcharlwood@longroad.ac.uk to register.

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.

PARENT PAY 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 01223 631142**

Getting Started

Activation Codes and Passwords will be sent to your primary emergency contact's email on the week commencing 17th 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 2026/27

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.

If you are concerned about the financial costs associated with your course, then assistance maybe available either via the college or your local County Council. To be eligible for Financial Support, you will need to demonstrate that your annual household income is ordinarily below £35,000.

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.

Defined Vulnerable Groups

Students aged over 16 but under 19 on 1st September 2026 who specifically are:

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

The college can help with cost associated to your course eg transport, books, free meals, trips, equipment, print credits.



Transport

Students from low income households may be able to get assistance with the cost of their transport. If Long Road is the nearest college to your home offering your course, and you are under 19 on 1st September 2026, then assistance may be available through your local County Council for public transport. You should contact your local County Council in the first instance to check eligibility

Please note however, that there may be a charge payable to your local County Council.

If you require assistance with this cost or your application is rejected by your local County Council, then you may be able to get help through the College's 16-18 discretionary bursary.

FINANCIAL SUPPORT

Discretionary Bursary

The discretionary bursary offers assistance with any costs which are considered essential to your course such as travel, meals, books, equipment, trips, stationery and childcare. Students aged over 16 but under 19 on 1st September 2026 from a low-income household (ordinarily below £35,000 per annum) can apply for assistance through this scheme.

Free meals

Free meals will be offered to students aged 16 – 18 on 31st August 2026 who receive, or whose parents/carers receive Universal Credit or support under part VI of Immigration and Asylum Act 1999

OR aged between 19–25 and have an Education, Health and Care (EHCP) plan, and be studying a Government funded full-time course.

Childcare

Students aged under 20 on 1st September 2026 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.

Submitting the Application

Applications are via an online portal “PayMyStudent”. A link and help guides will be available on [the Financial Support pages on our college website](#) from Monday 20th July. Please complete and submit your application along with the relevant financial evidence as soon as possible.

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.



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 21st 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 want to change your courses, 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 phone number on record. You can update your mobile number when submitting your GCSE results via the Enrolment Form on your Admissions+ account. 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 7th September.

How many students are enrolled at Long Road?

The college has a total of around 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.

Do students have tutorials?

Students have tutorials scheduled within their timetable once a week. These 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.

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 after Results Day.

What is the dress code?

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

When will I get my timetable?

Teaching will start on Monday 7th September and you will receive your timetable electronically prior to this, in the week commencing 31st August. 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 before 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/recommended-it-equipment>

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.

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

