

Enrolment 2021 – important information

I am delighted to welcome you as a new Runshaw student, and I hope you are well and looking forward to starting college on Monday 6th September 2021.

The final step to becoming a Runshaw student is Enrolment, which is designed to ensure that you enrol onto the Study Programme which best meets your needs, including Maths and English for students without a grade 4 or above in these.

We are so pleased to be able to welcome you back in person to enrol at our Covid-Secure Leyland campus on **Thursday 12th August 8.30am-7.00pm & Friday 13th August 8.30am- 4.30pm**. There will be lots of staff to help you, and if you have any questions, please just let a member of staff know; we are all here to help. If your exam results are different from what you expect, or you are thinking of changing the course you have applied for, please don't worry, our priority is the same as yours – to enrol you onto subjects or courses which are right for you.

What happens next:

When you receive your GCSE results, you will need to please enter these into your online enrolment portal, following the on-screen instructions. From Thursday 12th August, you can find your enrolment portal at <https://enrol.runshaw.ac.uk/> and all you need for access is your unique Student ID (see above), home postcode, and date of birth. Please find enclosed a checklist of what you will also need to have to hand.

Once you have entered your details, you will be contacted by text message with an appointment time to attend our Leyland Campus to complete your enrolment. Please find enclosed details of the sessions running over both days to give you an idea of when you can expect to attend. Free college transport will be running across both our enrolment days; details of which are also enclosed. Parking restrictions at our Leyland campus will not apply during enrolment.

Parents and Guardians are most welcome to attend enrolment but please only **one** parent or guardian will be able to accompany you. Face masks will also be compulsory unless you are exempt. Please note that part of your enrolment journey may see you moving around campus; as such, if it is a rainy day, please bring an umbrella/rainwear with you.

Financial assistance will be available for some of our students in 2021/22. Further details about this are available on our website and from our Student Services team during enrolment.

Information about college transport is available on our website and will also be available during enrolment. If you do have any queries in the meantime about college transport, you can contact our Transport Team on transport@runshaw.ac.uk

Please note that as Runshaw is a very popular college; if you do not attend enrolment during this time our courses may be full. If for any reason you believe that this may be an issue for you, or if you have any questions about enrolment, please contact our Schools Liaison Team as soon as possible on welcometorunshaw@runshaw.ac.uk

By accepting your offer at Runshaw College you have acknowledged that students are not allowed to take holidays during term time. **The term dates for 2021/22 are: 6 Sep-15 Oct, 1 Nov-17 Dec, 4 Jan-11 Feb, 21 Feb-1 Apr, 19 Apr-27 May, 6 Jun-8 Jul**

We look forward to meeting you soon and we hope this will be the start of a very happy and exciting time for you at Runshaw.

Yours faithfully,



Clare Russell
Principal & CEO
Encs



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