

Re: Arrangements for Enrolment Sept 2020



**Postal Address**  
Wigan & Leigh College  
PO Box 53  
Parsons Walk  
Wigan  
WN1 1RS

**01942 761600**  
**wigan-leigh.ac.uk**

Dear Mrs Lesley Gwinnett

I hope my letter finds you and your school community safe and well in the face of these difficult and unprecedented times.

At the College we are, like you, working through the implications of bringing the academic year to an end during the pandemic. However we are with equal measure preparing and planning for delivery from September 2020. Aware of the anxieties faced by pupils and parents relating to their next educational steps we are trying to provide as much assurance and certainty as we can before the end of the summer term and therefore I would like to outline the arrangements in place for college transition and enrolment in August 2020.

### Transition

The College is supporting transition for all applicants through the Steps to Success programme (<https://www.wigan-leigh.ac.uk/about/coronavirus-update/year-11-applicants>). This programme was launched several weeks ago and offers a structured timeline of activity to help applicants prepare for College and for their chosen course. Engagement with this resource has been strong and has included high levels of work being submitted for us to mark! Applicants are also being interviewed on-line and offers continue to be made.

### Enrolment

The College has committed to providing a college place to all school leavers and to work closely with them and you to ensure that their choice and level of course is not unfairly affected by their GCSE results. This may mean that we will liaise more closely with yourselves post GCSE results day to ensure that we are in possession of all the relevant information to provide the best advice and guidance and most relevant offer possible.

To ensure that no one is disadvantaged by the amended GCSE results process and to provide the best IAG we have committed to continuing with a face to face enrolment process rather than switching to an on-line system. This does however mean that enrolment will look and feel very different to previous years:

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**Wigan & Leigh College**  
Parsons Walk Centre  
Parsons Walk  
Wigan WN1 1RR

**Leigh College**  
Sale Way  
Leigh Sports Village  
Leigh WN7 4JY

**Pagefield Centre**  
Walkden Avenue  
Wigan WN1 2JH

**School for the Arts**  
Parsons Walk  
Wigan WN1 1RR

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**Principal**  
Anna Dawe, LLB (Hons), LL.M, PGCE

**Chair of the Governing Board**  
Ann Harrison



- Enrolment for school leavers will take place over a longer period of time commencing on Thursday 20 August 2020 through to Monday 24 August 2020 (incl: Saturday 22 August). School applicants will be invited into college at specific timeslots and will be required to bring their GCSE results slip as proof of their previous school. Applicants will not be able access the enrolment process outside of their timeslot. This will enable us to implement appropriate social distancing measures and maximise safety.

The time slots for **BURSCOUGH PRIORY ACADEMY:**

<b>Wigan &amp; Leigh College – Wigan Centres</b>	<b>THURSDAY 20<sup>th</sup> AUGUST, 12.30PM – 2PM</b>
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- The enrolment process has been amended to reduce stations and interactions and to implement all public health requirements. However all students will still receive 1;1 guidance from our careers teams and/or course tutors. All relevant stages to ensure a complete and successful enrolment will be included and this in turn will provide us with all the right information to assist us in providing a safe and managed start to classes, commencing Wednesday 2<sup>nd</sup> September 2020.
- If any student cannot make their allotted enrolment time there will be 'catch up' enrolment slots on:-

	<b>Wigan</b>	<b>Leigh</b>
Saturday 22nd August	-	10am - 4pm
Monday 24th August	1pm - 4pm	10am - 4pm
Tuesday 25th August	10am - 4pm	10am - 4pm
Wednesday 26th August	10am - 4pm	10am - 4pm

This will be an 'appointment only' managed process and our admissions team will contact applicants who may need to access these alternate dates/times.

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- We are currently in the process of contacting those pupils who have applied for an apprenticeship. The impact of COVID19 on the employment market will reduce apprenticeship vacancies considerably and as such these applicants need more guidance and assurance to ensure that they have alternate choices ready for September. We are confident that for some apprenticeship training will still be possible but for many their plans may have to change and starting that dialogue now will be beneficial come September.

We are already receiving high volumes of questions from our year 11 applicants and therefore we are informing all applicants of these arrangements as well as sharing this with you and your school colleagues. Copies of this letter are being shared with your Head of Year and Careers Lead in school and our School Liaison team will stay in contact with them throughout the enrolment period.

I hope this provides some reassurance for your pupils and school community but if you do have further questions or requests as to how we can better support your year 11 leavers please do not hesitate to contact me.

Best wishes



**Anna Dawe**  
**Principal**

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