



STATIONERS'
CROWN WOODS ACADEMY

Executive Principal: Mr David Millar

5th July 2019

Dear Student

Thank you very much for attending our orientation day, we hope you enjoyed the event and we will look forward to seeing you all at enrolment on Thursday 22nd August. Instructions for enrolment into the sixth form are outlined below:

SCWA Students - Arden Enrolment day - August 22nd 9.30am to 11.30am

Arden enrolment will take place on GCSE results day on the 22nd August from 9.30am - 11.30am in the Crown Building. The process can take some time and we ask that you are patient on the day to ensure you are fully enrolled onto the most appropriate courses.

You should bring the following documentation with you:

- £10 registration fee
- Examination results
- Details of your parent/carer/guardian contact phone number (mobile, home and work) and email address.

If you are unable to attend on enrolment day you may send a representative with written permission and the documentation outlined above to enrol on your behalf. Unfortunately, we will not be able to hold places open after enrolment day for applicants who have not enrolled. If you are likely to be out of the country on the day and have no representative you could appoint, please get in contact with me as soon as possible to discuss this matter further.

External Students – August 22nd 11.30am – 2pm

Arden enrolment for external students will take place from 11.30-2pm in the Crown Building Hall. This will hopefully enable students time to pick up their GCSE results from their current school and travel to SCWA.

You should bring the following documentation with you:

- £10 registration fee
- Examination results
- Details of your parent/carer/guardian contact phone number (mobile, home and work) and email address.

If you are unable to attend on enrolment day you may send a representative with written permission and the documentation outlined above to enrol on your behalf. Unfortunately, we will not be able to hold places open after enrolment day for applicants who have not enrolled. If you are likely to be out of the country on the day and have no representative you could appoint, please get in contact with me as soon as possible to discuss this matter further.

I wish you all a wonderful summer.

Kind regards

Norman Doyle
Head of Arden School

Aspire, Strive, Thrive,
Relentlessly pursuing excellence...

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Stationers' Crown Woods Academy is part of Leigh Academies Trust

