



1. ENROLMENT

Get your “paperwork” ready for enrolment. You will need to take to enrolment:

- GCSE Results slip
- National Insurance number
- Proof of ID (passport (in date), birth certificate).
- If not British Passport: ID that proves you have a right to study, such as visa, EU Settled/Pre-settled status.
- Proof of entitlement to a bursary: parent/carer needs to show proof of receipt of qualifying benefits, such as universal credit. A bursary is around £10 per week, paid monthly into your bank account, ***dependent on your attendance & punctuality.***
- Free School meals: parent/carer to provide evidence of household income
- **See overleaf for links to local colleges: detailed enrolment & financial support information**

2. 16+ OYSTER TRAVELCARD

- **Apply online for 16+oyster card** – current oyster card will expire in September.
<https://tfl.gov.uk/fares/free-and-discounted-travel/16-plus-zip-oyster-photocard>
- Costs around £20 one off fee: for free bus travel & reduced tube / train travel

3. CHILD BENEFIT [Tell the Child Benefit Office that your child is staying in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

For your Parent/Carer- let Child Benefit Office know by September, that your child is remaining in education. If you do not do this, Child Benefit will stop after August. If your child does not start a course in September & is unemployed, you can ask for a benefit extension. This means you may receive child benefit for a further 3 months (until November) but you will need to request this from the Child Benefit office.

4. National Insurance Number

- Should have arrived by 16th birthday.
If you have not received your National Insurance number, apply online NOW: [Apply-for-a-National-Insurance-number.pdf \(hscni.net\)](#)
- Note: If you have moved address, make sure parent/carer has told the Child Benefit office as this is the address your National Insurance number is sent to.

5. College / 6th form attendance

- **Do Not** miss the induction days at the beginning of September. They show you where everything is. If you are going to be delayed in attending – let the college / 6th form know so that you do not risk losing your place.

Any problems at all with enrolment or starting your course – **GET HELP from the college, 6th form or ME: vicky.simpson@alecreedacademy.co.uk**



FURTHER INFORMATION

West London College

[Enrol Now! - West London College \(wlc.ac.uk\)](http://wlc.ac.uk): detailed info on documents needed and financial support

Uxbridge College / Harrow College

[Fees and Financial Support | Uxbridge College](#)

[Fees and Financial Support | Harrow College](#)

West Thames College

[Financial Support \(west-thames.ac.uk\)](http://west-thames.ac.uk)

Ealing Council Website for 16-24 year olds

www.youngearing.co.uk Links to Youth Service & Connexions Careers Service