



What do I need to bring to enrolment?

Please use the checklist below to ensure you bring all the necessary documents to complete your enrolment.

Mandatory Documents (Please note you will not be able to complete your enrolment without these documents)	
Evidence of existing qualifications (including GCSE, BTEC, NVQ, Functional Skills, overseas qualifications etc.)	
Passport / UK birth certificate / Residency permit / Visa (if you are not a UK/EU/EEA citizen and your settlement is dependent on a family member; you will need to bring their passport too.)	
Two Emergency Contact details (Name, address, contact number and email address.)	
Learner Services and Financial Support (Please read below very carefully to access any financial support at BCE – this may include discretionary bursary or Free School Meals/Lunch Vouchers)	
Bank Details (including bank/building society, branch name, sort code and the 8 Digit account number)	
Financial support is only available to learners who are 16-18 years old and EHCP holders, up to 25 years old from 31st August 2026. Please bring in any of the evidence that you have from the list below for us to make a full assessment of your entitlement. Vulnerable Bursary and Free School Meal (evidence in your own name): - Evidence of living in care or being a care leaver (a letter from local authority confirming care status) - In receipt of Income Support or Universal Credit - Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments Discretionary Bursary and Free School Meal (evidence in your parent(s) or carer(s) name): - Income Support - Universal Credit	



- Income-based Jobseekers Allowance (JSA) - Income-related employment and Support Allowance (ESA) - The Guaranteed Element of State Pension - Child Tax Pension (provided no entitlement to Working Tax Credit) AND evidence of household income £16,190 or less - Working Tax Credit run-on (paid for 4 weeks) - Evidence of £30,000 or less household income evidenced by - P60 - HMRC self-assessment - Letter from employer Please note all of the above documents must be dated within 3 months of your course start date	
Desired	
School/College report	
Learning Support (Please note these documents are only required if you have a learning difficulty or disability)	
- A valid EHCP (Education and Health Care Plan) and/or any additional documents issued by your Local Authority - Additional learning need /pupil plan - Key contact details for any external agencies you are currently working with who can support with your learning - Speech & Language report - if applicable - Access Arrangement paperwork from previous establishment - if applicable - Most recent Annual Review document	

If you have any questions regarding Learner Services and Financial Support, please contact us on 020 3873 5800 (Option 1).

Kind regards,
Admissions & Engagement Team