



# BRIGHT EDUCATION CENTRE

*Sparkling the Next Generation*

## BEC Admissions Policy

This policy is in line with the Mission Statement of the Centre

### **Centre for Excellence and community learning and development –Improving life chances:**

Bright Education Centre welcomes students aged 11-18 from all sections of society and is non-discriminatory in line with the Equality Act (2010) . We welcome pupils of all faiths, cultures, races and religious, family backgrounds. We are happy to admit a pupil with a disability as long as both parents and school conclude that we can provide appropriately for the child's specific needs. All educational services take place on site at 18 Okaden Street.

### **Capacity**

We have the capacity to cater for small number of studens, places are allocated on a first come, first served basis. Students stay at the centre on average from 1-9 weeks and admissions occur throughout the academic school year on a rolling basis.

### **Waiting List**

In the event that places are unavailable, students will be placed on a waiting list. Students will be contacted once a place becomes available.

### **Admission Process**

- In order to access our services, schools or local athourity must make a referral on a young person's behalf by completing a registration form and supplying supporting evidence
- Once a referral has been received, Bright Education Centre will write to a student's parent/carer and invite them to attend an induction meeting at the centre with their son/daughter.

## **Admission Requirements**

- All students and their parents/carers must attend an induction with the Centre director which includes a tour of the centre and an introduction to the key policies guiding our work.
- During their induction, students will be assessed in English, Maths and Science in order to enable us to set appropriate work for students.
- Students must attend 1:1 mentoring sessions which occur at least once a week but likely more frequently as well as progress review meetings at key intervals during their stay at the centre
- Students must maintain good attendance and punctuality (90%+) as a condition of both staying on roll at the centre and being reintegrated into mainstream schooling.
- Following their reintegration in mainstream school, students must continue to engage with 1:1 mentoring at agreed intervals provided by Bright Education Centre staff at the site of their mainstream school.

## **Fees**

- All Fees must be paid in full by the referring school (see the SLA which outline of fees and instructions on how to make payments)

## **Record of Admissions**

- An Admissions Register is kept by Bright Education Centre each academic year and stored for a period of 5 years

**Reviewed May June 2016**

Issa – Director