



BRIGHT EDUCATION CENTRE
WORKING TOWARDS A BRIGHTER FUTURE

Admissions Policy for BEC Restbite Alternative provision

Issa Issa

Bright Education Centre

Policy Date: June 2017

To be reviewed: June 2018

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 15 students at one time and 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 authority 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

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Issa – Director