



**BRIGHT CENTRES**

WORKING TOWARDS A BRIGHTER FUTURE

# BC Admissions Policy

Bright Centres

Policy Date: January 2020

To be reviewed: December 2020

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

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

Bright Centres welcomes students aged 11 – 16 in our morning and afternoon early intervention provision, and 7-18 years old in our after-school club. We welcome students 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.

### **Capacity:**

At any given time, only 4 students will be accepted on a full-time basis (09:30 – 15:00). These are allocated on a first come first serve basis, in line with the school's negotiated placement period.

We accept all other students on a part-time basis, with a maximum of 18 hours per week. This is also operated on a first-come first serve basis, and student application must **only** be referred by their school following contact with SLT. Students stay at the centre on average from 1-9 weeks and admissions occur throughout the academic school year on a rolling basis.

Due to our status as a early intervention and a transit alternate provision, **we are unable to accept any student under foster care or with an Educational Health Plan (EHCP)**. This is in line with government DfE legal compliance as a Early intervention transit alternate provision institute, and does not violate any discriminatory or statutory rights.

### **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 Alternative Provision 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).

## **Bright After-School Club: Tuition**

### **Intake of students**

We accept students from key stages 1-5. At Key Stage 1, students will start from year 2. Our tuition service runs afterschool and weekends.

### **Waiting list**

Spaces at the tuition centre are allocated on a first come first serve basis. At full capacity, students will be placed on a waiting list. Students will be contacted once a place becomes available.

### **Admission requirement**

- 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 be polite and respectful to all members of staff and other students.

### **Fees**

Parent or carer of student is responsible for fees of the student on a monthly basis.

### **To be Reviewed December 2020**

Issa Issa –CEO