



BRIGHT CENTRES

WORKING TOWARDS A BRIGHTER FUTURE

BC Admissions Policy

Bright Centres

Policy Date: January 2019

To be reviewed: December 2019

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 2019

Issa Issa –CEO