Arise Tutor Centre Admissions Policy

Aims of the policy:

The aim of this policy is to ensure that decisions to admit students are based on fair and transparent criteria, therefore guaranteeing fair and equal access is applied in regard to all applications for prospective pupils at Arise Tutor Centre. This enables the centre to provide an educational provision that can meet the needs of all the pupils accepted. 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.

Admissions Process

Initial Enquiry

1. Parents can complete the enquiry form from the website and email it to the tutor centre or they can call the tutor centre office for details
2. Parents will be invited to tutor centre for a meeting with the Manager who will explain how Arise Tutor Centre works, including the parent/tutor centre agreement. They will be offered a short tour of the tutor centre.
3. All enquiries and information are to be recorded in the admissions file.

Application

1. After the initial visit an application form will be given.
2. All applications are to be sent to the tutor centre office for processing.
3. Following the tutor centre visit and application, the manager will receive and review each application.
4. If the tutor centre is oversubscribed, places will be offered in the following order of priority:

- Pupils of members of Watchorn Church.
- Siblings of families already in tutor centre.
- Pupils from other churches.
- Pupils from non-church homes in the local community.
- Pupils from non-church homes in the wider community.

Information about the pupils

1. Prior to being admitted to the tutor centre, the manager will meet with the pupil and discuss their needs, interests and current level of attainment.

2. Pupils with Special Educational Needs would normally be introduced to the SENCO during the initial visit so that they can get to know the needs of the pupil and speak to parents thoroughly.
3. Given the limited scale of Arise Tutor Centre and its resources, there may be times when the tutor centre will struggle to meet certain complex needs, especially since Arise, as a tutor centre, cannot access Government SEND funding for such students. In such circumstances, the manager will have a full and supportive discussion with parents about how best to meet the pupil's needs and what part Arise can play in their education.

The final decision

1. A final decision to accept the application will be made by the manager and SLT. This decision will be communicated to the family. It is the responsibility of the manager to inform the family and the tutor centre of the decision to accept or reject an application.

2. A start date will be agreed by the manager who will then send out the acceptance letter to the family and prepare the usual documentation for their arrival/first day.

3. The pupil will be subject to the pupil/tutor agreement.

4. The pupil will be accepted for a 2-week trial, to ensure that the tutor centre can fully meet their educational and social needs.

5. The contracts and fee related information will be sent with the acceptance letter.

6. A month's fees are required in advance of the pupil starting at Arise Tutor Centre.

Responsibilities:

The manage and SLT are responsible for ensuring that the tutor centre complies with legislation, and that this policy and its related procedures and strategies are implemented. They also have responsibility for monitoring & reviewing the on-going impact of this policy.

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