



Admissions Policy

Policy Date	February 2025
Policy Renewal	February 2026

Introductory statement

Star Light is an alternative school provision providing an effective academic and vocational education for students for whom mainstream schooling has been challenging. The aim for **Star Light** is to re-engage its students into education whether that be a young person's current school, and/or progression to college. We provide 1:1 mentoring and personal coaching in a safe environment free from 'stigma' and prejudice. Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year. We have one site which is in Walsall.

We provide three days a week onsite teaching for year 7, 8 and 9, 10 and year 11. We endeavor to undertake interventions for students who have been permanently excluded or at risk of exclusion so they can return successfully to mainstream education. We provide transition and support to allow a child to reintegrate into their main planned setting. We accept short and long term interventions so long as it is in the best interest for that young person. We specialise in children with social, emotional and mental health and, special educational needs.

We provide programs for up to 10 children with groups no larger than 5. Each child will be assessed to determine what level we aim our approach and what groups they will enter into. We have the facility for 1:1 provision if it is deemed necessary for a particular child's safety. We work alongside the Local authority, current school, parents and carers to determine the best approach for each child/young person.

Where students are on the roll of another school and attend for a short period of time (i.e. mostly fixed period exclusions or a school educating a child off-site) the student will be dual registered at their current school and at **Star Light**. Where students are not on the roll of another school (i.e. mainly where they have been permanently excluded) they will be registered at **Star Light Educational Provision**. When a child has been permanently excluded or for some other reason mainstream education is not appropriate, we will work with the Local Authority through the established forums and procedures including the local Fair Access Protocol to support their return to mainstream education or a suitable provision. The school's Learning mentor will lead this support by developing and enacting individual reintegration plans where appropriate.

Students supported by the school

Star Light Alternative Education Provision specialise in providing places for:

- Students who have become disengaged in mainstream provision and exhibit persistently disruptive behaviour within a mainstream setting;
- Students who have failed to reengage with mainstream schooling through a managed move to a different school;
- Students who are at risk of permanent exclusion;
- Students who have been permanently excluded;
- Students who do not have a school place and mainstream education is not appropriate.

Referral arrangements

To acquire a place at **Star Light Alternative Provision**, children must be referred by an educational establishment or local authority (commissioners). Commissioners will use the referral form on the school website. Referrals can also be made by professionals working alongside a family or/and school to support the referral process.

Star Light are also in a contract with Walsall Council who may/can make referrals to **Star Light** as per their contract and agreement.

Point of contact for making a referral is Samantha.gurdin@starlightmulticare.co.uk

School and Academy Commissioners

When the commissioner is an individual school or academy it will be purchasing individual places at the school for a student. A contract agreement (similar to that used with a Local Authority commissioner –will be drawn up under an agreed Outline Service Specification. A

contract agreement will be negotiated and drawn up to provide a number of places under an agreed Outline Service Specification. The Specification will set out the obligations of the school, the commissioning authority and the child's host school so that all parties are clear about: what will be delivered; how; when; at what price; the responsibilities of the parties to the agreement to maintain the highest level of support to the child; and what monitoring arrangements will be agreed to review the contract performance. The contract monitoring review process will be on a six weekly basis in agreement with the commissioner. **Star Light Alternative Provision** will collate demographic and outcome data gathered in relation to the pupils' needs, attendance, academic performance and behavioural presentation in the school. This will be reviewed jointly with the local authority commissioner on an agreed schedule.

Funding

Funding The total funding for each student at **Star Light Alternative Provision** is comprised of the following elements:

Individual	Per pupil	Price per pupil
	Full Day Rate	£120.00
	Hourly rate for part-time hours where required	£24.00
	Weekly Rate	£360.00
	Monthly Rate	£1400.40
	Yearly Rate (39 weeks)	£14,040

Any additional funding intended specifically for an individual student's education (e.g. SEND funding 1:1 support and counselling/therapeutic interventions will be priced as per requirements of each child/young person. Additional fixed charges (e.g. re-integration and transition support provided by **Star Light** staff in or on behalf of commissioning schools) will be reviewed on an individual basis.

Induction

The induction into **Star Light Alternative Provision** provides a thorough introduction to the ethos and culture of the school and provide staff with the all the information they require to ensure students are supported and challenged to achieve their best on the journey of academic and personal development. The induction process will usually begin with meetings (attended by school staff and the student's family) at a student's home and/or the referring school and or at **Star Light's** base. Induction activities then continue at **Star Light** with the young person being offer a trial day should they require this prior to starting at **Star Light**. The initial induction period is 3 days followed by an extended period of 3 weeks while attending school with a full timetable. Students completing the induction at **Star Light Alternative Provision** will meet key staff including senior leaders, teachers and Learning mentors before meeting students at the school.

Criteria to be applied in respect of the school being fully subscribed.

The following criteria will be applied when there are more referrals than places available, in order of priority:

1. Referrals made by Walsall Council as per contractual agreements will be prioritised
2. Students who are or were previously looked after by a Local Authority (as defined by the Children Act 1989);
3. Students who have had multiple fixed term exclusions or managed moves to different secondary schools;

Offers

If we can accept a referral we will write to the commissioner/referrer accepting the referral, including financial requirements (e.g. the agreed top-up fee, any additional SEND funding and eligible Pupil Premium) the support to be offered, and an agreed start date within two weeks of the accepted referral. The confirmation letter will also state the date by which the offer should be accepted and confirm the school's address to which to respond.

Procedure following an offer

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, it will be assumed that commissioner no longer wants the place and the offer will be withdrawn. Referrals will be accepted unless the following apply;

- (1) the commissioner fails to fund the place,
- (2) the commissioner is seeking to inappropriately refer the child on grounds of academic ability only or the school is full.

Appeals against any refusal to accept a referral

The commissioner should write to [head teacher or equivalent] outlining reasons supporting the referral and any supporting documentation. The head teacher or equivalent will consider this and reply within 15 days, stating the school's position. If following this process the school does not offer a place, the commissioner may make a final appeal and request a review from the directors.

Complaints

Any objections to this policy or its application should be raised with the school through its normal complaints process which is published under the contacts us section of the school's website.

Equal Opportunities

Star Light Alternative Provision is committed to equal opportunities and admits students across the full spectrum of academic abilities. All students have equal access to the curriculum and there is a learning support programme for students with special needs.

Review

This policy will be reviewed annually