



## 2. Admissions

Date Approved: 10<sup>th</sup> December 2015  
Reviewed December 2022  
Next Review December 2023

See EOTAS policy control document (held by Business Manager) for status, notes and actions pertaining to this policy

## **The Fernbrook College**

Once a student has been permanently excluded (PEX) from her/his mainstream school, the exclusion officer contacts the Head of The Fernbrook College to arrange a meeting so that the excluded pupil may receive full-time education within the prescribed six days.

If the PEX is withdrawn, the student's case goes before the Fair Access Panel (FAP) at which Deputy Headteachers discuss fortnightly which school will be able to offer a place to this student.

If this is not possible, the student will be admitted to the Fernbrook College (SEC).

During the initial interview (parents, student, Exclusion Officer, and the Head of Fernbrook and/or a representative from an external agency), the student's needs are discussed as well as the curriculum offer. Parents, students and the Headteacher sign a Home-School Agreement and an initial induction plan/timetable.

Every effort is made to provide full time education within six days from the exclusion.

## **The Riverside College**

There are a number of pathways into Riverside which is the centre for vulnerable/anxious students:

- The EOTAS Panel will consider a place at Riverside for students who have been referred by mainstream schools.
- a student may be given a place at Riverside through **SENRAP**. The reason for this may be an emergency placement (for a student who would otherwise be sent out of Borough, due to Asperger's Syndrome or any other disorder) or a student who comes from out of Borough.

Once the decision has been made that a student will be granted a place at Riverside, the Head of Centre at Riverside invites the student and family for an initial interview and a trial period of two weeks is agreed. A EHR will be completed if one has not been done before;

While students are at EOTAS, a change of Centre is sometimes advised, for reasons of health and/or behaviour. This exchange of individual students is agreed between The Heads of Centre.

## **Adolescent Unit, Marlborough House**

The admission policy for this Centre is administered by the respective NHS trust.

## **Hospital & Home Education Service**

The EOTAS Panel will consider a place at H&HES for pupils who have been referred by mainstream schools.

Once the decision has been made that a pupil will be granted a place at H&HES, the Head of Centre at H&HES invites the pupil and their family to a meeting along with a representative from their mainstream school.