

# 2. Admissions

Date adopted: May 2024

Next review: May 2027

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



# Admissions

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	adopted	May 2024	Head teacher	Adoption of admissions policy
1.1	Reviewed	March 2026	Head teacher	No changes.



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## Introduction

EOTAS is an Alternative Provision school serving Swindon Borough council. The school is made up of three separate provisions:

Fernbrook College (PRU)  
Riverside College including medical  
Oakfield College

The school provides full-time education to Key Stage 3 and 4 students who have been permanently excluded from school and offers dual registered placements with mainstream schools for vulnerable and anxious students. Some of these students may have an EHCP or be undertaking EHCPNA. In addition, we provide nurture programs for secondary students at risk of exclusion through a part-time half-termly program to support secondary students called Strive and Strive Plus.

## Purpose

The purpose of this policy is to inform parents/carers/other professionals/schools of the process of admission.

## Admissions panel

Headteacher  
Designated Safeguarding Lead  
Reintegration manager  
Heads of College.  
Head of Inclusion (SENCO)  
Representative of SBC Education welfare team

## Permanent exclusions

Once a student has been permanently excluded (PEX) from her/his mainstream school, the education welfare team contacts the Headteacher to inform of the permanent exclusion. The reintegration manager will arrange a meeting so that the excluded pupil may receive full-time education within the prescribed six days.

The permanent exclusion will be notified to the admissions team and will be discussed at the next admissions meeting held weekly on Wednesday mornings 8 am,

If the permanent exclusion is withdrawn, the student's case will be discussed with the education welfare team and mainstream Headteacher to agree on the appropriate next steps for the student. The child or young person will remain on the school roll during this period.

During the initial interview (parents, student, Head of Inclusion, Headteacher, tutor, external professionals), the student's needs and the curriculum offer are discussed. Parents, students, and the Headteacher sign the admissions pack, which includes the home school agreement.

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

### **All other referrals**

Referrals for all other provisions within EOTAS are made through the school website and online referral portal.

Referrals received by mid-day on Friday will be discussed at the Wednesday morning admission panel meeting.

Once a decision that a student is to be granted a place at Riverside, Oakfield, Medical tuition or Fernbrook Strive/Strive plus programmes then the Head of College will arrange meetings with parents, induction, timetables and start dates. Headteachers of referring schools will be informed in writing by the Headteacher of EOTAS of the panel decision.

While students are at EOTAS, a change of College 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 provision is administered by the respective NHS trust.

