Student Admission Information

Name					
Date of Birth					
Year Group					
College	Riverside	Fernbrook	AUS	Oakfield	
Originating school					
Route	Referral	PEX	Strive	Strive +	EHCP
Start Date					
Review Date (if applicable)					

Pupils will be expected to attend assessment sessions. These will take place Monday to Thursday, from 3:00pm to 4:30pm.

Parents/Carers will be issued with a BKSB login. BKSB is an online platform used by EOTAS to provide pupils with access to education at home while they are waiting for a full-time start date.

Parents/Carers will be notified of the pupil's full-time start date once all admission processes have been completed.

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Welcome from our Headteacher

Our pupils receive support with their education from us for a variety of reasons; EOTAS is here to help every child or young person achieve their full potential, working with you to ensure that they achieves as well as they can.

We hope you find this admission pack useful and informative but please do not hesitate to contact us if you do not find the information you are looking for.

Juliette Baldwin

Headteacher.

Contact details

Fernbrook College

Ferndale Road

Swindon

01793 828941

Riverside College

Firethorn Close

Swindon

SN2 1FH

01793 618406

Oakfield College

Firethorn Close

Swindon

SN2 1FH

01793 618406

Please check out our website www.eotas.org.uk

Enquiries admin@eotas.swindon.sch.uk

Home / School Agreement

For students to be successful it is important that the staff, parents/carers and students work together in partnership. We must support one another if the partnership is to be effective. Our home/school agreement sets out the policies and expectations of EOTAS. Signing this document demonstrates you have understood the information, your expectations and statutory obligations as parent/carer.

Assessment & Reporting

An initial induction and assessment will follow admission which is essential for planning appropriate educational packages and setting targets and Pupil Passports which will support teachers and support staff to plan appropriate interventions and teaching. This will consist of several assessments that cover English and Maths, Reading and Spelling, CATS, PASS and Thrive which must be completed prior to students starting on timetable.

We review Pupil Passports at the start of term 1, 3 and 5 which helps us to monitor students' progress. Parents/carers will receive school reports up to 3 times a year which consist of teacher comments, personal developments, target grades and attainment grades.

An EHCP needs to also be reviewed throughout the year and a formal annual review will also be held. It is important to fully engage in this process or you could risk the EHCP being discontinued, which supports your young person's education.

Attendance

Attendance is crucial if a young person is going to access quality learning and support. EOTAS will provide a quality curriculum to engage young people and explore any challenges they may have. We also will offer support for parents to make sure students attend school. We have a duty to also follow legal process if a young person or parent/carer is not engaging in support and guidance offered.

Curriculum

We will provide a curriculum offer suitable for the age and ability of each student. We will try and tailor the subjects offered to the interests of the young people to allow them to access their next phase of education. We are unable to offer all subjects that a mainstream school has to offer, but KS4 students will have a minimum of 3 options and can access between 5 and 7 GCSEs, including College placements. This will all be dependent on their personal development and maturity and their attendance to School. We also have specialist support and interventions for all students depending on their need and personal development targets. ELSA (emotional literacy support assistant) sessions and therapeutic arts are an example of these.

Pastoral Curriculum and Pastoral Support

We work alongside students to develop strategies to manage their emotions and find ways to regulate themselves when finding situations difficult. We have a safeguarding curriculum that helps them understand risks in order to keep themselves safe. We have a Pastoral & Welfare team that are available to offer additional support outside of the classroom throughout the day. The team will try and resolve any issues and reengage students into lessons when appropriate, in line with EOTAS

Behaviour policy. If a young person is unable to settle and refuses all options of support or time out, we will have no other alternative but to issue a suspension. On some occasions a young person will be expected to return for our twilight curriculum to complete learning . A Return to School Meeting will be arranged where issues leading to the suspension will be discussed . See provision times of day for each site on the website. The RTS meeting will explore what was happening for the student, consider intervention and strategies to help them manage and resolve any issues. We complete a pupil passport and a risk assessment for all students. This also helps when supporting them to next phase or destination.

Suspensions

We want to avoid suspensions as much as possible and students will be given every opportunity to access the time out space, offer time to talk about the issue and allow the young person time to reengage in lessons. If there is a serious incident and intervention or inclusion is not an option or the student is a potential risk to others, then a suspension will be issued. In some cases, if a student refuses to leave the school site or is unable to calm down then the Police will be called. This will mean a young person will need to complete a return to school meeting with parent/carer and social worker if available.

Part time and Bespoke Curriculum

If a young person is unable to engage in the curriculum offer and main timetable each day onsite, they can be offered twilight learning, if this intervention is not successful, we will consider a bespoke package of education. The student could be placed on a twilight timetable for a period of time: 3 – 4.30pm (depending on the provision they attend). We can then explore alternative options and allow the young person time to access their learning. This will be built up gradually so a young person has access to a full timetable. It is reviewed regularly.

Virtual Learning

I understand that EOTAS might provide some education provision using virtual platforms, eg TUTE, and agree to facilitate my child to do this and encourage my child to engage with the learning.

Screening, Searching and Confiscation - Personal Items

Personal items (e.g. mobile phones, smart watches bikes and scooters etc.) brought into the College by students are done so at their own risk. If items are confiscated due to misuse, they will be retained in the College office and returned at the end of the day or when a parent / carer is able to collect it. EOTAS will not take responsibility for theft, loss or damage to any personal items brought into the College. (See behaviour policy for searching students)

All students are screened on entry to the building – all devices must be placed in lockers and will be returned at the end of the day. If staff suspect a young person is in possession of a dangerous or illegal item, we will then carry out a search as per DfE guidance. If the young person refuses, then we may have to call the Police and they will not be able to access the school site.

Positive Handling

As part of our behaviour management and systems for keeping students and staff safe, all of our staff have knowledge of positive handling techniques and will intervene when necessary. This is to prevent

anyone being harmed or damage to the school environment. Any intervention will be **reasonable, necessary and proportionate**.

For example:

•Students will be prevented from fighting, hitting or hurting others

•Damage to school property will be prevented where reasonable

•Students will be prevented from harming themselves

•Any other incident of a similar nature where deemed reasonable, necessary and proportionate.

Case management – intervention/reintegration

At each College we hold weekly meetings to discuss student progress and consider additional support or intervention for each young person to be successful. This can be a range of academic or pastoral interventions that EOTAS would deliver or we may consider external support from other organisations or professionals like Early Help hub. We sometimes invite the educational psychologists or therapy workers to case management to see what would be the best way forward. If we decide to offer extra support or intervention, then we would discuss this with you and the young person. This is also where we discuss new student admissions and agree timetable changes and reintegration back to mainstream school. This is key to our graduated response and student support.

Collective Worship

We will hold assemblies focused on EOTAS values alongside British Values and our rewards system. Parents can reserve the right to withdraw them from a religious assembly that might contradict their family's beliefs.

Cost of visits, resources, food technology

Where appropriate, you are willing to make a contribution towards the cost of curricular visits, on the understanding that should insufficient money be received the visit may not take place. On occasion, you are willing to make a contribution towards the cost of materials/ ingredients used in lessons at EOTAS. Students all have access to Food Technology on their timetables. We aim to be a healthy schools and do not allow foods with high sugar content or drinks on site. Food will be provided for all students and water can be taken to lessons. There is no eating in lessons, apart from Food technology. From time to time it may be possible for students to borrow resources from EOTAS. Resources loaned to students must be returned promptly and in original condition. If the item is lost, damaged or not returned, EOTAS will expect a full replacement or reimbursement.

Free School Meals

Your child may be able to get free school meals if you get any of the following:

- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal credit

-

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If you do not qualify for most benefits (also known as having 'no recourse to public funds'), your child may still be eligible for free school meals. Ask the local authority whether they're eligible.

You can apply here

https://education.swindon.gov.uk/Synergy/SynergyWeb/Enquiries/Citizen/FreeSchoolMeals.aspx

Sexual and Relationships Education

As part of the Personal, Social and Health Education Programme your child will be following a Sex and relationships education Course. Education will always be age and stage appropriate. More detail available on the school website.

Travel Arrangements

EOTAS can provide bus passes for students that attend all EOTAS sites that live in Swindon. This will be issued termly to allow young people to get to school. The referring school and parents will be responsible for all other forms of transport. We also utilise other forms of transport when attending offsite activities. For young people to access offsite activities they must follow the code of conduct on all transport and wear a seatbelt at all times.

If a bus pass is lost or damaged the parent will be required to pay for a replacement.

Outdoor Education and PE

We actively encourage outdoor learning, young people are required to behave responsibly. Parents will be notified of all trips in advance.

Video and Photography

Taking photographs and making videos is part of the education programme for students. We like to use these pictures for wall displays, the school prospectus, newsletters and on occasion the local press. Please sign below to confirm that you are in agreement that pictures (video or photographs) of your child may be used in this way. Videos/photos may be used for training in other borough establishments and for our EOTAS website.

A photo will also need to be taken and uploaded to SIMS – (School Information Management System) and also used for a bus pass should one be required.

Charging For Damage

EOTAS reserves the right to make reasonable reparation charges in the following circumstances –

- Damage to equipment, property and/or premises
- Failure to attend Public/External Examinations

Charges will be issued at the discretion of the Head of Centre/Head of EOTAS on a case by case basis. In the case of charges being made, EOTAS will contact parents/carers to discuss the incident, establish the cost of replacement/repair/fee incurred and confirm in writing the cost and charge to be made to the parent/carer.

Twilight Curriculum

This runs from 3 – 4.30 pm and is made up of 4 elements

Extension class – subject clubs
Teachers and some support staff run an extension class or club each evening. Teachers will invite students to these classes or students are welcome to stay back and do additional work. The teacher selects the evening that they want to run these classes.

Twilight timetable
In some situations it is part of our behaviour management strategy to place a young person on a twilight curriculum if they are unable to manage in groups and need a more 1:1 approach for a short period of time. This is in addition to virtual online learning. A student will access virtual lessons in the morning and then attend additional onsite learning from 3pm – 4.30pm. They may access the extension classes or be given a bespoke package of support 1:1. This can also be put in place for students on a fast track reintegration to a new school as 6 day provision.

R and R (restore and repair) sessions
Students might be kept back after school to have a focused restorative session or restorative to discuss behaviour in the day, following inclusion or exclusion. This is to build better relationships and understanding with students and staff and support the young person with strategies for self-regulation or communication so they can access the learning the following day. If this session is not successful the student will continue in inclusion and the session will be arranged for the following day. Parents are invited to these sessions. This meeting where possible is held with the person involved in the incident and the student's tutor.

Induction and assessment
New student intake meetings are held in this time slot followed by a series of assessments conducted by tutors to gather further insight to prepare students and the staff team for entering groups. It builds a clear picture of needs, ability, risks and safeguarding concerns. A pupil passport and risk assessment are created from this induction.

Tri – pact Copy

Parent – Young Person - School

(signed copy retained in admission documentation)

Young person

1. Adhere to behaviour policy and take responsibility for your actions.
2. Seek help when you have problems and accept the support offered.
3. Be kind and considerate to others and yourself.
4. Cooperate with all staff in your learning.
5. Attend school every day and be on time.
6. Wear the correct school uniform.
7. Take care of equipment and respect your surroundings.
8. Aspire to do your best at all times.

Young person signature ……. Date …….

Parent / Carer

1. Read and agree to the school policies (***Please refer to our website for school policies.)***
2. Support and encourage your child to achieve their full potential.
3. Keep the school informed of any concerns or reasons for absence.
4. Telephone the school before 8.30 am if your child is absent.
5. Attend all parent consultation meetings and celebration events.
6. Ensure all children are sent to school fully equipped and in correct school uniform **- No Layers beneath School Clothes are permitted.**
7. Understand the expectations for 100% attendance for your child

Parent/Carer signature ……. Date …….

EOTAS

1. Ensure the safety and welfare of all students.
2. Enable all students to achieve their full potential.
3. Create an inspirational atmosphere for learning.
4. Make lessons relevant to all levels of attainment.
5. Set and maintain a high standard of expectation and routines.
6. Assess students' work regularly.
7. Give advice and information to parents/carers.
8. Help develop students' personal and social skills.

SLT/tutor signature ……. Date …….

Internet e-Safety Policy

General Statement

EOTAS believes that the educational benefits of Internet access far outweigh the possible risks and that good planning and management will ensure appropriate and effective pupil use. However, the Internet is managed by a worldwide collaboration of independent agencies and serves mainly an adult audience. Without appropriate measures of safeguarding, including filters, access to unsuitable materials would be possible and security compromised.

POLICY

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration system.

Access to the Internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a responsible and mature approach.

A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education. These benefits include:

- access to world-wide educational resources including museums and art galleries;
- access to news and current events;
- discussion with experts in many fields for pupils and staff;
- staff professional development – access to educational materials and good curriculum practice.

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement. Pupils will be given clear objectives for Internet use. Staff and pupils will be educated in taking responsibility for Internet access. Pupils will be taught ways to validate information before accepting that it is necessarily accurate. They will also be taught to acknowledge the source of information when using Internet material for their own use.

In common with other media such as magazines, books and videos, some material available via the Internet is unsuitable for pupils. EOTAS staff will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Pupils will not be allowed to access public chat rooms and new facilities will be thoroughly tested before pupils are given access.

To ensure Internet access is safe pupils will be informed that Internet use will be supervised and monitored. Any material that EOTAS suspects is illegal will be referred to the Internet Watch

Foundation. Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable. Virus protection is installed and updated regularly. Rules for Internet access will be posted near computer systems.

Internet e-Safety Policy

Rules for Responsible Internet Use

EOTAS Swindon has computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will ask permission from a member of staff before using the Internet
- I will not access other people's files
- I will use computers only for school work
- I will only e-mail people I know, or people my Teacher has approved
- The messages I send will be polite and sensible
- I will not give my home address or phone number or arrange to meet someone unless my parent/carer or Teacher has given permission
- To help protect other pupils and myself I will tell a member of staff if I see anything I am unhappy with or if I receive messages I do not like
- I understand that EOTAS Swindon may check computers and may monitor the Internet sites I visit

EOTAS Uniform Order

Student Name: _____ **Date:** _____

KS3 and KS4 School Uniform Order
(Black trousers/skirt and school shoes will also need to be worn)

Polo Shirt	**Size**	**Price**	**Quantity**	**Cost**
	X Small	£9.50		
	Small	£9.50		
	Medium	£9.50		
	Large	£9.50		
Sweatshirt	**Size**	**Price**	**Quantity**	**Cost**
	X Small	£12.50		
	Small	£12.50		
	Medium	£12.50		
	Large	£12.50		
			Total Cost	

We accept cash (exact amount please as we don't have change) or a cheque payable to EOTAS

Uniform at EOTAS

Students will be provided with polo shirts with logos and sweatshirts or fleece shirts.

In addition students will wear

Black School trousers	Grey School trousers	Navy School trousers
		
NO TRACKSUIT BOTTOMS NO LEGGGINGS NO SHORTS		

SKIRTS

Black School skirt	Grey School Skirt	Navy School Skirt
		
NO SHORT SKIRTS		

SHOES / TRAINERS

Black shoes or black trainers with black soles.





No sliders, No flip flops, no open toe shoes No coloured / white trainers

Times of the school Day.

08:50-09:10	Breakfast
09:10-09:25	Tutor Time
09:25-10:15	Lesson 1
10:15-11:05	Lesson 2
11:05-11:20	Break
11:20-12:10	Lesson 3
12:10-12:50	Lunch
12:50-13:05	Tutor
13:05-13:55	Lesson 4
13:55-14:45	Lesson 5

(Friday 13:55-14:30)

Safeguarding

At EOTAS the safeguarding of our young people is our highest priority. There are dedicated safeguarding leads in all of our centres as well as Pastoral Support and Outreach Workers who work with young people and parents to help prevent safeguarding issues arising.

Safeguarding team photos are displayed at all sites and information is provided to all visitors.

Please use the link on our school website to view our school policies and guidance for parents in relation to safeguarding issues.

Our school works collaboratively with other agencies to the standards set by the Swindon Safeguarding Partnership

https://www.eotas.org.uk/page/?title=Safeguarding&pid=26

If you wish to contact our Designated Safeguarding Leads please use the following email address:

safeguarding@eotas.swindon.sch.uk

Reintegration

Our greatest ambition for our young people is that they are successful in their reintegration back into mainstream whether that is pre or post 16. EOTAS is a short term provision for the majority of our pupils.

There are a number of routes back into mainstream schools pre 16

1. Through reintegration following a dual registered place.

2. Through the fair access panel following a permanent exclusion or for pupils who are looking for a change of mainstream placement.
3. Through an Education, Health and Care Plan (EHCP)

We will work with young people through their own reintegration pathway.

For a young person to be considered being put forward for the Fair Access Panel then the following criteria need to be met.

- Excellent levels of attendance
- Engagement in learning
- No suspensions in the term prior to application
- Engagement in pastoral and welfare sessions as requested

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STAGE 4

- Completing FAP contribution and portfolio
- Completed tour of school choices

STAGE 3

- **Intervention programmes with progress demonstrated**
- **Self assessment completed demonstrating awareness of progress since PEX**
- **Termly reports evidencing progress and success**
- **Co-production of reintregation portfolio**



STAGE 2

- **Sucessful engagement in academic and social/emotional intervention packages- for e.g. BEST, reading, spelling, comprehension, social skills, CBT, communication**
- **Sustained evidence of fully engaging in work in lessons**
- **Evidence of rewards built up whilst at Fernbrook**

STAGE 1

- **Successful induction completed including positive engagement with screening assessments**
- **Attendance and Punctuality over 90% for 3 weeks. To be continued and improved throughout stage 2,3 and 4**
- **Correct school uniform worn correctly.**
- **No incidents outside school.**

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EOTAS SCHOOL TERM DATES 2026-27

September 2026						
M		7	14	21	28	
Tu	1	8	15	22	29	
W	2	9	16	23	30	
Th	3	10	17	24		
F	4	11	18	25		
Sa	5	12	19	26		
Su	6	13	20	27		

October 2026						
M		5	12	19	26	
Tu		6	13	20	27	
W		7	14	21	28	
Th	1	8	15	22	29	
F	2	9	16	23	30	
Sa	3	10	17	24	31	
Su	4	11	18	25		

November 2026						
M		2	9	16	23	30
Tu		3	10	17	24	
W		4	11	18	25	
Th		5	12	19	26	
F		6	13	20	27	
Sa		7	14	21	28	
Su	1	8	15	22	29	

December 2026						
M		7	14	21	28	
Tu	1	8	15	22	29	
W	2	9	16	23	30	
Th	3	10	17	24	31	
F	4	11	18	25		
Sa	5	12	19	26		
Su	6	13	20	27		

January 2027						
M		4	11	18	25	
Tu		5	12	19	26	
W		6	13	20	27	
Th		7	14	21	28	
F	1	8	15	22	29	
Sa	2	9	16	23	30	
Su	3	10	17	24	31	

February 2027						
M		1	8	15	22	
Tu		2	9	16	23	
W		3	10	17	24	
Th		4	11	18	25	
F		5	12	19	26	
Sa		6	13	20	27	
Su		7	14	21	28	

March 2027						
M	1	8	15	22	29	
Tu	2	9	16	23	30	
W	3	10	17	24	31	
Th	4	11	18	25		
F	5	12	19	26		
Sa	6	13	20	27		
Su	7	14	21	28		

April 2027						
M		5	12	19	26	
Tu		6	13	20	27	
W		7	14	21	28	
Th	1	8	15	22	29	
F	2	9	16	23	30	
Sa	3	10	17	24		
Su	4	11	18	25		

May 2027						
M		3	10	17	24	31
Tu		4	11	18	25	
W		5	12	19	26	
Th		6	13	20	27	
F		7	14	21	28	
Sa	1	8	15	22	29	
Su	2	9	16	23	30	

June 2027						
M			7	14	21	28
Tu		1	8	15	22	29
W		2	9	16	23	30
Th		3	10	17	24	
F		4	11	18	25	
Sa		5	12	19	26	
Su		6	13	20	27	

July 2027						
M		5	12	19	26	
Tu		6	13	20	27	
W		7	14	21	28	
Th	1	8	15	22	29	
F	2	9	16	23	30	
Sa	3	10	17	24	31	
Su	4	11	18	25		

August 2027						
M		2	9	16	23	30
Tu		3	10	17	24	31
W		4	11	18	25	
Th		5	12	19	26	
F		6	13	20	27	
Sa		7	14	21	28	
Su	1	8	15	22	29	

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Key	
	School Holiday
	Bank Holiday
	Term Time
	Teacher Training Days

Teacher Training Days
Tuesday 1st September 2026
Wednesday 2nd September 2026
Friday 27th November 2026
Monday 25th January 2027
Monday 5th July 2027

Bank and public holidays	Dates
Christmas Day holiday	Friday, 25 December 2026
Boxing Day holiday	Saturday, 26 December 2026
Boxing Day holiday (substitute day)	Monday, 28 December 2026
New Year's holiday	Friday, 1 January 2027
Good Friday	Friday, 26 March 2027
Easter Monday	Monday, 29 March 2027
May Day holiday	Monday, 3 May 2027
Spring bank holiday	Monday, 31 May 2027
Summer bank holiday	Monday, 30 August 2027