



Admissions & Services Policy

This policy was updated in October 2024

The policy must be reviewed and updated at least every year

This guidance outlines the protocols with regard to admission to Meadowbrook College and the use of Alternative Provision by other commissioners

1. Introduction

This policy is to be read in conjunction with policies relating to:

- Meadowbrook College: Equal Opportunities Policy
- Meadowbrook College: Disability, Race and Gender Equality Policy
- Meadowbrook College: [SEN and Inclusion policy](#)

2. Category of Referral

Meadowbrook College makes educational provision for students who are:

- referred by OCC (Oxfordshire County Council) where the local authority has a duty to that child under section 19 of the Education Act 1996 to make arrangements (from the sixth day of exclusion) where a student has been permanently excluded (unless there are medical reasons why it would be more appropriate to refer to The Hospital School). *Students in this category will be on the roll of Meadowbrook College following confirmation of the permanent exclusion if upheld at the GDC and IRP.*
- referred by a maintained school or Academy where the maintained school or Academy has a duty under Section 29A for its governing body to direct a student off-site for the purpose of receiving educational provision which is intended to improve the behaviour of the young person. *Students in this category will be Dual Roll with Meadowbrook College and their 'home' school.*
- referred by a maintained school or Academy as part of early intervention measures to address poor behaviour. Academies have the power to do this within their general powers under the Articles of an Academy Trust to advance education. NB: There is an expectation in law that a student will be educated at the school where s/he is registered, so placements would generally be relatively short and subject to review. *Students in this category will be Dual Roll with Meadowbrook College and their 'home' school.*

NB: It is possible that some of the placements we support schools/academies/LA (Local Authority) with may become longer term placements with us. This will be agreed in cases where both parties feel that Meadowbrook College is meeting the student's needs and the mainstream school places cannot meet the child's needs. In this case, students would continue to be on Dual Roll with Meadowbrook and their 'home' school but might spend up to a full week in 'off site' provision.

Educational provision for a student at Meadowbrook College is not to be regarded as long-term. Meadowbrook aims to reintegrate students excluded from school into a new school identified at IYFAP. Alternatively and where appropriate, Meadowbrook College can provide alternative education to students reaching the end of compulsory schooling.

Programmes at Meadowbrook College have an end date identified at referral/induction. It is the responsibility of the referring body to make arrangements for the continued education of the young person on our programmes if not full time at Meadowbrook College. Unless there is an alternative agreement, all provision will cease on the date determined on induction.

3. In Year Fair Access (IYFA)

OCC have delegated the decision around which school a student will attend following permanent exclusion, to the In-Year-Fair-Access-Panels across the county. This body will help the LA make the decision as to whether to place a student in a new school or to extend their place at Meadowbrook College, which it is expected will be judged to best serve the needs of the student at that time.

OCC also has a process which supports Oxfordshire schools/academies in discharging their Section 29A duties to direct a student off-site for the purpose of receiving educational provision which is intended to improve the behaviour of a young person. The IYFAPs (In Year Fair Access Panels) will consider any applications brought before them. Schools who are successful in securing funding to refer a student for alternative provision will need to complete a referral to Meadowbrook College to secure a place. There is no guarantee that an application to Meadowbrook College will be successful following agreement at IYFAP to fund a place at Meadowbrook College:

4. Admissions Procedure

Permanently Excluded Students

In the cases of permanently excluded students, the OCC Exclusions and Reintegration Team, will notify Meadowbrook immediately of the exclusion and provide them with up to date information on the student. The Exclusions and Reintegration team will also contact the student's parents/carers to advise them that Meadowbrook College will be contacting them to make the arrangements for induction. Where necessary, a professionals meeting/Emergency Annual Review, which would include a Meadowbrook College representative/s, will be held to consider the special needs of a student with an EHCP who has been permanently excluded from mainstream school – this will be convened by the SEND (Special Educational Needs and Disability) Team.

Once all paperwork (referral form, risk assessment and any other relevant information) is received and any relevant professionals meetings have taken place, the induction process can begin, this can take up to 5 working days. A student will not commence provision at Meadowbrook College until all paperwork has been received and processed, transport is agreed and a successful induction has taken place.

Meadowbrook will keep the Exclusions and Reintegration Team up-to-date with the student's progress through the stages of admission and induction.

The Exclusions and Reintegration and SEND teams will lead the process of acquiring choices for next placement and any subsequent follow up.

The length of provision for permanently excluded students should be up to 8 weeks. Extension of this provision will only be made following a student placement review and with the agreement of Meadowbrook Headteacher, or her SLT representative.

Students who are permanently excluded from Special School provision will not usually be considered for admission to Meadowbrook College. Under exceptional circumstances,

Meadowbrook College may work with the Local Authority and SEND Team to organise and facilitate an appropriate package.

Dual Registered Students (KS3/4 non-permanently excluded)

In the case of all other students (i.e. non-permanently excluded in mainstream school/academy), admission will be at the discretion of Meadowbrook College, taking account of the need to prioritise the full-time education of permanently excluded students and to ensure that sufficient capacity exists to accommodate such students rapidly following their exclusion from school.

Oxfordshire Local Authority have pre-commissioned a number of dual registered places that they choose to distribute via the area IYFAPs as described in section 2 above or to support the Local Authorities strategic vision in regards to reducing exclusions.

For some students referred by the Local Authority for short term full time provision, a planning meeting which includes home school, LA representative and Meadowbrook College may be appropriate prior to induction.

School/academies can also approach Meadowbrook College directly for provision. There is a fee charged to the school for this service.

The admission of students who have not been permanently excluded from their school will be made by agreement between the student's school, Meadowbrook College, parents/carers and the student on the basis that there has been a serious and sustained attempt to meet the student's needs involving other agencies in the context of the student's current school.

Once all paperwork is received and potential start date agreed, a meeting between student's school, Meadowbrook College, parents/carers and the student will take place to outline the provision available and the agreement made.

All offers and agreements will be put in writing by Meadowbrook College and circulated to the student's parents/carers, the student's school and relevant professionals.

IMPORTANT:

All non-permanently-excluded-students will remain on the roll of their school, whilst being Dual Roll at Meadowbrook College, and continue to be the responsibility of the Trustees of the home school. We will share a [Partnership Agreement](#) with each referring School/Academy which will outline both Meadowbrook College and the home school/academy's responsibilities whilst the student remains on roll. Failure to support Meadowbrook College with regard to the PA may result in the provision for that child/or children being terminated.

Students who are permanently excluded will remain on their excluding school roll until the GDC and IRP process has been finalised.

Exceptional Circumstances

In exceptional circumstances, and when appropriate, Meadowbrook College may be asked by the Exclusions and Reintegration team to single register a student who is not permanently excluded. These students would be without a current school placement and display a complex level of need:

On Course (KS3)

On Course currently runs 3 different programmes a week, the Connected programme, FLO8 and FLO9. Course dates for the year and referral deadlines are advertised direct to schools and at area IYFAPs. There is a fee charged to the school for this programme.

When all paperwork is received and a programme date is proposed, an initial school meeting is arranged between referring school, Meadowbrook and student to assess appropriateness of the referral and to outline the provision.

Following a successful assessment, Meadowbrook will confirm, in writing, the start date with home school and parent/carers.

Commissioned Services/Outreach

ie. Tuition/Mentoring, Consultancy, Training, Group Work, Link Mentoring, Reconnect

Meadowbrook College has a number of services which it provides for schools/academies on a needs-led basis and falls under the banner of 'outreach' - Meadowbrook College staff will be working 'out' in schools, with students and/or staff, rather than providing programmes of support on site. From time-to-time, this work might take place in other suitably arranged provision at the request of the school.

Once a referral is received Meadowbrook College will contact the referrer to discuss the requested support. If an agreement is made Meadowbrook will issue a proposal of provision, timescales and the indicative cost of that provision. Formal agreement of the proposal from the referrer has to be confirmed prior to any provision commences.

5. Referrals

All referrals to Meadowbrook College will need to be directed to our referral email referrals@meadowbrookcollege.org. All referrals must be discussed with parent/carers and budget holders/Headteachers prior to submission.

A referral will not be considered without a Meadowbrook referral form completed in full.

A student will only be placed on roll with Meadowbrook College, and given a start date, following a referral (including PEx students) when the following are in place:

- a completed, up-to-date risk assessment, where relevant
- in the case of a child under Social Care, a 'handover' meeting/discussion between DSLs/DDSLs (Designated Safeguarding Leads and Deputy DSL)
- any other relevant information eg EHCP, TAC (Team Around the Child) meeting notes
- information on the needs and prior attainment of the student being referred

Once this information is received, Meadowbrook College will arrange an Induction meeting at one of our sites in order to discuss the provision. At this meeting the commissioner and Meadowbrook College will agree the intended outcomes and length of time for this placement/provision.

Meadowbrook College will provide regular feedback to the LA/Schools and Academies on progress made by the pupil, the pupil's needs and attainment.

Please note: All applications to Meadowbrook College will be subject to approval by the Headteacher. An agreement for funding from the Local Authority or IYFAP does not guarantee the student a place at Meadowbrook College.

If following an agreement to make provision for a child, information comes to light which was not shared at the referral stage and impacts greatly on Meadowbrook's ability to safeguard children and adults, or provide suitable provision for the child, the place may be revoked.

Trustee Approval and Review Dates

This policy was updated in October 2024

The policy was approved by the Education Committee on 28th February 2025

It is due for review by October 2025

Date	Author	Change	Reviewed by Trustees
18.11.20	BOT	Changes to Discovery and Next Step admission arrangements	
8.2.21	NPA	Updated to reflect students will go on roll at Meadowbrook College from Day 6 following permanent exclusion (unless there is a reason for delay which is known to the LA and Meadowbrook College)	21.5.21
12.03.24	BOT/JW	Reference to Next Step deleted Reference to partnership agreement added Appendix added for partnership agreement	10.5.24
25.10.24	BOT/JW	Final paragraph on page three deleted, slightly reworded and reinserted on page 6 under 'please note'.	28.02.24