



**Alternative Provision Policy**

# The Enquire Learning Trust

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## Version History

Date	Author	Version	Comment
July 21	JH		Review
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## 1. Policy Statement

### Context of Policy

Alternative provision is educational provision for pupils who are unable to access mainstream education for a number of different reasons, or who are unsuited to the mainstream provision on offer either full time or part time.

The Trust recognises that there is a need to ensure that each academy has an inclusive and accessible curriculum, providing opportunities for all pupils to succeed. Moreover, we recognise the need to offer the type of provision that allows some pupils to achieve their potential outside of what is accessible in our academies.

To facilitate this individual learning pathway, the Enquire Learning Trust works with different local providers to help pupils who have struggled to reach their potential in a school-based environment.

### Objectives of this policy

#### The objectives of this policy are:

- To outline the reasons why pupils might be offered alternative provision
- To ensure that alternative provision is offered to suitable pupils in a consistent way
- To provide guidance on the referral process and the suitability of alternative providers
- To ensure there are effective procedures in place relating to attendance and safeguarding of pupils attending alternative providers
- To outline the arrangements in place for the monitoring of pupils' academic progress, behaviour and pastoral welfare
- To guide and support staff with the monitoring and support of alternative provision

#### Reasons why we might offer Alternative Provision:

Pupils are referred to Alternative Provision on the basis that this provision is more appropriate for them at a specific period of time than the provision of one of our academies. There can be a wide range of reasons for offering a placement. For example, the pupil has had one or more fixed term exclusions and is considered to be at risk of permanent exclusion from the academy. Alternative Provision is seen as a desirable alternative to permanent exclusions for pupils and to encourage their continued inclusion in education

## 2. Responsibilities

### The Principal will:

- Take overall responsibility for the academy's use of alternative provision for pupils
- Understand and comply with the guidelines detailed within the Alternative provision Policy and other related documents
- Arrange for the identification of an appropriate member of staff to attend meetings relating to pupil referrals and conduct at least half termly progress visits to the alternative provider
- Continually assess the quality and suitability of providers of alternative education for pupils
- Ensure that liaison takes place with the Designated Safeguarding Lead (DSL), SENDCO, person responsible for attendance and other relevant staff to ensure that the appropriate measures are in place to support pupils who are being educated in an alternative setting
- Decide on an appropriate course of action if informed of any serious behavioural incidents by an alternative provider
- Arrange for the appropriate intervention when a pupil's attendance falls below the academy target

### The DSL will:

- Ensure that the alternative provider is registered and approved and that they have relevant policies in place to cover Safeguarding, Child Protection and Health and Safety
- Ensure that all relevant safeguarding checks have been made for staff working in the alternative setting and that confirmation of these checks is recorded on the academy's single central record
- Ensure that all alternative providers hold a copy of, and adhere to, the Trust's Safeguarding Policy

### The person responsible for attendance will:

- Ensure that arrangements are in place to alert the academy of non-attendance at the alternative setting
- Monitor the attendance of pupils within alternative settings and report to the Principal should attendance fall below the academy target

### The SENDCO will:

- Provide details of provision mapping and other relevant information to the alternative provider to cater for the special educational needs of pupils.

### The pupils will:

- Take reasonable care of their own health and safety, or that of other people who may be affected by their actions during their placement
- Fully co-operate with the alternative provider, and behave in line with the provider's Behaviour Management Policy

## Process

### Suitability of Providers

- Each academy is able to access a range of alternative provision placements and there should always be a clear rationale in place to ensure that this provision will allow the pupil to make good academic progress.
- Academy leaders should continually assess the quality and suitability of the providers of alternative education for their pupils.
- It is the responsibility of the academy to ensure that the alternative provider is registered and approved and that they have relevant policies in place to cover child protection and health and safety.
- All pupils who are referred to alternative provision will have access to a core curriculum, as well as an alternative curriculum covering a range of other areas.
- Pupils will participate in nationally recognised tests when they reach the appropriate age.
- Providers must also be able to offer pupils their statutory entitlement to education relating to faith and physical education and should also expect to offer personal, social, health and economic (PSHE) education. Pupils should be taught fundamental British values.

### Referral Process

- Each academy will use the DfE publication, 'Alternative Provision: Statutory Guidance for Local Authorities (Jan 2013)' as a basis for making arrangements for alternative provision.
- Parents/ carers will be fully involved in the process and any decision taken.
- Pupils who are referred to alternative provision will remain on roll with their relevant academy and the academy funds their placement. The academy remains ultimately responsible for the pupil and the offer of alternative provision demonstrates a commitment by the academy to an inclusive approach to the pupils' education.
- The academy will organise a meeting involving all relevant parties, including parents/ carers, prior to the placement commencing.
- A representative from the academy will clearly explain to parents/ carers, and the pupil where appropriate, the reasons why alternative provision is being offered.
- The pupils' parents/ carers will sign the alternative provision contract. Responsibilities for supporting the pupil and timescales for reviewing the contract must be agreed during this initial meeting.
- Any agreement around alternative provision for a pupil will be regularly reviewed. Timescales and responsibilities for review will be agreed by the academy, alternative provider and parents/ carers.
- Once committed to alternative provision, pupils must attend and parents/ carers must support this. Failure to do so will carry the same consequences as non-attendance to the academy.
- Impact/ success will be measured against targets agreed in the initial meeting and these will be reviewed regularly.

## Attendance

- All professional have a statutory responsibility to safeguard and promote the welfare of children and young people and tracking and reporting attendance at alterative provision is an essential component in achieving this.
- Attendance at alternative provision is monitored closely and every step should be taken to ensure that accurate attendance data is kept by the academy.
- Alternative providers will contact the academy whenever the pupil is absent.
- The academy will then make contact with the parents/ carers to try and resolve this issue to ensure that regular attendance is achieved.
- The academy formally monitors attendance and updates records and maintains contact with the alternative provider on a weekly basis.
- Pupils whose attendance falls below that of the academy's target will be subject to a number of interventions as set out in the Trust attendance policy.

## Monitoring academic progress, behaviour and pastoral welfare

- The pupil's attainment data will be communicated to the alternative provider prior to the placement.
- A half termly report will be completed by the alternative provider as part of the monitoring process.
- The pupil will be visited on a regular basis by an appropriate member of staff from the academy and an 'Alternative Provision Record' will be completed.
- The pupils' own views on the placement will be taken into account as part of the monitoring process.
- The provider will be expected to contact the academy to inform them of any serioud behavioural incidents.
- Pupils who are making less than satisfactory progress will be subject to a formal review meeting involving the academy, parents/ carers and the provider.
- In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ended.

### 3. Safeguarding

There is an expectation that any safeguarding concerns are raised with the DSL at the academy and that all alternative providers adhere to the child protection and safeguarding policies held by the Trust. Our duty of care extends to all pupils, including those who are undertaking alternative provision. To assist this we will:

1. Identify actions to be taken, when and by whom, if any child protection or safeguarding concerns are raised during the placement.
2. Provide pupils with clear advice and a point of contact at the academy in case of problems.
3. Ensure that any safeguarding concerns are shared with alternative providers is appropriate, to ensure that they can continue to support the pupils during their placement.
4. Ensure that the alternative provider has recruited staff in line with safer recruitment practices and that conformation of enhanced DBS checks are recorded within the academy's single central record.

## 4. Appendix A

### Alternative Provision Referral Form

To be completed by the academy principal:

<b>Pupils' Name</b>	
<b>URN</b>	
<b>Parent/ Carer Emergency Contact Details 1</b>	
<b>Parent / Carer Emergency Contact Details 2</b>	
<b>Pupils' Date of Birth</b>	
<b>Year Group</b>	
<b>Proposed Provider</b>	
<b>Start Date</b>	
<b>Days Per Week</b>	

<b>Any other agency involvement eg. YOT, social services</b>	
<b>List of interventions given in academy</b>	
<b>Attendance figure</b>	
<b>Is the student a looked after child?</b>	
<b>Is the student a young carer? If yes, please give details.</b>	
<b>Safeguarding concerns?</b>	
<b>Any medical conditions?</b>	



<p><b>Any other comments ? eg. Drugs/alcohol problems, recent trauma, any other issues which may affect progress at alternative provision.</b></p>	
<p><b>Reason(s) for referral?</b></p> <ul style="list-style-type: none"> <li>- Attendance</li> <li>- Punctuality</li> <li>- Behaviour</li> <li>- Attitude to work</li> <li>- Post 16 route</li> <li>- Other</li> </ul>	

**Completed by:**

Name and job title	
Signature and date	

## 5. Appendix B

### Alternative provision service legal agreement

#### The provider will ensure that they:

- Provide an agreed structured programme of learning, with clear aims, objectives and methods, leading to a nationally recognised qualification.
- Provide the academy with their curriculum offer including details of all costings where possible.
- Provide all equipment and materials required.
- Provide a thorough induction programme, including health and safety, at the start of the programme.
- Carry out risk assessments, where appropriate, prior to the commencement of the programme.
- Provide a clear process for the reporting of accidents.
- Keep all pupil details in accordance with the Data Protection legislation and GDPR
- Employ staff with relevant teaching and vocational experience and ensure their continued professional development.
- Collect and supply the necessary data for audit requirements.
- Contact the named person in the academy immediately regarding any pupil whose behaviour or progress is causing concern. The academy's permission must be obtained before sending a pupil off-site for any reason. Failure to do so will be considered as a breach of safeguarding protocols.
- Provide an identified person to be available for support.
- Monitor progress and provide half termly reports to the academy and discuss the reports with the young learner at the end of each term.
- Record individual attendance and inform the academy of absences daily.
- Maintain attendance record on site which can be inspected by at any time.
- Notify the academy of any timetable changed or any variation.
- Comply with bullying and behaviour management guidelines.
- Comply with academy's trips and visits guidelines and ensure that all necessary documentation is completed.
- Ensure that the academy's child Safeguarding and Protection guidelines and policy are complied with.
- Ensure a designated safeguarding officer and an appropriately qualified first aider are available whenever students are on site.
- Ensure moderation and quality assurance systems are robust.
- Provide learning support for students who require it.
- Provide a free meal where there is an entitlement and have agreed lunchtime arrangements that are detailed in the student induction booklet.
- Invoice the academy for the agreed amount on a termly basis.

### The academy will ensure that they:

1. Nominate an appropriate member of staff to act as the key contact and co-ordinator.
2. Carry out a risk assessment for learners it identifies for an alternative programme.  
Interview prospective pupils with their parents/carer's and obtain written permission from parent for them to be taken onto the course.
3. Provide in writing, prior to the commencement of the programme place, relevant detailed reports on the participants circumstances, behaviour and educational status.
4. Provide an emergency contact number and information on any known medical condition.
5. For pupils who have an EHCP or are deemed to have special educational needs, provide information about these needs in writing a report and by giving verbal updates as and when required.
6. Notify the provider of any significant change of circumstances involving the pupil or details likely to affect programme delivery.
7. Support the providers with concerns and take responsibility for and agree the following up of non- attendees after notification of absence and provide support if other problems occur.
8. Assist the provider with carrying out the previously agreed behaviour policies.
9. Attend meeting or events held by the provider.
10. Ensure that all providers have the necessary health and safety arrangements in place including the relevant insurance cover.
11. Settle invoices for the agreed payment within the provider's specified time.

**This agreement between:**

Name of student:			
Start date		End date	
Cost *			
Registration / certification cost			
Any additional cost			
Terms of Payment			
Signed for Academy			
Name			
Position			
Date			
Signed for Provider			
Name			
Position			
Date			

\* Please specify cost details

## 6. Appendix C

### Approval of new provider form

To be completed and sent to Trust Officer for Vulnerable Pupils

**Name of Proposed Provider:**

**Outline of what the provider will offer students (include any formal qualification routes):**

**Will the offer be full time/ part time? Who will deliver core curriculum? Who will deliver PE/RE/PSHCEE?**

**Are they approved by the local authority as an alternative provision? YES/NO  
If NO, please outline the procurement process below:**

**Details of suitability assessment carried out, including details of visits to provision.**

**Checklist:**

The following have been received and checked that they comply with the academy's expectations.

	Initial
Health And Safety Policy	
Safeguarding Policy	
Risk Assessments	
Personal Protective Equipment	
DBS Checks (& Included On Academy's SCR)	
Service Level Agreement	
Personal Education Plans	
Qualifications Offered	

Nominated academy contact person	
Nominated AP contact person	
AP safeguarding lead person	
AP Student supervisor	

**Principal's Name:**

**Signature:**

**Date:**

## 7. Appendix D

### Parent and Student Agreement

Name of student:

Date of birth:

#### Information about Alternative Provision

Please find attached the referral form to enable your child (or the child that you have parental rights for) to take part in an alternative provision programme.

As the academy have explained, alternative provision is a programme to offer your child the opportunity to gain work experience or gain other skills outside the academy environment with carefully selected training providers.

The alternative provision provider will need to have access to certain information about your child, such as that contained in the referral form, to ensure that the programme offered and also any relevant pastoral support is appropriate to meet their needs.

The alternative provision provider will not disclose this information to any other party without express consent unless there is a legal requirement to do so or there is a risk of serious harm or threat to life.

All providers are required to ensure that health and safety and safeguarding requirements are met.

#### **Please complete the following information:**

Any medical or allergy conditions a provider would need to know about?	YES/NO If yes, please give details:
Emergency contact 1 name	
Telephone numbers	
Emergency contact 2 name	
Telephone numbers	
Any additional information you believe the provider would need to know	

### **Photographs, videos and images**

Occasionally, we may take photographs of learners on alternative provision programmes. We may use these images in providers prospectuses or in other printed or online publications, as well as on our website or social media. We may also make digital recordings for conferences, monitoring or other educational use.

From time to time the setting may be visited by the media who will take photographs or film footage. Learners may appear in these images, which may then appear in local, regional or national newspapers or televised news programmes.

We need your permission before we can photograph or make any recordings of your child. Please answer the questions below and then sign and date the form.

### **Photo consent**

- May your child's image be used in prospectuses of either of the academy or the alternative provider and other printed publications for promotional purpose? YES/NO
- May your child's image be used on the website of either the academy or the alternative provider? YES/NO
- Are you happy for your child to appear in the media and on official social media? YES/NO

### **Alternative Provision Consent**

I agree for my child to take part in an alternative provision programme outside of school. YES/NO

I agree for my child to travel in a staff car or minibus, in the case of emergency or academy related activity. YES/NO

I have read and understood the above agreements.

Parent or guardian's name:

Parent or guardian's signature:

Student's name:

Student's signature:

Date:



## 8. Appendix E

### Progress Review Form

Student name:	
Alternative Provision name:	
Form completed by:	
Date of review:	

### Attendance and Welfare

Cumulative attendance to date:	
Behaviour events:	
Health and safety concerns:	
Safeguarding concerns:	
SEND interventions:	
Any agreed actions – record who, what and by when	

### Progress

Predicted outcomes at last review:	
Predicted outcomes at this review:	
Interventions agreed:	
Other outcomes/targets achieved since last review:	
Actions agreed (record who, what and by when):	

**Checklist**

	Tick
Risk assessment in place and being followed	
PPE in place and used correctly	
Supervisor identified for student	
Safeguarding practices in place	

**Pupil comments (where appropriate):**

**Alternative Provider comments:**

**Academy comments:**

Date of next review:	
Alternative provider name and signature:	
Academy name and signature:	
Date:	

