



Alternative Provision Policy

ALP Leicester
Stonehill Avenue
Birstall
LE4 4JG

Introduction

Alternative provision is educational provision for learners who are unable to access ALP Leicester's educational offer for a number of different reasons, or who require a part of their provision to be different from the 'typical' ALP Leicester provision on offer.

The school recognises that there is a need to ensure that our curriculum is inclusive and accessible, providing opportunities for all learners to succeed. Moreover, we recognise the need to offer a wide reaching provision that allows all learners to achieve their full potential at ALP Leicester.

To facilitate this, an individual learning pathway may be required and ALP Leicester works with different local providers to ensure all learners reach their full potential and succeed.

Objectives of this Policy

The objectives of this policy are:

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

Reasons why we might offer Alternative Provision

Learners will be referred to Alternative Provision on the basis that their needs are not being met by the provision on offer at ALP Leicester.

Some reasons might be:

The learner's strengths are not being developed through the Functional Skills Pathway. Alternative provision recognises that learners have different strengths and weaknesses and that ALP Leicester's educational offer may not be suited to all learners in attendance. The emphasis on e.g. therapeutic activities that some alternative provision offers may be more attractive and suitable to some learners.

The learner has had one or more fixed-term exclusions and is considered to be at risk of permanent exclusion from school. Alternative provision is seen as a desirable alternative to permanent exclusion for learners and to encourage their continued inclusion in education.

The learner has not been attending school regularly, and is therefore unlikely to achieve Functional skills' qualifications. Alternative provision offers a different setting with a broader choice of subjects for learners which is intended to promote improved attendance.

Alternative provision may provide a greater opportunity for a learner to progress to a suitable post-16 pathway.

Responsibilities

The Executive Board will:

- Monitor the implementation of the Alternative Provision Policy and review it on a regular basis.

The Head Teacher will:

- Take overall responsibility for the school's use of alternative provision for certain learners.
- Report to the Governing Body on the effectiveness of the implementation of the Alternative Provision Policy.

The Senior Leadership Team will:

- Understand and comply with the guidelines detailed within the Alternative Provision Policy and other related documents.
- Arrange for the appointment of an appropriate member of staff to attend meetings relating to learner referrals and conduct progress visits to the alternative provider.
- Continually assess the quality and suitability of providers of alternative education for our learners.

The Pastoral Team will:

- Liaise with the DSL, SENDCo, Administration Assistant and Examinations Officer, and other relevant staff to ensure that the appropriate measures are in place to support learners who are being educated in an alternative setting.
- Undertake twice termly visits to the alternative provision sites to review the progress of the relevant learners, as requested by the Senior Leadership Team.
- Decide, in collaboration with the Senior Leadership Team, on the appropriate course of action if informed of any serious behavioural incidents by an alternative provider.
- Arrange for the appropriate intervention when a learner's attendance falls below the ALP Leicester target.

The Designated Safeguarding Lead 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 & Safety.
- Ensure that all alternative providers hold a copy of, and adhere to, ALP Leicester's Child Protection and Safeguarding Policies.

The Administration Assistant will:

- Monitor attendance of learners referred to alternative providers on each day that they are expected to attend.
- Provide attendance updates to the Pastoral Lead.

The Examination Officer will:

- Provide relevant learner data to help facilitate the transition from school to the alternative provider.
- Liaise with the Pastoral Lead to ensure the system for tracking pupil progress is accurately recorded during the scheduled windows for data capture.
- Coordinate arrangements with the alternative provider for public examination

entries and the completion of public examinations.

The Special Educational Needs and Disability Coordinator (SENDCo) will:

- If appropriate, provide details of SEN support required through a learner's Learner Passport, provision mapping and other relevant information to the alternative provider to cater for the special educational needs of pupils.

The Finance Department will:

- Handle the payment process in relation to alternative provision as authorised by the Head Teacher or person with budget holder responsibility.

Suitability of Providers

- ALP Leicester is able to access a limited number of alternative provision placements and there should always be a clear rationale in place to ensure that this provision will allow the learner to make good academic progress.
- The school aims to continually assess the quality and suitability of the providers of alternative education for our learners.
- It is the responsibility of ALP Leicester to ensure that the alternative provider is registered and approved and that they have relevant policies in place to cover Child Protection and Health & Safety.
- All learners who are referred to alternative provision will have access to a core curriculum, as well as an alternative curriculum covering a range of other subjects.
- All the qualifications they receive will be recognised and enable progression to further education.

Referral Process

- The school will use DfE publication Alternative Provision: Statutory Guidance for Local Authorities (January 2013, updated 27 June 2016) as a basis for making arrangements for alternative provision.
- Parents/carers will be fully involved in the process and any decisions taken.
- Learners who are referred to alternative provision will remain on roll with ALP Leicester and the school funds their place in alternative provision. The school remains ultimately responsible for the learner, and the offer of alternative provision shows a commitment by the school to an inclusive approach to the learner's education.
- Prior to agreeing an alternative provision placement, ALP Leicester will set up a meeting involving all relevant parties, including parents/carers and others as appropriate.
- A representative from the school will clearly explain to the learner and their parents/carers the reasons why the alternative provision is being offered.
- The learner's parents/carers will sign the relevant alternative provision contract. Responsibilities for supporting the child and timescales for reviewing the contract must be agreed during the initial meeting.
- Any agreement around alternative provision for a learner will be regularly reviewed. Timescales and responsibilities for reviewing the agreement will be agreed by the school, alternative provider and parents/carers.
- Once committed to alternative provision, learners must attend and parents/carers must support this. Failure to do so will carry the same consequences as non-attendance at ALP Leicester and may jeopardise the placement.
- Impact/success will be measured against targets agreed in the initial meeting and these will be regularly reviewed.
- Where necessary, the school will formulate a Service Level Agreement between the school and the alternative provider.

Attendance and Safeguarding

- All professionals have a statutory responsibility to safeguard and promote the welfare of children and young people and tracking and reporting attendance at alternative provision is an essential component in achieving this.
- Attendance at off-site alternative provision will be monitored closely and every step should be taken to ensure that accurate attendance data is kept by ALP Leicester.
- Alternative providers will contact ALP Leicester daily to report on learner attendance.
- Should attendance be a concern, ALP Leicester will make contact with parents and try and resolve the issue to ensure regular attendance is achieved
- Learners whose attendance falls below the ALP Leicester target will be subject to a number of interventions as set out in the school's Attendance Policy.
- There is an expectation that any safeguarding concerns are raised with the DSL at ALP Leicester and that all alternative providers adhere to the Child Protection and Safeguarding Policies held by the school.

Monitoring Academic Progress, Behaviour and Pastoral Welfare

- The learners's attainment data will be communicated to the alternative provider on commencement of placement.
- A termly report will be completed by the alternative provider as part of the monitoring process.
- The learner will be visited twice termly by an appropriate staff member from ALP Leicester and an 'Alternative Provision Record' of the visit will be completed.
- The learner's own views on the placement will be taken into account as part of the monitoring process.
- The provider will be expected to contact ALP Leicester to inform them of any serious behavioural incidents.
- Learners who are making less than satisfactory progress will be subject to a formal review meeting involving ALP Leicester, the learner, parents/carers and the provider.
- In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ceased.
- All learners with a behaviour risk assessment will only be able to attend an alternative provider that has Team Teach trained staff at the provision (or equivalent).

Example of documentation

Alternative Provision Agreement



Name of learner: _____

ALP Leicester expects that the alternative provider will:

- Adhere to the Child Protection and Safeguarding policies held by ALP Leicester.
- Contact ALP Leicester whenever the learner is absent.
- Provide ALP Leicester with attendance details on a weekly basis.
- Inform ALP Leicester of any serious behavioural incidents.
- Raise any safeguarding concerns with the DSL at ALP Leicester.
- Facilitate regular visits from an ALP Leicester representative.
- Complete a termly report as part of ALP Leicester's monitoring process.

The alternative provider can expect that AL will:

- Ensure that the alternative provider holds copies of ALP Leicester's Child Protection and Safeguarding Policies.
- Provide relevant learner data to help facilitate the transition from school to the alternative provider.
- If appropriate, provide details of provision mapping and other relevant information to the alternative provider to cater for the Special Educational Needs of pupils.
- Arrange for an appropriate staff member to conduct periodic visits to the alternative provision site(s) to review the progress of the relevant learner.
- Coordinate arrangements with the alternative provider for public examination entries and the completion of public examinations.

Signed: _____ (Head Teacher, ALP Leicester)

Signed: _____ (Head Teacher/Leader, Alternative Provider)

Alternative Provision Visit Proforma

Name of learner:	
Class:	
Name of Placement:	
Date and Time of Visit:	Member of Staff:
Attendance % Safeguarding Concerns: Y / N (Recorded separately) Attendance notes Behaviour and Welfare Notes	
Progress : Attainment:	
Curriculum / Learning Notes:	
Other agencies involved: Actions for ALP Leicester: Actions for Provision:	
Parent/Carer contact: YES/NO. If no please give reasons	
Date of Review Meeting:	

Alternative Provision – Termly Review

Learner name:	
Provision attended:	
Dates attended:	
Name of staff completing this form:	
<p>Attendance this term <i>(include commentary if attendance is below 100%):</i></p> <p>Punctuality:</p> <p>Attitude to learning:</p> <p>Brief summary of skills covered this term:</p> <p>Targets for next term:</p>	
Any other comments:	