

Alternative Provision Policy

Sept 2021

Version 2

1. Scope

This policy applies to all staff at Expanse Learning Wigan School (Hereafter referred to as the School).

2. Context of Policy

Alternative provision is educational provision for students who are unable to access formal education for a number of different reasons, or who are unsuited to the provision on offer.

The school recognises that there is a need to ensure that our curriculum is inclusive and accessible, providing opportunities for all students to succeed. Moreover, we recognise the need to offer the type of provision that allows a minority of students to achieve their potential outside of what is accessible at School.

To facilitate this individual learning pathway, the School works with different providers to help students who have struggled to reach their potential in a school-based environment to succeed.

3. Objectives of this Policy

The objectives of this policy are:

- To outline the reasons why students might be offered alternative provision;
- To ensure that alternative provision is offered to suitable students 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 students when under the care of alternative providers;
- To outline the arrangements in place for keeping in touch with students to monitor academic progress, behaviour and pastoral welfare;
- To guide and support staff with the monitoring and support of alternative provision.

4. Reasons why we might offer Alternative Provision

Students will be referred to Alternative Provision on the basis that this provision is more appropriate for them than what the School can provide. The reasons for seeking alternative provision may include the following reasons but each student will be reviewed on a needs led basis:

- The student's strengths are not being developed through the curriculum and resources available to the school. Alternative provision recognises that students have different strengths and weaknesses and that the education offered by the school is not suitable for a very small number. The emphasis on vocational education that some alternative provision offers may be more appropriate and suitable for some students;
- The student has had more than one fixed-term exclusion and is considered to be at risk of permanent exclusion from school. Alternative provision is seen as a desirable alternative to permanent exclusion for students and to encourage their continued inclusion in education;
- The student has not been attending school regularly and is therefore unlikely to achieve the qualifications and desired outcomes/targets that have been set. Alternative provision offers a different setting with a broader choice of subjects for students which may encourage attendance. Alternative provision may provide a greater opportunity for a student to progress to a suitable post-16 pathway.

5. Responsibilities

The Board of Governors will:

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

The Headteacher will:

- Take overall responsibility for the use of alternative provision for certain students;
- Report to the Governing Body on the effectiveness of the implementation of the Alternative Provision Policy.

The Leadership Team and Corporate services will:

- Understand and comply with the guidelines detailed within the Alternative Provision Policy and other related documents;
- Arrange for an appropriate member of staff to attend meetings relating to student referrals and conduct regular progress visits to the alternative provider;
- Continually assess the quality and suitability of providers of alternative education for our students;
- Liaise with the relevant staff to ensure that the appropriate measures are in place to support students who are being educated in an alternative setting with particular reference to safeguarding procedures and attendance;

- Arrange for staff to undertake periodic visits to the alternative provision sites to review the progress of the relevant students;
- Decide on the appropriate course of action if informed of any serious behavioural incidents by an alternative provider;
- Arrange for the appropriate intervention when a student's attendance falls below the School target.

The Corporate Services and 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, Data Protection and Health & Safety.
- Ensure that all alternative providers hold a copy of, and adhere to, the School's Child Protection and Safeguarding Policies.

The School Business Officer and Pastoral staff will:

- Monitor attendance of students referred to alternative providers and update records on a daily basis;
- Provide attendance updates to the Headteacher and Director of Schools at attendance review meetings.

The relevant staff will:

- Provide relevant student data to help facilitate the transition from school to the alternative provider.
- Coordinate arrangements with the alternative provider for public examination entries and the completion of public examinations.
- Liaise with Functional Skills teachers to ensure the system for tracking student progress is accurately recorded during the scheduled windows for data capture.
- If appropriate, provide details of provision mapping and other relevant information to the alternative provider to cater for the special educational needs of students.
- The Finance Department will:
- Handle the payment process in relation to alternative provision as authorised by the Headteacher or person with budget holder responsibility.

6. Suitability of Providers

- The School is able to access a variety of alternative provision placements and there should always be a clear rationale in place to ensure that this provision will allow the student to make good academic progress and meet their targets on their EHC Plan regarding the development of social and communication skills;
- The school aims to continually assess the quality and suitability of the providers of alternative education for our students;
- It is the responsibility of the school 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 students who are referred to alternative provision will have access to a core curriculum, as well as the alternative curriculum covering a range of other subjects;
- All the qualifications they receive will be nationally recognised and enable progression to further education;
- Providers must be mindful of the student's statutory entitlement to aspects of education relating to faith and physical education and should also expect to offer personal, social, health and economic education (PSHE). This will allow students to further develop key skills and attributes such as resilience, sexual health, risk-management and self-esteem.

7. The Referral Process

- The school will use DfE publication Alternative Provision: Statutory Guidance for Local Authorities (January 2013) as a basis for making arrangements for alternative provision;
- Parents / carers will be fully involved in the process and any decisions taken;
- Students who are referred to alternative provision will remain on roll with Expanse Learning Wigan School and the school funds their placement in alternative provision.
- The school remains ultimately responsible for the student, and the offer of alternative provision shows a commitment by the school to an inclusive approach to the student's education;
- Expanse Learning Wigan School 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 student and his / her parents / carers the reasons why the alternative provision is being offered;

- The student'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 student 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, students must attend, and parents / carers must support this. Failure to do so will carry the same consequences as non-attendance at Expanse Learning Wigan School;
- 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.

8. 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. The duty of safeguarding is transferred to the alternative provision on the agreed days the student is due to attend.
- 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 Expanse Learning Wigan School.
- Alternative providers will contact Expanse Learning Wigan School whenever the student is absent. Expanse Learning Wigan School will then make contact with parents and try and resolve the issue to ensure regular attendance is achieved.
- Expanse Learning Wigan School will formally monitor attendance and update records and maintain contact with the alternative provider on a daily basis.
- Students whose attendance falls below the Expanse Learning Wigan School 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 whilst attending the alternative provision are raised with the Designated Safeguarding Lead at Expanse Learning Wigan School and that all alternative providers adhere to the Child Protection and Safeguarding Policies held by the school.

9. Monitoring Academic Progress, Behaviour and Pastoral Welfare

- The student'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 student will be visited on a regular basis by an appropriate staff member from Expanse Learning Wigan School and an 'Alternative Provision Record' will be completed.
- The student's own views on the placement will be taken into account as part of the monitoring process.
- The provider will be expected to contact Expanse Learning Wigan School to inform them of any serious behavioural incidents.
- Students who are making less than satisfactory progress will be subject to a formal review meeting involving Expanse Learning Wigan School, the student, parents/carers and the provider.
- In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ended.

10. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

Impact of non-compliance

Staff: Disciplinary action, Support, Action Plan
Student: N/A
Legislation/organisational: statutory and non-regulated compliance. Prosecution, Financial Loss and Compensation Pay-out
Compliance lead: Expanse Learning Wigan School (Head Teacher)
Policy Reference: ELWS-OPR-024
Version: 2
Agreed policy location: DatabridgeMIS and School Webpage
Does the policy require Governor approval? No

Approval

<p>Prepared Scott Roberts (Assoc. CIPD) 01/09/2021</p>  <p>Head of Corporate Services</p>	<p>Approved by Richard King 01/09/2021</p>  <p>Director of Schools, Pre 16 Education</p>	<p>Counter Signatory Tony Brown 01/09/2021</p>  <p>CEO</p>
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Version Control

Version	Date	Revision	Review Date
1	01/09/2020	First Issue	31/08/2021
2	01/09/2021	Policy Reviewed	31/08/2022
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4			
5			

Appendix 1 - Alternative Provision Agreement

Name of Student:		
<p>The School expects that the alternative provider will:</p> <ul style="list-style-type: none"> ○ Adhere to the Child Protection and Safeguarding policies held by Expanse Learning Wigan School. ○ Contact the School whenever the student is absent. ○ Provide the School with attendance details on a daily basis. ○ Inform the School of any serious behavioural incidents. ○ Immediately raise any safeguarding concerns with the Designated Safeguarding Lead at the School. ○ Facilitate regular visits from the School representative. ○ Complete a termly report as part of the School’s monitoring process. 		
<p>The alternative provider can expect that the School will:</p> <ul style="list-style-type: none"> ○ Ensure that the alternative provider holds copies of the School’s Child Protection and Safeguarding Policies; ○ Provide relevant student 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 students; ○ Arrange for an appropriate staff member to conduct periodic visits to the alternative provision site(s) to review the progress of the relevant student; ○ Coordinate arrangements with the alternative provider for public examination entries and the completion of public examinations. 		
	On behalf of the school	On behalf of the Facilitator, Alternative Provider
Print Name:		
Signature:		
Job Title:		
Date:		