



# 54. Alternative Provision Policy

Agreed by School Governors:	November 2019
Review Date:	November 2021

## **POLICY STATEMENT**

### **Context of Policy**

Alternative provision is educational provision for students who are unable to access mainstream education for a number of different reasons, or who are unsuited to the mainstream 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 some students to achieve their potential outside of what is accessible at Oakfield School.

To facilitate this individual learning pathway, Oakfield school works with different local providers to help students who have struggles to reach their potential in a school based environment to succeed.

### **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.

### **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 Oakfield School can provide. Some reasons might be:

- The student's strengths are not being developed through the national curriculum. Alternative provision recognises that students have different strengths and weaknesses and that mainstream education is not suitable for some. The emphasis on vocational education that some alternative provision offers may be more attractive and suitable to some students.
- The student 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 student and to encourage their continued inclusion in education.
- The student has not been attending school regularly, and is therefore unlikely to achieve GCSEs. 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 a suitable post-16 pathway.

## **RESPONSIBILITIES**

### **Governing Body will:**

- Monitor the implementation of the alternative provision policy and review it on a regular basis.

### **Deputy Headteacher will:**

- Take overall responsibility for the school's use of alternative provision for certain students.
- Report to the governing body on the effectiveness of the implementation of the alternative provision policy.

### **Senior Leadership Team will:**

- Understand and comply with the guidelines detailed within alternative provision policy and other related documents.
- Arrange for the appointment of 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.
- visit provider to ensure Health and safety risk assessments are in place.

### **Offsite Co-ordinator will:**

- Liaise with the Designated Safeguarding Lead, SENCO, Examinations and Data Manager, Attendance Administrator, and other relevant staff to ensure that the appropriate measures are in place to support students who are being educated in an alternative setting.
- Undertake periodic visits to the alternative provision sites to review the progress of the relevant students, as requested by the Senior Leadership Team.
- Decide, in collaboration with our 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 student's attendance falls below the Oakfield School target.
- Ensure that all full-time alternative placement providers are registered and approved centres and that they have relevant policies in place to cover Safeguarding, Child Protection and Health & Safety. Part-time and day off-site placements may not be registered and approved however will be subject to the schools quality assurance procedures. .
- Ensure that all alternative providers hold a copy of, and adhere to, Oakfield School's Child Protection and Safeguarding Policies.

### **Attendance Administrator will:**

- Monitor attendance of students referred to alternative providers and update records on a weekly basis.
- Provide attendance updates to the offsite co-ordinator.

**Curriculum Team 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 the offsite coordinator and head of curriculum 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 education needs of students.

**Finance Department will:**

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

**Suitability of Providers**

- Oakfield 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.
- The school aims to continually assess the quality and suitability of the providers of alternative education for our students.
- It is the responsibility of Oakfield School to ensure that the alternative provider of any full-time placements is registered and approved and that they have relevant policies in place to cover Child Protection and Health and Safety.
- It is the responsibility of Oakfield School to ensure that any part-time or day placement provides are subject to the school's internal quality assurance procedures.
- All students 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 nationally recognised and enable progression to further education.
- Providers must also be able to offer students their statutory entitlement to education relating to faith and physical education and should also expect to offer personal, social health, and economic education (PSE). This will allow students to develop key skills and attributes such as resilience, sexual health, risk-management and self-esteem.

**Referral Process**

- The school will use DfE publication Alternative Provision: Statutory Guidance for Local Authority's (January 2013) as a basis for making arrangements for alternative provision.
- Parent/carer will be fully involved in the process and any decisions taken.
- Students who are referred to alternative provision will remain on roll with Oakfield School and the School funds their place 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.

- Oakfield 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 responsibility's for reviewing the agreement will be agreed by the school, alternative provider and parent/carers.
- Once committed to alternative provision, students must attend and parent / carers must support this. Failure to do so will carry the same consequences as non-attendance at Oakfield School.
- Impact / success will be measured against targets agreed in the initial meeting and these will be regularly reviewed.
- 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 component in archiving this.
- Attendance at off-site alternative provision will be monitored closely and every step should be taken to ensure that accurate data is kept by Oakfield School. Alternative providers will contact Oakfield School whenever the student is absent.
- Oakfield School will then make contact with parents and try and resolve the issue to ensure regular attendance is achieving.
- Oakfield School will then make contact with parents and try and resolve the issue to ensure regular attendance is achieved.
- Oakfield School will formally monitor attendance and update records and maintain contact with alternative provider on a weekly basis.
- Students whose attendance falls below the Oakfield School target will be subject to a number of interventions as set out in the school Attendance Policy.
- There is an expectation that any safeguarding concerns are raised with the Designated Safeguarding Lead at Oakfield School 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 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 Oakfield 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 Oakfield 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 Oakfield School, the student, parents/carer and the provider.
- In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ended.

This Policy was reviewed and agreed at the Full Governing Body Meeting on November 2019

Signed: .....

Lee Morfitt (Chair of Governors)





Name of Student: \_\_\_\_\_

**Oakfield School expects that the alternative provider will:**

- Adhere to the Child Protection and Safeguarding policies held by Oakfield School.
- Contact Oakfield School whenever the student is absent.
- Provide Oakfield School with attendance details on a weekly basis.
- Inform Oakfield School of any serious behaviour incidents.
- Raise any safeguarding concerns with the Designated Safeguarding Lead at Oakfield School.
- Facilitate regular visits from a Oakfield School representative.
- Complete a termly report as part of Oakfield School's monitoring process.

**The alternative provider can expect that Oakfield School will:**

- Ensure that the alternative provider holds copies of Oakfield 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 Education 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.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_  
(Oakfield Co-ordinator)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_  
(Deputy Headteacher)