



WyreForestSchool

Communication Specialist

Alternative Provision Policy

Date of last review:	2023	Review period:	3 Years
Date of next review:	2026	Written by:	Rebecca Garratt
Type of policy:	Non-Statutory	Committee:	Standards & Curriculum
Signature:			

Alternative Provision Policy

POLICY STATEMENT

Context of Policy

Alternative provision is educational provision for pupils who are unable to access education at Wyre Forest School for a number of different reasons, or who are unsuited to the provision on offer.

We recognise the need to offer the type of provision that allows some pupils to achieve their potential outside of what is accessible at WFS.

To facilitate this individual learning pathway, WFS works with the provider (alternative provision) to help pupils who have struggled to reach their potential in a school-based environment to succeed.

Objectives of 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 the provider.
- To ensure there are suitable procedures in place relating to attendance and the safeguarding of pupils when under the care of the provider.
- To outline the arrangements in place for keeping in touch with pupils to monitor academic progress, behaviour and pastoral welfare.
- To guide and support staff with the monitoring and support of the provider.

Reasons Why We Might Offer Alternative Provision

Pupils will be referred to Alternative Provision on the basis that this provision is more appropriate for them than what WFS can provide. Some reasons might be:

- The pupil's strengths are not being developed through the school building environment. Alternative provision recognises that pupils have different strengths and weaknesses.
- The pupil has had one or more fixed-term exclusions.
- The pupil has not been attending school regularly.

RESPONSIBILITIES

Governing Body will:

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

Headteacher will:

- Take overall responsibility for the school's use of alternative provision for identified pupils.
- 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 the Alternative Provision Policy and other related documents.
- Facilitate the use of a variety of alternative provision placements to suit the needs of individuals. There should be a clear rationale in place to ensure that the provision will allow pupils to make good progress.
- Undertake an audit of the provision, including relevant policies, to determine safety and suitability of the provision for selected individuals
- Ensure that an appropriate member of staff attends meetings relating to pupil referrals and conducts regular progress visits to the provider.
- Assess the quality and suitability of providers, annually or as and when required.
- Liaise with the Designated Safeguarding Lead, and other relevant staff to ensure that the appropriate policies and measures are in place to support pupils who are being educated at an alternative provision.

Class teachers will:

- Undertake termly visits to the alternative provision to review the progress of the relevant pupils, 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 the provider.
- Monitor attendance of pupils referred to the provider and update records on a daily basis.

Referral Process

- Parents/carers will be fully involved in the process and any decisions taken.
- Pupils who are referred will remain on roll with WFS. The school remains ultimately responsible for the pupil, and the placement is only ever part time and/or time restricted.

- Impact/success will be measured against targets agreed in the initial meeting and these will be regularly reviewed.
- The school will have a Service Level Agreement with 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 WFS
- The provider will contact WFS whenever the student is absent.
- WFS will then make contact with parents and try and resolve the issue to ensure regular attendance is achieved.
- There is an expectation that any safeguarding concerns are raised with the Designated Safeguarding Lead at WFS and that the provider adheres to the Child Protection and Safeguarding Policies held by the school.

Monitoring Academic Progress, Behaviour and Pastoral Welfare

- The student's attainment data and targets will be communicated on commencement of placement.
- A termly report will be completed by the provider as part of the monitoring process.
- The pupil will be visited on a termly, or if issues arise, basis by an appropriate staff member from WFS and an 'Alternative Provision Monitoring Record' will be completed.
- The pupil's own views on the placement will be taken into account as part of the monitoring process.
- The provider will be expected to contact WFS to inform them of any serious behavioural incidents.

Registered and Unregistered Providers

WFS recognises that some providers may not be registered. An alternative provision provider must be registered as an independent school if it provides full-time education to any of the following:

- 5 or more full-time pupils of compulsory school age
- 1 or more full-time pupils who have an EHCP
- 1 or more full-time pupils who are looked-after

WFS may use an unregistered provider where it is deemed most suitable to meet the needs of the individual pupil. Unregistered providers will undergo the same initial audit and monitoring visits as registered providers.



WFS Alternative Provision Agreement

Name of Pupil: _____

WFS expects that the Alternative Provision provider will:

- Adhere to the Child Protection and Safeguarding policies held by WFS.
- Be registered as an independent school if it caters full time for 5 or more pupils of compulsory school age, or one pupil who is looked after or has an education, health and care (EHC) plan.
- Contact WFS whenever the pupil is absent.
- Provide WFS with attendance details on a weekly basis.
- Inform WFS of any serious behavioural incidents.
- Raise any safeguarding concerns with the Designated Safeguarding Lead at WFS.
- Facilitate regular visits from a WFS representative.
- Complete a termly report as part of WFS's monitoring process.

The Alternative Provision can expect that WFS will:

- Ensure that they hold copies of WFS Child Protection and Safeguarding Policies.
- Provide relevant pupil info to help facilitate the transition from school to the provider.
- Arrange for an appropriate staff member to conduct periodic visits to the provider to review the progress of the relevant pupil.

Signed: _____ (Headteacher, WFS)

Date: _____

Signed: _____ (Alternative Provision Provider)

Date: _____