



Alternative Provision Policy

Date of last review:	2021	Review period:	3 Years
Date of next review:	2024	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 certain 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.
- Arrange for the appointment of an appropriate member of staff to attend meetings relating to pupil referrals and conduct regular progress visits to the provider.
- Continually assess the quality and suitability of providers.

Class teachers will:

- Liaise with the Designated Safeguarding Lead, and other relevant staff to ensure that the appropriate measures are in place to support pupils who are being educated at an alternative provision.
- Undertake half 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.

Designated Safeguarding Lead will:

- Ensure that the provider have relevant policies in place to cover Safeguarding, Child Protection and Health & Safety.
- Ensure that the provider hold a copy of, and adhere to, WFS Child Protection and Safeguarding Policies.
- Monitor attendance of pupils referred to the provider and update records on a daily basis.

Suitability of Providers

- WFS 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 pupils to make good progress.
- WFS aims to continually assess the quality and suitability of the providers of alternative education for our pupils.

- It is the responsibility of WFS to ensure that the alternative provider have relevant policies in place to cover Child Protection and Health & Safety.

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 regular basis by an appropriate staff member from WFS and an 'Alternative Provision 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.



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.
- 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: _____