



Alternative Provision Policy

CONTEXT

Alternative provision is educational provision for pupils who are unable to access mainstream education for a number of different reasons.

Witton Middle School recognises that there is a need to ensure that our curriculum is inclusive and accessible, providing opportunities for all pupils to succeed. Moreover, we recognise the need to offer the type of provision that allows some pupils to achieve their potential.

To facilitate an individual learning pathway, Witton Middle school works with different local providers to help pupils who have struggles to reach their potential in a school based environment to succeed.

OBJECTIVES

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 alternative providers.
- To ensure there are suitable procedures in place relating to attendance and the safeguarding of pupils when under the care of alternative providers.
- 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 alternative provision.

REASONS WHY WE MAY OFFER ALTERNATIVE PROVISION

Pupils will be referred to alternative provision on the basis that this provision is more appropriate for them. Reasons may include:

- The pupil may have behavioural, social or emotional needs, which lie beyond our provision.
- The pupil 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 pupil and to encourage their continued inclusion in education.



RESPONSIBILITIES

The SENDCo 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 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 alternative provider.
- Continually assess the quality and suitability of providers of alternative education for our pupils.
- Visit the provider to ensure Health and safety risk assessments are in place.

SENDCo will:

- Liaise with the Designated Safeguarding Lead, Attendance Administrator, and other relevant staff to ensure that the appropriate measures are in place to support pupils who are being educated in an alternative setting.
- • Undertake periodic visits to the alternative provision sites to review the progress of the relevant pupils, 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 pupil's attendance falls below the Witton Middle School target.
- • Ensure that the alternative provider is a registered and approved centre 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, Witton Middle School's Child Protection and Safeguarding Policies.

Attendance Administrator will:

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

Class Teacher will:

- Provide relevant pupil 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 pupils.

SUITABILITY OF PROVIDERS

- Witton Middle 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 pupil to make good academic progress.
- The school aims to continually assess the quality and suitability of the providers of alternative education for our pupils.
- It is the responsibility of Witton Middle 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 and Safety.

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 involved in the process and any decisions taken.
- Pupils who are referred to alternative provision will remain on roll with Witton Middle School and the School funds their place in alternative provision. The school remains ultimately responsible for the pupil, and the offer of alternative provision shows a commitment by the school to an inclusive approach to the pupil's education.
- A representative from the school will clearly explain to pupil and his/her parents/carers the reasons why the alternative provision is being offered.
- Impact/success will be measured against targets agreed in the initial meeting and these will be regularly reviewed.

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 a component in achieving 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 Witton Middle School. Alternative providers will contact Witton Middle School whenever the pupil is absent.
- Witton Middle School will then make contact with parents/carers and try and resolve the issue to ensure regular attendance.
- Witton Middle School will then make contact with parents/carers and try and resolve the issue to ensure regular attendance is achieved.
- Witton Middle School will formally monitor attendance and update records and maintain contact with alternative provider on a weekly basis.
- Pupils whose attendance falls below the Witton Middle 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 Witton Middle 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 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 Witton Middle School to inform them of any serious behavioural or safeguarding incidents.

This policy appears on the school website

Prepared by:	Headteacher	Responsibility of:	Headteacher
Agreement Date:	30.09.2018	Review Date:	Autumn 2020
This Policy was prepared giving due regard to the disabilities and/or special education needs, age, race, religion or belief, sex/sexual orientation, gender/gender reassignment, marriage and civil partnership, pregnancy and maternity of the children and staff at Witton Middle School and its community.			

VERSION CONTROL

Date	Version	Approved by	Title	Changes
30.09.2018	1	Full Governors	Alternative Provision	

Witton Middle School Alternative Provision Agreement

Name of Pupil: _____

Witton Middle School expects that the alternative provider will:

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

The alternative provider can expect that Witton Middle School will:

- Ensure that the alternative provider holds copies of Witton Middle School's Child Protection and safeguarding Policies.
- Provide relevant pupil 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 pupils.
- Arrange for an appropriate staff member to conduct visits to the alternative provision site(s) to review the progress of the relevant pupil.
- Coordinate arrangements with the alternative provider for public examination entries and the completion of public examinations.

Signed: _____ Date: _____

(Witton Middle Co-ordinator)

Signed: _____ Date: _____

(Headteacher)