



ST MARY'S R.C. HIGH SCHOOL

ALTERNATIVE PROVISION
POLICY

Document/policy owner: Headteacher

Document/policy approver: Safeguarding committee

Document/policy approved: 12 June 2023

Review frequency: 3-yearly

Next review date: June 2026

POLICY STATEMENT

CONTEXT OF POLICY

Alternative provision is educational provision for pupils who are unable to access mainstream education for a number of different reasons whose needs are not currently met by the mainstream provider.

The 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 outside of what is accessible at St Mary's R.C. High School.

To facilitate this alternative learning pathway, St Mary's R.C. High School works with different local providers to help pupils who have struggled 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 pupils might be offered alternative provision.
- To ensure that alternative provision is offered to suitable pupils in a safe and 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 MIGHT OFFER ALTERNATIVE PROVISION

Pupils will be referred to Alternative Provision on the basis that this provision is more appropriate for them than what St Mary's R.C. High School can provide at that time. Some reasons might be:

- The pupil's strengths are not being developed through the National Curriculum. Alternative provision recognises that pupils 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 pupils.
- The pupil is considered to be at potential risk of permanent exclusion from school. Alternative provision is seen as a desirable alternative to permanent exclusion for pupils and to encourage their continued inclusion in education.
- The pupil 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 pupils which may encourage attendance. Alternative provision may provide a greater opportunity for a pupil to progress to a suitable post-16 pathway.
- The pupil's health needs may limit the inability to attend the mainstream setting and make alternative provision more suitable.

RESPONSIBILITIES

GOVERNING BODY WILL:

- Monitor the implementation of the Alternative Provision Policy and review it on a regular basis via the Safeguarding Committee

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 including any changes and updates to providers used etc.

THE DEPUTY HEAD 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 alternative provider.
- Continually assess the quality and suitability of providers of alternative education for our pupils.

HEADS OF YEAR 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 pupils in their year groups 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 the 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 key benchmarks.

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 and Health & Safety.
- Ensure that all alternative providers hold a copy of, and adhere to, St Mary's R.C. High 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 relevant Heads of Year.

EXAMINATIONS AND DATA MANAGER WILL:

- Provide relevant pupil data to help facilitate the transition from school to the alternative provider in line with GDPR requirements.
- Coordinate arrangements with the alternative provider for public examination entries and the completion of public examinations.
- Liaise with the Head of Year and Data Manager to ensure the system for tracking pupil progress is accurately recorded during the scheduled windows for data capture.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY COORDINATOR (SENCO) WILL:

- If appropriate, provide details of provision mapping and other relevant information to the alternative provider to cater for the special educational needs of pupils.

FINANCE DEPARTMENT WILL:

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

SUITABILITY OF PROVIDERS

- St Mary's R.C. High School is able to access a small number 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 St Mary's R.C. High 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 pupils 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 pupils their statutory entitlement to education relating to faith and physical education and should also expect to offer personal, social, health and economic education.

REFERRAL PROCESS

- The school will use DfE publication Alternative Provision: Statutory Guidance for Local Authorities (January 2023) as a basis for making arrangements for alternative provision.
- Parents /carers will be fully involved in the process and any decisions taken.
- Pupils who are referred to alternative provision will remain on roll with St Mary's R.C. High 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.
- St Mary's R.C. High 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 pupil and his / her parents /carers the reasons why the alternative provision is being offered.
- The pupil'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 pupil 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, pupils must attend and parents / carers must support this. Failure to do so will carry the same consequences as non-attendance at St Mary's R.C. High 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.

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 St Mary's R.C. High School.
- Alternative providers will contact St Mary's R.C. High School whenever the pupil is absent.
- St Mary's R.C. High School will then make contact with parents and try and resolve the issue to ensure regular attendance is achieved.
- St Mary's R.C. High School will formally monitor attendance and update records and maintain contact with the alternative provider on a weekly basis.
- Pupils whose attendance is a cause for concern 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 are raised with the Designated Safeguarding Lead at St Mary's R.C. High 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 attainment data will be communicated to the alternative provider on commencement of placement.
- Regular reports will be completed by the alternative provider as part of the monitoring process.
- The pupil will be visited on a regular basis by an appropriate staff member from St Mary's R.C. High School.
- 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 St Mary's R.C. High School to inform them of any serious behavioural incidents.
- Pupils who are making less than satisfactory progress will be subject to a formal review meeting involving St Mary's R.C. High School, the pupil, parents/carers and the provider.
- In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ended.

This policy was approved at the meeting of the Safeguarding committee of the governing body at their meeting on 12 June 2023. It is subject to 3-yearly review.

Signed:  Pete Fawcett Chair of Safeguarding committee

ST MARY'S R.C. HIGH SCHOOL

ALTERNATIVE PROVISION AGREEMENT



Name of Pupil: _____

St Mary's R.C. High School expects that the alternative provider will:

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

The alternative provider can expect that St Mary's R.C. High School will:

- Ensure that the alternative provider holds copies of St Mary's R.C. High 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 Educational Needs of pupils.
- Arrange for an appropriate staff member to conduct periodic 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: _____

Headteacher, St Mary's R.C. High School

Date: _____

Signed: _____

Headteacher, Alternative Provider

Date: _____