



Three  
Spires  
TRUST

*'Life in all its fullness'*

# Alternative Provision Policy



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## **Statement of intent**

At Three Spires Trust, we are committed to ensuring our academy communities operate as safe learning communities and that excellent behaviour is the aim for all children and young people in order that learning may be prioritised at all times.

Alternative provision (AP) is educational provision for children and young people who are unable to access mainstream education for a number of different reasons, or who are not suited to the provision on offer in their “home academy”.

Three Spires Trust recognises that there is a need to ensure that the curriculum on offer in our academies is inclusive and accessible to all, providing opportunities for all children and young people to succeed. We recognise that the need to offer provision that allows some children and young people to realise their potential outside that which is accessible in their “home academy”. To facilitate this learning pathway, Three Spires Trust works with different local providers to help children and young people to access a more bespoke curriculum offer as and when needed.

## Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- 'Behaviour in Schools', DfE, 2022
- 'School suspensions and permanent exclusions guidance', DfE, 2022
- 'Keeping Children Safe in Education', 2022
- 'Alternative Provision', 2013
- Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations, 2007
- DfE and ACPO drug advice for schools, 2012
- Equality Act, 2010
- Special Educational Needs Code of Practice, 2015

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- SEND Policy
- Charges and Remissions Policy

## Objectives of this Policy

The objectives of this policy are:

- To outline the reasons why children and young people might be offered alternative provision
- To ensure that alternative provision is offered to children and young people at the right time and in a consistent way
- To provide guidance on the referral process and the suitability of alternative providers
- To ensure that 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

## Roles and responsibilities

The Trust Board is responsible for:

- Ensuring that the local governing bodies are monitoring the implementation of the Alternative Provision policy.
- Ensuring that the policy and associated procedures comply with all safeguarding requirements.

The local governing body is responsible for:

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

The Director of Safeguarding and SEND is responsible for:

- Quality assuring the decision to commission a particular provider to provide alternative provision for a child or young person.

The Principal is responsible for:

- Taking responsibility for the school's use of alternative provision for certain children and young people.
- Report to the Local Governing Body on the effectiveness of the implementation of the Alternative Provision policy.

The Senior Leadership Team is responsible for:

- Understanding and complying with the guidelines within the Alternative Provision policy and other related documents.
- Arranging for a named member of staff to attend meetings relating to referrals and conducting regular progress visits to all alternative providers.
- Continually assessing the quality and suitability of alternative providers

The SENCo is responsible for:

- Liaising with the DSL, attendance administrator, and other relevant staff to ensure that the appropriate measures are in place to support children and young people who are being educated in an alternative setting.
- Deciding, with the Senior Leadership Team (and, if appropriate, the Principal), on the appropriate course of action if informed of any serious behavioural incidents by an alternative provider.
- Providing details of the provision mapping and other relevant information to the alternative provider in order that they may cater for the child or young person's special educational needs and / or disability .

The DSL is responsible for:

- Ensuring that the alternative provider is registered and approved and that they have relevant policies in place to cover safeguarding, child protection and health & safety.
- Ensuring that all alternative providers hold a copy of the Three Spires Trust Child Protection and Safeguarding Policy.
- Arranging for the appropriate intervention when a child or young person's attendance falls below the academy-set target.

The Attendance Administrator is responsible for:

- Monitoring the attendance of children and young people who attend alternative providers and updating records on a daily basis, no later than 10:30am.

- Providing attendance updates to the Head of Year, finance team and other staff members associated with the child or young person's educational provision.

The Head of Year (secondary) or Class Teacher (primary) is responsible for:

- Maintaining a relationship with the child or young person.
- Visiting the child or young person at least once per half-term whilst on placement.

The examinations and / or data manager (where applicable) is responsible for:

- Providing relevant data to help facilitate the transition from school to the alternative provider.
- Coordinating arrangements with the alternative provider for public examination entries and the completion of public examinations.
- Liaising with the Head of Year to ensure the system for tracking student progress is accurately recorded during the scheduled windows for data capture.

The finance department is responsible for:

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

## Suitability of Providers

Academies who are core members of Three Spires Trust are 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 child or young person to make good academic progress. The academies will continually assess the quality and suitability of the providers of alternative education for our children and young people. It is the responsibility of the academy 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 children and young people who are referred to an alternative provider will have access to a core curriculum, as well as an alternative or therapeutic curriculum offer.

## Referral process

The academy will use the Three Spires Trust due diligence process in order to ensure the suitability of the alternative provider. The academy will use the DfE publication *Alternative provision: Statutory guidance for local authorities (January 2013)* as a basis for making arrangements for alternative provision. Parents / carers and the child or young person will be fully involved in the process and any decisions that are taken.

Children and young people who are referred to alternative provision will remain on roll at their 'home academy' and the academy funds their place in alternative provision. The academy remains ultimately responsible for the child or young person, and the offer of alternative

provision shows a commitment by the academy to an inclusive approach to the child or young person's education.

The academy will set up a meeting involving all relevant parties, including parents and carers. The child or young person's parents / carers will sign the relevant alternative provision documentation. Responsibilities for reviewing the arrangements must be agreed during the initial meeting.

Any arrangement about alternative provision must be regularly reviewed – in the first instance within two weeks and regularly thereafter. At any given point, there will be no more than six school weeks without a review.

Once committed to alternative provision, children and young people must attend and parents / carers must support this. Failure to attend will carry the same consequences as non-attendance at the "home academy".

Where necessary, the academy will formulate a Service Level Agreement between the academy and the alternative provider.

## **Safeguarding**

All professionals involved in a child or young person's education have a statutory responsibility to safeguard and promote the welfare of children and young people.

There is an expectation that any safeguarding concerns are raised with the DSL at the "home academy" and that information will be shared between the two educational settings.

The attendance protocols (below) are part of the commitment to keeping a child or young person safe.

## **Attendance**

The tracking and reporting of attendance at the alternative provision is an essential component in keeping a child or young person safe.

Attendance at off-site alternative provision will be monitored closely and every step shall be taken to ensure that accurate attendance data is held in the "home academy". Alternative providers will contact the "home academy" whenever a child or young person is absent without notice.

The "home academy" will formally monitor attendance and update records, maintaining daily contact with the alternative provider's attendance administrator.

Children and young people whose attendance falls below the academy's target for attendance will be subject to a number of interventions as set out in the attendance policy.

## **Special educational needs and / or disabilities**

Any child or young person attending an alternative provision placement is deemed to be accessing provision which is 'additional to or different from' that of their peers and, as such, if not already on the SEN register will be added to this and their parents notified accordingly prior to the commencement of any placement.

Unless there is already a plan (child protection, child in need, looked after or early help) in place, the SENCo will offer an early help assessment to the child or young person's family in accordance with the *SEN Code of Practice, 2015*.

## **Progress, behaviour and pastoral welfare**

The child or young person's attainment data will, as appropriate, be communicated to the alternative provider on commencement of placement. A report shall be completed by the alternative provider as part of the monitoring process. The child or young person will be visited on a regular basis by an appropriate member of staff from the "home academy" and an 'Alternative Provision Visit Record' will be completed. The child or young person's own views will be taken into account as part of the monitoring process.

The provider will be expected to contact the "home academy" to inform them of any serious breaches of their behaviour policy.

In extreme cases, or following an agreed number of unsatisfactory review meetings, the placements may be ended.

## **Review**

The next scheduled review date for this policy is July 2025.

This policy is owned by the Director of Safeguarding and SEND.

Any changes to this policy will be communicated to all members of staff, parents and pupils.



# Safeguarding: Alternative Education Provision

## Due Diligence Evidence

Provider details	
Provider name	
Address	
Telephone number	
Email address	
At least two other schools that have used this provider	
Description of service	

Management	
Most senior member of staff	
DSL(s)	

Registration	
Does the provider have a URN – are they Ofsted registered?	

Safeguarding		
1.1	Appropriate access is in place for the site. If at all possible, access to the site is restricted to pupils and the organisation's own staff	

1.2	Designated lead for Child Protection	
1.3	All staff and volunteers have current DBS which are recorded on a central register	

<b>Health and Safety</b>		
2.1	An up-to-date Health and Safety policy is in place and accessible to all. Staff training in place	
2.2	Risk assessments have been carried out to identify significant risks on site	
2.3	Fire drills take place regularly, at least once a year	
2.4	Public liability insurance policy is current and the insurance certificate is displayed	
2.5	First aid equipment and / or facilities are readily available?	
2.6	Arrangements are in place for supervision of young people	
2.7	Staff trained in safe intervention / restraint	

<b>Policies and procedures in place?</b>	
Comprehensive safeguarding policy and procedures	
Confidentiality / data protection	

Whistle blowing	
Complaints	
Equality and diversity	
Attendance	
Behaviour	
Physical intervention	
Staff code of conduct	
Exclusion	
Visitors	
Medical needs	

<b>Any further comments or considerations?</b>

Completed by: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Trust countersignature: \_\_\_\_\_

Date: \_\_\_\_\_

*This form to be submitted to [mtill@threespiretrust.org](mailto:mtill@threespiretrust.org) **before** the commencement of the placement.*



# Safeguarding: Alternative Education Provision

## Record of Visit

Information	
Name of child or young person	
Alternative provider	
Keyworker at placement	

Update from keyworker at alternative provider
Record information about successes and any concerns

Update from child or young person
Record information about successes and any concerns

**Any concerns about the placement continuing**

Record any concerns clearly in this space

**Any other notes**

Name of person completing the visit: \_\_\_\_\_

Position of person completing the visit: \_\_\_\_\_

Date of the visit: \_\_\_\_\_

*A copy of this document is to be retained with the child or young person's SEN file.*