



BEECHEN CLIFF

Alternative Provision Policy 2023/24

Policy review due: August 2024

Policy First Approved: September 2020.
Latest update September 2023

Context of Policy

Alternative provision is educational provision for pupils who are unable to access mainstream education for a number of different reasons, or who require a provision which is different to the mainstream provision on offer.

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 a wide reaching provision that allows all pupils to achieve their potential at Beechen Cliff School.

To facilitate this, an individual learning pathway may be required and Beechen Cliff works with different local providers to ensure all pupils reach their potential and 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 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 of alternative provision.

Reasons why we might offer Alternative Provision

Pupils will be referred to Alternative Provision on the basis that their needs are not being met by the mainstream provision on offer at Beechen Cliff School. 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 the mainstream education may not be suited to all pupils in attendance. The emphasis on vocational education that some alternative provision offers may be more attractive and suitable to some pupils.

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 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 different choice of subjects for pupils which is intended to promote improved attendance.

Alternative provision may provide a greater opportunity for a pupil to progress to a suitable post-16 pathway.

RESPONSIBILITIES

The Governing Body will:

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

The Head Teacher 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.

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

The Pastoral Team will:

- Liaise with the DSL, SENDCo, Data Manager, Attendance Officer and Examinations Officer, 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 twice termly visits to any pupil allocated an alternative provision to review their progress, as requested by the Senior Leadership Team, including a minimum of one visit per provider per term.
- 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 Beechen Cliff target.

The 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, Beechen Cliff's Child Protection and Safeguarding Policies.
- Ensure that all off-site provision is accurately tracked and monitored.

The Attendance Officer will:

- Monitor attendance of pupils referred to alternative providers on each day that they are expected to attend.
- Update attendance coding on school registers and the appropriate tracking form.
- Provide attendance updates to the Pastoral Lead and relevant Head of House.

The Data Manager will:

- Provide relevant pupil data to help facilitate the transition from school to the alternative provider.
- Liaise with the relevant Head of Year to ensure the system for tracking pupil progress is accurately recorded during the scheduled windows for data capture.

The Examination's Officer will:

- Coordinate arrangements with the alternative provider for public examination entries and the completion of public examinations.

The Special Educational Needs and Disability Coordinator (SENDCo) will:

- If appropriate, provide details of SEN support required through a pupil's Support Plan, provision mapping and other relevant information to the alternative provider to cater for the special educational needs of pupils.

The Finance Department will:

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

Suitability of Providers

- Beechen Cliff is able to access a limited 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 Beechen Cliff 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 where possible 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 (PSHE). If this is not possible, Beechen Cliff will cater for this provision.

Referral Process

- The school will use DfE publication *Alternative Provision: Statutory Guidance for Local Authorities (January 2013, updated 27 June 2016)* 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 Beechen Cliff 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.
- Prior to agreeing an alternative provision placement, Beechen Cliff 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 the pupil and his parents/carers the reasons why the alternative provision is being offered.
- 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 Beechen Cliff and may jeopardise the placement.
- 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 Beechen Cliff.
- Alternative providers will contact Beechen Cliff daily to report on pupil attendance.

- Should attendance be a concern, Beechen Cliff will make contact with parents and try and resolve the issue to ensure regular attendance is achieved
- Pupils whose attendance falls below the Beechen Cliff target 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 DSL at Beechen Cliff 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.
- A termly report will be completed by the alternative provider as part of the monitoring process.
- The pupil will be visited twice termly by an appropriate staff member from Beechen Cliff and an 'Alternative Provision Record' of the visit 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 Beechen Cliff 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 Beechen Cliff, the pupil, parents/carers and the provider.
- In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ceased.



BEECHEN CLIFF

Alternative Provision Agreement

Name of Pupil: _____

Beechen Cliff School expects that the alternative provider will:

Adhere to the Child Protection and Safeguarding policies held by Beechen Cliff.

Contact Beechen Cliff within 30 minutes of the agreed start time whenever the pupil is absent.

Provide Beechen Cliff with attendance and brief conduct details on a weekly basis.

Inform Beechen Cliff of any serious behavioural incidents.

Raise any safeguarding concerns immediately with the DSL at Beechen Cliff using the email:
orangeform@beechencliff.org.uk.

Facilitate at least termly visits from a Beechen Cliff representative.

Complete a termly report as part of Beechen Cliff's monitoring process.

The alternative provider can expect that Beechen Cliff will:

Ensure that the alternative provider holds copies of Beechen Cliff'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: _____ Date: _____

(Head Teacher, Beechen Cliff)

Signed: _____ Date: _____

(Head Teacher/Leader, Alternative Provider)



BEECHEN CLIFF

Alternative Provision Visit Proforma

(for school staff visits to the AP provider)

Name of Student:			
Year Group		Tutor Group	
Name of Placement:			
Date and Time of Visit:		Member of Staff:	
Attendance	%	Safeguarding Concerns: Y / N (Recorded separately)	
Attendance notes			
Behaviour and Welfare Notes			
Progress :		Attainment:	
Curriculum / Learning Notes:			
Other agencies involved:			
Actions for Beechen Cliff:		Actions for Provision:	
Parent/Carer contact: YES/NO. If no please give reasons			
Date of Review Meeting:			



Alternative Provision – Termly Review

(Template for use when providers do not have their own)

Student name	
Provision attended	
Dates attended	
Name of staff completing this form	
Attendance this term <i>(include commentary if attendance is below 100%)</i>	
Punctuality	
Attitude to learning	
Brief summary of skills covered this term	
Targets for next term	
Any other comments	