



Alternative Provision Policy 2018-19

EBN Trust

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1. CONTEXT OF POLICY

Alternative provision is educational provision for students who are unable to access mainstream education for a number of different reasons, or who are unsuited to the mainstream provision on offer. While EBN Academy is itself an Alternative Provision Free School the academy recognises that there is a need to ensure that our curriculum is inclusive and accessible, providing opportunities for all students to succeed. Moreover, we recognise the need to offer the type of provision that allows some students to achieve their potential outside of what is accessible at EBN Academy.

To facilitate this individual learning pathway, EBN Academy works with different local providers to help students who have struggled to reach their potential in the academy environment to succeed.

2. OBJECTIVES OF POLICY

The objectives of this policy are:

- To outline the reasons why students might be offered alternative provision.
- To ensure that alternative provision is offered to suitable students 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 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.

3. REASONS ALTERNATIVE PROVISION MIGHT BE USED

Sometimes, an EBN Academy pupil may need their educational provision realigning. This could be for a variety of reasons including:

- The student's strengths are not being developed through the academy curriculum. The academy recognises that students have different strengths and weaknesses and that the curriculum on offer may not always suit the student's needs. There is, on occasions, a need to source a more vocational educational setting.
- The student has had a series of fixed-term exclusions and the behaviour support systems within the academy have been unsuccessful in supporting the student to change their behaviour.
- The student displays poor attendance at the academy. The academy recognises that poor attendance impacts on progress and where the support systems have been unsuccessful in addressing these concerns, alternative provision may be sourced to provide a different setting with a bespoke choice of subjects for students which may encourage attendance. Alternative provision may provide a greater opportunity for a student to progress to a suitable post-16 pathway.

4. REFERRAL AND MONITORING PROCESS

The decision to re-align a student to alternative provision lies with the Principal of the Academy. When this decision is made the following process takes place:

4.1 Referral Process

- Student's family are informed of the decision to place the pupil in another provision by the Head of School.
- Commissioning school are informed of the decision. If the commissioning school do not support the decision the students will be referred back to them.

- A discussion between EBN Academy, student and family takes place to identify possible AP providers that may best suit the student's needs.
- Principal contacts EBN Academy Personal Coach with responsibility for monitoring students in AP who in turn will make contact with the family.
- The EBN Academy Personal Coach with responsibility for monitoring students in AP will liaise with EBN AP Co-Ordinator to source a placement taking into consideration, placement availability, the reasons why the pupil needs Alternative Provision, where they live and what they are interested in.
- Initial enquiries to be made with relevant Providers by EBN AP Co-Ordinator.
- A meeting will be arranged with EBN Personal Coach, student, family and new provider and referral forms sent to provider.
- When start date given EBN Personal Coach will inform EBN AP Co-Ordinator and CLM (AP online attendance monitoring system) will be updated to ensure attendance monitoring happens from start date.
- The Academy's internal MIS system and mobility register will be amended to reflect the change in provision by the relevant members of staff.

4.2 Monitoring Process

- Once the placement has started EBN Personal Coach will support the students in the placement. The level of support depends on student's attendance, progress and engagement. Regular visits to providers and meetings with students are made and recorded
- Daily attendance at the placement will be monitored by EBN Academy Personal Coach and the Academy administration team via CLM
- Progress data collated once per term by EBN AP Co-Ordinator, in line with the Academy Assessment schedule
- Any issues with student in Alternative Provision are fed back to EBN Personal Coach or EBN AP Co-Ordinator for follow up and action
- If required, the EBN Personal Coach will liaise with the Principal to realign provision further if needed. Any new placements from hereon will be fed back to referring school / EBN via EBN Co-Ordinator.

Students who are referred to alternative provision will remain on roll with EBN Academy and the Academy will fund their place in alternative provision. The referring school remains ultimately responsible for the student, and the offer of alternative provision shows a commitment by the school to an inclusive approach to the student's education.

5. ROLES AND RESPONSIBILITIES

5.1 Local Governing Body will:

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

5.2 Principal will:

- Take overall responsibility for the Academy's use of alternative provision for certain students. Report to the Governing Body on the effectiveness of the implementation of the Alternative Provision Policy.
- 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 student referrals and conduct regular progress visits to the alternative provider.
- Continually assess the quality and suitability of providers of alternative education for our students.

- 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.

5.3 EBN Academy Personal Coach for with responsibility for monitoring Alternative Provision 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 students who are being educated in an alternative setting.
- Undertake periodic visits to the alternative provision sites to review the progress of the relevant students, 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 student's attendance falls below the EBN Academy target.

5.4 Attendance Administrator will:

- Liaise with the EBN Academy Personal Coach with responsibility for monitoring Alternative Provision to monitor attendance of students referred to alternative providers and update records on a weekly basis.
- Provide attendance updates to the Senior Leadership Team.

5.5 Examinations and Data Manager will:

- Provide relevant student data to help facilitate the transition from school to the alternative provider.
- Coordinate arrangements with the alternative provider for public examination entries and the completion of public examinations.
- Liaise with the EBN Academy Personal Coach for with responsibility for monitoring Alternative Provision to ensure the system for tracking student progress is accurately recorded during the scheduled windows for data capture.

5.6 Special Educational Needs and 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 students.

5.7 Finance Department will:

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

6. SUITABILITY OF PROVIDERS

EBN Academy 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 student to make good academic progress. The Academy aims to continually assess the quality and suitability of the providers of alternative education for our students. Quality Assurance visits to all providers are undertaken by the EBN Trust on an annual basis and a comprehensive report produced. It is the responsibility of EBN Academy to ensure that the alternative provider is working within DfE and Keeping Children Safe in Education guidelines and that they have relevant policies in place to cover Safeguarding, Child Protection and Health & Safety. This can include independent schools, other Alternative Provision Free Schools and training providers. All students 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. In the rare event that no Alternative Provider is deemed to be suitable or a student has been unsuccessful in a number of Alternative Providers EBN Academy may provide home tuition for the students. This will cover English and Maths and is only used in extreme circumstances.

Policies Related to this Policy:

Safeguarding Policy

Attendance Policy

Behaviour Policy

Signed Chair of the Governing

Body: _____

Date: _____