



Alternative Provision Policy 2020

EBN Trust

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Signed by Chair	
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Contents

1. Context of Policy	Page 3
2. Objectives of Policy	Page 3
3. Reasons Alternative Provision might be used	Page 3
4. Referral and Monitoring Process	Page 3
5. Roles and Responsibilities	Page 5
6. Suitability of Providers	Page 6

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 the commissioning school and 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 provide transparency to the process of referral to Alternative Provision including accountability for associated costs.
- 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 within the EBN Academy 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 Head Teacher of the Academy in collaboration with the commissioning school. When this decision is made the following process takes place:

4.1 Referral Process

- Where it is becoming clear that a student may require a setting alternative to the EBN Academy an initial meeting will be held between the Academy, the commissioning school, the student and their parents/carers to discuss the progress of the student and identify

what additional support might be put in place in order to support the student's progress within the Academy.

- Following this meeting, if the support identified does not have the required impact and it is decided by the Head Teacher at the EBN Academy that the student cannot continue their education at the Academy then contact will be made with the commissioning school to discuss the issue and a meeting will take place to discuss the student's continued place at the EBN Academy. At this point the options will be
 - a) The commissioning school support the EBN Academy to source Alternative Provision for the student. **This will include the commissioning school agreeing to pay any additional costs the EBN Academy undertakes for the commissioning of that provision. The budget/top up for this place will need to be discussed at this point**
 - b) Close the EBN Academy place with the student being taken off the EBN Academy role. **At this point the EBN Academy will cease to charge the commissioning school for this place.**
- The agreed decision will be communicated to the student and their family by the Head Teacher at EBN Academy.
- Where the decision has been made to commission further Alternative Provision a meeting will take place between EBN Academy, student and family to identify possible AP providers that may best suit the student's needs and are within the commissioning school's budget.
- Head Teacher contacts EBN Academy Personal Coach with responsibility Alternative Provision Coordination who in turn will make contact with the family.
- The EBN Academy Personal Coach will liaise with EBN Managed Move and AP Co-ordinator to source a placement taking into consideration, available budget, placement availability, the reasons why the pupil needs Alternative Provision, where they live, what they are interested in and any potential barriers to attendance at the provision (eg Peer issues)
- Initial enquiries about available places will be made with relevant Providers by EBN Academy Personal Coach.
- A EBN Academy Personal Coach will arrange a meeting between EBN Academy, the student, family and new provider and referral forms sent to provider.
- When start date is agreed the EBN Academy Personal Coach will inform EBN Managed Move and AP Co-ordinator and CLM (AP online attendance monitoring system) will be updated to ensure attendance monitoring happens from start date.
- Depending on the length of time this referral process takes before a student starts at the Alternative Provision, educational provision will be offered to the individual child in line with statutory regulations (e.g. 6 Day Provision).
- 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 Academy 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 will be collated once per term by EBN Managed Move and AP Co-ordinator, in line with the Academy Assessment schedule
- Any issues with a student in Alternative Provision are fed back to EBN Academy Personal Coach or EBN Managed Move and AP Co-ordinator for follow up and action

- If required, the EBN Academy Personal Coach will liaise with the Head Teacher to discuss realignment of provision further needed. If a new placement is required this will be fed back to referring school via the EBN Managed Move and AP Co-Ordinator.

Students who are referred to alternative provision will remain on roll with EBN Academy. The commissioning school remains ultimate responsible for the student, and the offer of alternative provision shows a commitment by both the commissioning school and the EBN Academy 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 EBN Academy Head Teacher 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.
- Alongside the EBN Partnership 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 with responsibility Alternative Provision Coordination 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 Personal Coach with responsibility for Attendance will:

- Liaise with the EBN Academy Personal Coach with responsibility Alternative Provision Coordination 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 with responsibility Alternative Provision Coordination 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 Head Teacher or person with budget holder responsibility.
- Ensure the invoicing of the commissioning school reflects the decision made in the referral process. This will be either
 - a) Ensuring the invoicing of the commissioning school reflects the cost of the Alternative Provision sourced for individual students
 - b) That invoicing of a commissioning school ceases for individual students where that student has been taken off roll at EBN Academy.

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 alongside the EBN Partnership 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: _____