

Alternative Provision Policy

Alternative provision is educational provision for pupils who are unable to access education for a number of different reasons, or who require a provision which is different to the provision Frank Wise School has to 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. To facilitate this school will work with other services in education, health and social care as necessary, in order to ensure an appropriate AP package is in place. Frank Wise Schools works with Local Authorities and 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 :

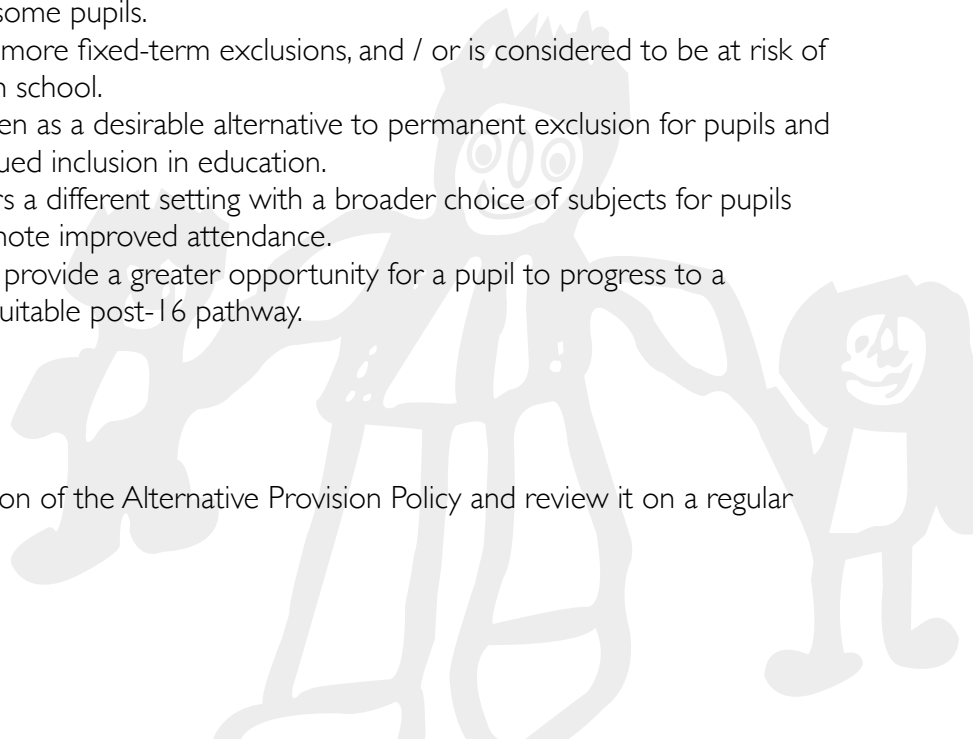
Pupils will be referred to Alternative Provision on the basis that their needs are not being met by the provision on offer at Frank Wise School. Some reasons might be:

- The pupil's strengths are not being developed through the school's Curriculum and organisational structures, despite reasonable adjustments being implemented
- Alternative Provision recognises that pupils have different strengths and weaknesses and that the education at Frank Wise School 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 / or 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.
- Alternative provision offers a different setting with a broader 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 different setting and / or 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 Joint Headteachers 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 school's AP 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 adhere to the standards of Keeping Children Safe in Education.
- Monitor attendance of pupils referred to alternative providers on each day that they are expected to attend.
- Provide attendance updates to the Senior Leadership Team and Joint-Headteachers.
- Contribute to the pupil's Alternative Provision Contact Record.
- Ensure the overview of Students at an Alternative Provision 2024-25 is up to date and accurate.

The designated class teacher will :

- Liaise with the Headteachers, Senior Leadership Team 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 at least twice termly visits to the alternative provision sites to review the progress of the relevant pupils, as requested by the Senior Leadership Team. This would only be with agreement from the family and other professionals, where it would not compromise the child's emotional or psychological well-being.
- 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 what is expected.
- Contribute to the pupil's Alternative Provision Contact Record.

The Data Protection Lead will :

- Provide relevant pupil data to help facilitate the transition from school to the alternative provider.
- Liaise with Alternative Provider to ensure the system for tracking pupil progress is accurately recorded during the scheduled windows for data capture.
- Provide relevant information to the Alternative Provider in order that they can cater effectively for the special educational needs of pupils.

Suitability of Providers :

- Frank Wise School 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 and/or therapeutic 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 Frank Wise School to ensure that the alternative provider is registered and approved where necessary, and that they have relevant policies in place to cover Child Protection and Health & Safety.
- Except where the function of Alternative Provision is exclusively therapeutic, 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, appropriate to their needs.

Referral Process :

- The school will use DfE publication Alternative Provision: Statutory Guidance for Local Authorities (January 2013, updated 27 June 2016) and Keeping Children Safe in Education (March 2015, updated 3rd September 2024) as a basis for making or checking the 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 Frank Wise School whether the school or the Local Authority 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, Frank Wise 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 the pupil and their parents/carers the reasons why the alternative provision is being offered.
- 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 Frank Wise School and may jeopardise the placement.
- Impact/success will be measured against personalised targets that are regularly reviewed, where appropriate.
- 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 will be taken to ensure that accurate attendance data is kept by Frank Wise School.
- Alternative Providers will contact Frank Wise School daily to report on pupil attendance.
- Should attendance be a concern, Frank Wise School will make contact with parents and try and resolve the issue to ensure regular attendance is achieved
- Pupils whose attendance falls below expected 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 Frank Wise School and that all Alternative Providers adhere to the Child Protection and Safeguarding Policies held by the school. Dual reporting is essential, and access will be made to the school's CPOMS chronology for Alternative Providers

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 in conjunction with the Alternative Provider as part of the monitoring process.
- The pupil will be visited at least twice termly by an appropriate staff member from Frank Wise School, and an 'Alternative Provision Record' of the visit will be completed, unless it is agreed by the family and other professionals that this risks compromising the child's emotional and psychological wellbeing.
- The pupil's own views on the placement will be taken into account as part of the monitoring process, wherever possible.
- The Alternative provider will be expected to contact Frank Wise 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 Frank Wise School, the pupil, parents/carers and the provider.
- In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ceased.

Reviewed by: Matt McArthur

Date: September 2025

Approved by Governors: Shirley Gelleburn

Date: September 2025

