

The Levett School



The Levett School
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Alternative Provision Policy

<i>Policy agreed by Governors on:</i>	8 th March 2022
<i>Review date for Governors:</i>	8 th March 2024
<i>Allocated Group/Person to Review:</i>	Claire Whitehead
<i>Agreed frequency of Review, by allocated person:</i>	Every Two Year
<i>Last Review date:</i>	18/01/2022

Lower School, Melton Road, Sprotbrough, Doncaster, DN5 7SB
Upper School, Lansdowne Road, Intake, Doncaster DN2 6QN



Doncaster
Council

Context of Policy

The school 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 The Levett School.

To facilitate the individual learning pathway, The Levett School works with different local providers to help students who have struggled to reach their potential in a school based environment to succeed.

Objectives of this Policy

The objectives of this policy are:

- To outline the reasons why students might be offered alternative provision.
- To ensure the 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 the alternative providers.
- To outline arrangements in place for keeping in touch with students to monitor academic progress, behaviours and pastoral welfare.
- To guide and support staff with monitoring and support of alternative provision.

Reasons why we might offer Alternative Provision

Students will be referred to Alternative Provision on the basis that this provision is more appropriate for them than what The Levett School provide. Some reasons might be:

- The students are not being developed through the National Curriculum. Alternative provision recognises that students have different strengths and weaknesses and that mainstream education is not suitable for some. The emphasis on vocational education that some alternative provision offers may be more effective and suitable to some students.
- The student 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 students and to encourage their continued inclusion in education.

RESPONSIBILITIES

Governing Body will:

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

Head teacher will:

- Take overall responsibility for the school's use of alternative provision for certain students.
- Report to the Governing Body on the effectiveness of the implementation of the Alternative Provision Policy

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 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.

School A.P. coordinator 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 Levett School target.

The Levett School will:

- Ensure that the alternative provider is registered and approved through the DMBC QA Framework, 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, The Levett School's Child Protection and Safeguarding Policies.
- Undertake its own Quality Assurance process
- Ensure that an alternative provision is not used, if it is an unregistered school: An AP provider should be registered as an independent school if it meets the criteria for registration (that it provides full-time education to five or more full-time pupils of compulsory school age, or one such pupil who is looked-after or has a statement of SEN)

Attendance Administrator will:

- Monitor attendance of students referred to alternative providers and update records on a daily basis.

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 examinations entries and the completion of public examinations.
- Liaise with the Learning Leader to ensure the system for tracking student progress is accurately recorded during the scheduled windows for data capture.

Special Educational Needs and Disability 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.

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 there is a SLA in place to give clarity to the arrangement between school and the appropriate provision.

Suitability of Providers

- The Levett School is able to access a variety of alternative provision placements and there should be a clear rationale in place to ensure that this provision will allow the student to make good academic progress.
- The school aims to continually assess the quality and suitability of the providers of alternative education for our students.
- It is the responsibility of The Levett School to ensure that the alternative provider is registered and approved through the DMBC QA Framework. That they have relevant policies in place to cover Child Protection and Health & Safety.
- 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 qualifications they receive will be nationally recognised and enable progression to further education.
- Providers must also be able to offer students their statutory entitlement to education relating to faith and physical education and should also expect to offer personal, social, health and economic education (PSHEE). This will allow students to develop key skills and attributes such as resilience, sexual health, risk-management and self-esteem.

Referral Process

- The school will use DfE publication Alternative Provision: Statutory Guidance for Local Authorities (January 2013) as a basis for making arrangements for alternative provision.
- Parents/carers will be fully involved in the process and any decisions taken.
- Students who are referred to alternative provision will remain on roll with The Levett School and the school funds their place in alternative provision. The 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.
- The Levett 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 student and his/her parents/carers the reasons why the alternative provision is being offered.
- The students' parents/carers will sign the relevant alternative provision contract. Responsibilities for supporting the child and timescales for reviewing the contract must be agreed during the initial meeting.
- Any agreement around the alternative provision for a student 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, students must attend and parents/carers must support this. Failure to do so will carry the same consequences as non-attendance at The Levett School.
- 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 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 The Levett School.
- Alternative providers will contact The Levett School whenever the student is absent.
- The Levett School will then make contact with parents and try and resolve the issue to ensure regular attendance is achieved.
- The Levett School will formally monitor attendance and update records and maintain contact with the alternative provider on a weekly basis.
- Students whose attendance falls below The Levett School 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 Designated Safeguarding Lead at The Levett School 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 student'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 student will be visited on a regular basis by an appropriate staff member from The Levett School and visits will be logged on CPOMS.
- The student's own views on the placement will be taken into account as part of the monitoring process.
- The provider will be expected to contact The Levett School to inform them of any serious behavioural incidents.
- Students who are making less than satisfactory progress will be subject to a formal review meeting involving The Levett School, the student, parents/carers and the provider.
- In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ended.

