Christopher Whitehead Language College & Sixth Form

Alternative Provision Policy

1. Policy Statement

Christopher Whitehead Language College is committed to ensuring that all students receive a high-quality education which enables them to achieve their potential, regardless of their individual circumstances. Where a pupil is unable to access, or benefit fully from, mainstream education, the school may commission Alternative Provision (AP) as part of a planned package of support. Alternative Provision will always seek to improve educational engagement, attendance, wellbeing, behaviour, and academic outcomes, with the long-term aim of successful participation in education, employment, or training. This approach aligns with guidance issued by Worcestershire County Council on the use, commissioning, and quality assurance of Alternative Provision.

2. Purpose

- Ensure Alternative Provision is used appropriately, fairly, and consistently.
- Promote the educational progress and welfare of pupils placed in Alternative Provision.
- Clarify roles and responsibilities for staff, parents/carers, and providers.
- Establish robust safeguarding and quality assurance procedures.
- Support successful reintegration into mainstream education wherever appropriate.
- Ensure compliance with Department for Education guidance and Worcestershire County Council expectations.

3. Definition of Alternative Provision

- Alternative Provision refers to education arranged by a school for pupils who cannot attend or fully access mainstream school education for a period of time.
- Registered Alternative Provision providers.
- Pupil Referral Units (PRUs).
- Alternative academies.
- Vocational training providers.
- Therapeutic education settings.
- Outdoor learning providers.
- Quality-assured non-school Alternative Provision providers.
- Blended or bespoke educational programmes.

4. Principles

- The pupil remains on the school roll unless formally removed in accordance with statutory processes.
- Parents/carers are involved in planning and review meetings.
- The educational programme is suitable, challenging, and appropriate to need.
- Safeguarding remains the school's responsibility.
- Progress is monitored regularly.
- Alternative Provision forms part of a wider support plan.
- Reintegration into mainstream education is considered from the outset, where appropriate.
- Preference is given to providers that meet local authority quality assurance expectations and standards.

5. Reasons for Placement

- Is at risk of permanent exclusion.
- Has experienced repeated suspensions.
- Has significant mental health or emotional wellbeing needs.
- Requires a therapeutic intervention not available in school.
- Has attendance difficulties linked to anxiety or medical needs.
- Requires a vocational curriculum to support engagement.
- Requires a short-term intervention to improve behaviour and learning.
- Has SEND needs requiring a bespoke package of support.
- A placement in Alternative Provision will never be used as a means of unlawfully excluding a pupil or removing responsibility for their education.

6. Referral Process

- Attendance information.
- Behaviour records.
- Academic progress.
- SEND information.
- Pupil and family views.
- Existing interventions.
- Risk assessments.
- Safeguarding information.
- Assessment of need.
- Discussion with parents/carers.
- Consultation with relevant professionals.
- Consideration of suitable providers.
- Completion of referral documentation.
- Agreement on intended outcomes.
- Establishment of review arrangements.
- All placements must be approved by the Headteacher or delegated senior leader.

7. Selection of Providers

- Safeguarding arrangements.
- DBS compliance.
- Health and safety procedures.
- Insurance.
- Curriculum offer.
- Attendance monitoring systems.
- Staff qualifications.
- Risk assessment procedures.
- Quality assurance evidence.

The school will give preference to providers recognised through Worcestershire County Council's Alternative Provision quality assurance arrangements and Dynamic Purchasing System where appropriate.

8. Safeguarding

- Maintain regular contact with providers.
- Ensure safeguarding information is shared appropriately.
- Confirm safer recruitment procedures are in place.
- Review attendance daily where possible.
- Follow up unexplained absences promptly.
- Ensure safeguarding concerns are reported immediately to the Designated Safeguarding Lead (DSL).
- Complete risk assessments before commencement of provision.
- Alternative Provision staff must comply with statutory safeguarding requirements and cooperate with school safeguarding procedures.

9. Attendance

- Record attendance accurately.
- Notify the school immediately of any absence.
- Report concerns regarding punctuality or engagement.
- Provide attendance information as requested.
- Attendance will be monitored weekly by the school's attendance team and Alternative Provision Lead.

10. SEND and Inclusion

- Provision will be planned in consultation with the SENDCo.
- Reasonable adjustments will be considered.
- EHCP requirements will continue to be met.
- Outcomes will be linked to SEND support plans and annual review processes where relevant.
- The school will ensure Alternative Provision complements, rather than replaces, identified SEND provision.

11. Monitoring and Review

- Clear intended outcomes.
- Baseline assessment information.
- Attendance targets.
- Behaviour and wellbeing targets.
- Academic targets where appropriate.
- Within the first six weeks of placement.
- At least termly thereafter.
- Earlier if concerns arise.
- Attendance.
- Progress against targets.
- Pupil voice.
- Parent/carer views.
- Provider reports.

- Safeguarding considerations.
- Reintegration opportunities.
- Providers will submit written progress reports to the school at least termly.

12. Reintegration

- Develop a phased return plan.
- Provide pastoral support.
- Communicate closely with parents/carers.
- Monitor attendance and engagement.
- Review outcomes regularly.

13. Roles and Responsibilities

- Governing Body: Monitor implementation of this policy; ensure statutory responsibilities are fulfilled; review policy effectiveness annually.
- Headteacher: Authorise placements; ensure appropriate oversight and monitoring; ensure safeguarding and statutory duties are met.
- Alternative Provision Lead: Coordinate referrals; monitor placements; liaise with providers; organise review meetings; maintain records.
- SENDCo: Monitor SEND provision; ensure EHCP requirements are met; support assessment and review processes.
- Parents/Carers: Support attendance and engagement; participate in review meetings; communicate concerns promptly.

14. Equality Impact

- Age
- Disability
- Gender reassignment
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

15. Related Policies

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Attendance Policy
- SEND Policy
- Exclusions Policy
- Health and Safety Policy
- Equality Policy