**Alternative Provision**

**Policy**

**Newfield School**

**POLICY STATEMENT**

**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.

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 Newfield School

To facilitate this individual learning pathway, Newfield 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 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.

**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 Newfield School can provide. Some reasons might be:

* The student's strengths 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 attractive and suitable to some students.
* The student has not been attending school regularly, and is therefore unlikely to achieve GCSEs. Alternative provision offers a different setting with a broader 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.

**Responsibilities**

**Headteacher 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.
* **Designated Safeguarding Lead & Attendance Officer 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.
* Monitor attendance of students referred to alternative providers and update records on a weekly basis.

**Finance Department will:**

* Handle the payment process in relation to alternative provision as authorised by the Head teacher or person with budget holder responsibility

**Referral Process**

* Students who are referred to alternative provision will remain on roll with Newfield 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.
* Newfield School will set up a meeting involving all relevant parties, including parents/carers and others as appropriate.
* The student’s parents / carers will sign the relevant alternative provision contract

**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 should be taken to ensure that accurate attendance data is kept by Newfield School.
* Alternative providers will contact Newfield School whenever the student is absent.
* Newfield School will then make contact with parents and try and resolve the issue to ensure regular attendance is achieved.
* Newfield 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 Newfield 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 Newfield 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 Newfield School and an ‘Alternative Provision Record’ will be completed.
* 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 Newfield School to inform them of any serious behavioural incidents.
* In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ended.