



Broughton Hall Catholic High School

ALTERNATIVE AND OFF SITE PROVISION

Definition of Alternative Provision

This is education arranged by local authorities for pupils who, because of exclusion, illness or other reasons, would not otherwise receive suitable education; education arranged by schools for pupils on a fixed period exclusion; and pupils being directed by schools to off-site provision to improve their behaviour (DfE, 2013)

Main legislation covering the duties and powers relating to these issues (DfE, 2013)

- Section 19 of the Education Act 1996, as amended by section 3A of the Children, Schools and Families Act 2010;
- Section 29A of the Education Act 2002;
- Sections 6A and 100 of the Education and Inspections Act 2006;
- Sections 1C and 4 of the Academies Act 2010 (as amended);
- The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007;
- The Education (Pupil Referral Units) (Management Committees etc.) (England) Regulations 2007;
- The Education (Educational Provision for Improving Behaviour) Regulations 2010
- The Education (Short Stay Schools) (Closure) (England) Regulations 2010;
- The Pupil Referral Units (Miscellaneous Amendments) (England) Regulations 2012; and
- The Schools Forums (England) Regulations 2012.

Key points

- Local Authorities are responsible for arranging suitable education for permanently excluded pupils, and for other pupils who – because of illness or other reasons – would not receive suitable education without such arrangements being made.
- Governing bodies of schools are responsible for arranging suitable full-time education from the sixth day of a fixed period exclusion.
- Schools may also direct pupils off-site for education, to help improve their behaviour.

Alternative and Off Site Provision

These are the main reasons for choosing Alternative Provision:

Alternative and Off Site Provision is educational provision for pupils who are not accessing mainstream education for a variety of reasons. These may include:

- The pupil's key talents are not being developed through the national curriculum. Alternative Provision recognizes that we are all individuals with different strengths and weaknesses and that mainstream education is not for everyone.
- The pupil has had one or more fixed-term exclusions and is considered to be at risk of permanent exclusion from school. Alternative Provision is a strategy to avoid permanent exclusion for pupils and to encourage inclusion in education.
- The pupil has not been attending school regularly for whatever reason, and is therefore unlikely to achieve GCSEs. Alternative Provision offers a different setting with a broader choice of subjects for pupils which may encourage attendance.

All procedures have been developed on the basis of the following principles:

- Learners referred to off-site alternative provision should be referred on the basis that this provision is more appropriate for them than what Broughton Hall Catholic High School can provide.
- If an alternative placement breaks down the situation will be discussed and a meeting convened and if it is unable to be resolved the pupil will be expected to return to Broughton Hall Catholic High school.
- Once committed to off-site alternative provision, learners must attend, and failure to do so should carry the same consequences as non-attendance at the Home School.
- The school will monitor the learner's attendance at the new provider.
- 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 the Home School.
- 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.
- There is an expectation that any safeguarding concerns are raised with the Lead Safeguarding Officer at Broughton Hall Catholic High School and that all alternative providers adhere to the safeguarding policy held by the school.

Responsibility of the School

Once a placement has been agreed, the school maintains responsibility for:

- Pupil welfare: safeguarding, child protection; health and safety
- Sharing all relevant information with the provider including any information on SEND, literacy, safeguarding or other issues
- Setting out in writing the agreed objectives and plans for the placement, and monitoring progress against the objectives of the placement, including carrying out frequent visits to the provider.
- Where reintegration to school is an objective, planning for and providing an appropriate package of support to assist the pupil's reintegration
- Attendance monitoring and follow-up of absences
- Meeting the needs identified within a child's EHC plan or statement of Special Educational Need

- Where a pupil is eligible for free school meals, this will need communicating to the provider and suitable arrangements made
- Sanctioning a fixed term or permanent exclusion; pupils are legally on the roll of a school and therefore only the pupil's home school can sanction these
- Ongoing contact with the pupil and provider to exchange information, monitor progress and provide pastoral support
- Careers guidance, schools to ensure pupils receive their full entitlement to careers information, advice and guidance
- Pupil outcomes – obtaining a final report on the pupil's achievements during the placement including attainment and progress, attendance records and evidence of change in behaviour
- Seeking pupil's views on success of the placement
- For Year 11s, working with the provider to prevent young people becoming NEET and ensuring that they can move on to suitable education, training or employment alongside part-time study. Schools should collect and record information about the pupil's next destination, as an indicator of alternative provision quality.

Attendance

The school Welfare and Inclusion Officer, Mrs Greenhouse, will:

- Monitor attendance of students referred to alternative providers and update records on a weekly basis
- Provide attendance updates to the DSL, Mrs Hayes

Each pupil attending alternative provision **MUST** remain on a school roll and the school retains the ultimate duty of care for pre-16 pupils, wherever they are being educated. Whilst a pupil is attending an alternative provider, they are 'on loan' from school and providers are obliged to support the school in their duty of care. To ensure robust safeguarding of pupils in placement, there is an expectation that schools and providers have a clear agreement about how the school are informed of attendance and the subsequent follow up of absence. The provider is responsible for enrolling pre-16 pupils onto their course(s) and for recording, monitoring and reporting attendance and absences.

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
- Attendance at off-site alternative provision will be monitored closely and every step should be taken to ensure that accurate data is kept by Broughton Hall Catholic High School. Alternative providers will be contacted each day by Broughton Hall Catholic High School to check the pupil is attending and will follow up any subsequent absences
- Broughton Hall Catholic High School will make contact with parents and try and resolve any absence issues to ensure regular attendance is achieved

- Students whose attendance falls below the Broughton Hall Catholic High School target will be subject to a number of interventions as set out in the school Attendance Policy
- There is an expectation that any safeguarding concerns are raised with the Designated Safeguarding Lead at Broughton Hall Catholic High 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 Broughton Hall Catholic High 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 Broughton Hall Catholic High 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 Broughton Hall Catholic High 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 and next steps considered

Process

Broughton Hall Catholic High 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 families the reasons why the alternative provision is being offered. If the provision is being offered as an alternative to permanent exclusion this must be clear to parents so that they are able to make an informed decision. If parents refuse to accept the offer of alternative provision as an appropriate alternative to Permanent Exclusion, the Head Teacher of the school would need to decide whether to proceed with the original exclusion.
- Learners and their parents will sign the necessary documentation for Off-Site Alternative Provision.
- Responsibilities for supporting the child and timescales for reviewing the provision would be agreed during the initial meeting.
- Learners must attend the Off Site Alternative provision as required and parents/carers must support this.
- Alternative learning providers will contact Broughton Hall High School whenever the learner is absent.
- If a learner is absent, Broughton Hall Catholic High School will contact parents and try and resolve the issue to ensure regular attendance is achieved and if unsuccessful,

contact the school's Attendance and Welfare Officer for advice. If necessary this should then be referred to other agencies as appropriate.

- Broughton Hall Catholic High School will formally monitor attendance and update records and maintain contact with the alternative learning provider.
- If the placement does not appear to be working or if the student is not attending - a formal meeting should be held involving the school, parent/carer, students and any other appropriate person. The meeting will reinforce the expectations of the original agreement while seeking feasible alternatives.
- If a pupil is permanently excluded from an alternative provision placement, a meeting will be convened between the named mainstream school, alternative provider and the family to discuss either a return to the child's Home School or to identify a further alternative provider.
- Any agreement around alternative provision for a pupil must be regularly reviewed. Timescales and responsibilities for reviewing the agreement must be clear to professionals, parents and the pupil and occur every term.
- Impact/success will be measured against the targets the students are set in a meeting once per term. Examples of these could include: attendance, behaviour and qualifications.