

NOTTINGHAM GIRLS' ACADEMY

Alternative Provision Policy

Reviewed by Senior Strategic Lead:	**Mrs R Turner-Ramadan**	**Reviewed** **- September 2022** **- July 2023** **- August 2024** **-August 2025** **- August 2026**
Approved by Principal:	**Mr D Tungate**	**Next review – July 2027**

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1. Rationale

Alternative provision is an educational provision for students who are unable to access full-time mainstream education for several reasons, or who are unsuited to the mainstream provision on offer.

Nottingham Girls' Academy recognises that there is a need to ensure that our curriculum is inclusive and accessible, providing the opportunities to succeed. Moreover, we recognise the need to offer the type of provision that allows students to achieve their potential.

"Every child deserves an excellent education and the chance to fulfil their potential whatever their background and needs. Children in alternative provision deserve these opportunities too." (Creating opportunity for all, DfE, 2018)

The ambition is always to support the student towards successfully engaging with a full time mainstream education.

2. Objectives

The objectives of this policy are:

• To outline the reasons why students might be offered an alternative provision.

• To ensure that alternative provision is offered to suitable students in a consistent way.

• To ensure suitable procedures are in place relating to attendance and the safeguarding of students.

• To outline the monitoring of students' progress, behaviour and welfare.

3. Reasons for commissioning alternative provision placements

There are a variety of reasons why a student is referred to an alternative provision. Some of these may be:

- To avoid a permanent exclusion for a serious behavioural event.
- For continued poor behaviour that fails to meet the academy's standards despite pastoral support and intervention, placing the pupil at risk of permanent exclusion.
- When a pupil's special educational needs are not able to be met in the academy environment, despite reasonable adjustments and adaptations made through a suitable graduated response.
- When a pupil has a diagnosed (mental and/or physical) health issue that prevents them from otherwise attending the academy.
- When a pupil's needs cannot be met through the mainstream curriculum on offer. For example, the range of vocational courses that some alternative providers offer may be more suitable for a particular pupil.
- When a pupil's attendance places then at risk of becoming NEET.

4. Responsibilities

Principal

- Overall responsibility for the school's use of alternative provision.

Senior Leader with Responsibility for Behaviour & Attitudes

- Ensure that the alternative provider is registered and/or approved 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 Nottingham Girls' Academy Safeguarding Policy.
- Have overall responsibility for the implementation, monitoring and evaluation of the alternative provision.
- Continually assess the quality and suitability of providers of alternative education for all students on placements.
- Provide termly updates to the Local Authority Alternative Provision & EOTAS Manager
- Ensure Service Level Agreements and Commissioning Agreements are in place for all provisions.
- Liaise with Heads of Department and examinations and data team to ensure that students are accessing an appropriate curriculum. All students should have the opportunity to sit formal external examinations.
- Liaise closely with the attendance and safeguarding teams at the provisions; ensuring the safeguarding of each student on a daily basis.
- Undertake monitoring and quality assurance processes, including half termly visits.
- Be responsible for the regular review of students' progress, in conjunction with parents/guardians and other supporting agencies or professionals.
- To accurately inform professionals where multiple agencies are involved with a student and their family.
- Complete and review commissioning agreements for all students accessing alternative provision.
- Plan and inform staff of multi-agency meetings; delegating appropriate staff to represent the school and student.
- Maintain accurate safeguarding records of students on an alternative provision on CPOMS.
- To offer, facilitate and quality assure Early Help Assessments for all students in an alternative provision.

Combined with Education Welfare Officer

- Check attendance daily and provide support and intervention where required.
- Record attendance on CPOMS.
- Liaise with RTU and provider attendance officers to ensure rigor with attendance recording.

SENDCo

- To plan, evaluate and quality assure Assess, Plan, Do Review cycles, to ensure the appropriate provision and support is sought.
- To support the application of EHCP when appropriate.

5. Referral Process and Commissioning of placements

- Nottingham Girls' Academy will source, and commission alternative provision placements based on the needs of the student.

- Referral paperwork will be completed for the alternative provision placements according to the individual requirements.
- Service Level Agreements and financial agreements will be obtained, signed, and returned before the placement commences.
- Commissioning Agreements will be signed by Nottingham Girls' Academy, the placement, student, and parent at the initial meeting to take place prior to the commencement of the placement.

Commissioning Agreements will:

- Ensure all relevant information is shared with providers.
- Agree the nature of the intervention and set targets for the student.
- Ensure that progress will be regularly monitored, and plans put in place for the next stage in the child's life.
- Ensure parents/carers are provided with reviews and other relevant information.
- Agree methods of sharing attendance and safeguarding information.
- Provide dates for termly reviews.
- Provide plans for potential reintegration into mainstream education.
- Ensure parents/carers are engaged in the decision taken by Nottingham Girls' Academy to commission a placement.

6. Attendance Procedures

- All placement providers will complete their own first strike attendance checks as agreed in the commissioning agreements.
- Students accessing an alternative provision shall be placed in the vulnerable student attendance list to be managed by the Education Welfare Officer. They will check attendance on a daily basis and record on Nottingham Girls' Academy attendance system.
- Home visits, where absences are unexplained, to confirm that the absent child is home when parents/carers or guardians are not responding to phone calls/text messages/emails.
- The Education Welfare Officer and/or their Head of Year/Deputy Head of Year or SLT lead will complete a well-being check for all students attending placements on a part time basis and record as a red flag comment on SIMS.

7. Safeguarding Procedures

- Nottingham Girls' Academy will share its safeguarding policy with all providers.
- Nottingham Girls' Academy will obtain the provider's safeguarding policy.
- Specific safeguarding arrangements and DSL contacts are shared in the commissioning agreement.
- The SLT lead and/or Designated Safeguarding Lead and /or Head of Year/Deputy Head of Year will attend all key safeguarding meetings and liaise with the provider's DSL.
- Risk assessments for any additional activity (i.e. work experience, off-site visits) will be obtained prior to Nottingham Girls' Academy granting approval.
- Safer recruitment checks will be confirmed via a comfort letter from each provision.

8. Quality Assurance of Placements

Provision Quality Assurance

- For DfE registered providers, OFSTED reports are obtained and scrutinised prior to placements.
- For non-DfE registered providers, compliance and quality assurance reports are obtained from Nottingham City Council.
- Annual alternative provision audits completed by Nottingham Girls' Academy.

Termly Quality Assurance visits

- Students are visited in their placement at least once every half term. Visits will be more frequent if required.
- During the quality assurance visit views of both the provider and student will be sought and will address
    - Academic progress
    - Behaviour
    - Attendance
    - Emotional and social progress
    - Careers plans
- All visits will be recorded on a visit form and uploaded onto CPOMS.
- Nottingham Girls' Academy staff will also attend parent meetings, suspension reintegration meetings at the provision when required.

Links with other policies and procedures

This policy links to the following:

1. Nottingham Girls' Academy Behaviour Policy.
2. Nottingham Girls' Academy Safeguarding Policy.
3. Behaviour Pathway and Expectations – NGA Website.
4. Working together to improve school attendance (DfE) document.