



For every child to reach their potential and live life in all its fullness. (John 10:10)

Name of Policy: Off-Site Alternative Provision Policy

Policy Written: September 2020

Policy Renewed:

September 2020	Addition of Impact Paragraph.
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Next Renew Date: September 2021

Intent:

It is the intent of the school that if a child at Hindsford CE Primary School has to receive education in an off-site alternative provision, the school will be committed to ensuring that this pupil will be well-cared for, well-educated and that both the pupil and family will be well-supported by the school.

Implementation:

The school will only consider to send a pupil to work at an off-site alternative provision unit for the following reasons:

- The pupil's academic or pastoral needs are not being developed through the national curriculum and the school is unable to meet these needs with the provision that they have put in place.
- The pupil has had one or more fixed-term exclusions and is considered to be at risk of permanent exclusion from school.
- The pupil has not been attending school regularly for whatever reason, and is therefore unlikely to achieve.

Hindsford CE Primary works with a range of providers of alternative education in Wigan and will be committed to source the best possible provision for the pupil. This could mean that the pupil may attend a different main stream school which has more capacity to offer the required support for the pupil, a specialist school in either behaviour or SEN or a smaller independent educational unit.

Procedure

Before a child will be referred to an off-site alternative provision unit, the school will have done everything that they can to try and meet the child's needs within their capacity. This will have included the school working closely with the parent/carers of the pupil and outside agencies to try and find an effective way forward. The child will therefore have a Support/Behaviour Plan, Personal Education Plan and/or Early Help already completed which will support the referral application.

At the point that the school feels they are no longer able to support the child, the school will speak to the child's parents/carers about making a referral. During this meeting, the school will clearly explain to the family the reasons why the alternative provision is being recommended. If the provision is being offered as an alternative to a permanent exclusion this must be clear to parents/carers so that they are able to make an informed decision. If the parents/carers refuse to accept the offer of an alternative provision as an appropriate alternative to the permanent exclusion, the Headteacher will decide whether to proceed with the original exclusion.

Once a referral has been made and accepted via a Service Level Agreement from Wigan LA and an Off-Site Alternative Parenting Contract from the parents/carers, the school will support the pupil and family with the transition to the off-site alternative provision and remain in contact during the time that they are there. A comprehension handover will also take place to ensure that communication between the two establishments is strong and effective. In addition, a timeline will be agreed which will set out an appropriate timescale stating the transition period, start date and predicted end date.

The school will monitor and record the attendance of the pupil whilst they attend the alternative provision and also continue in its role to safeguard the child. Therefore, any safeguarding concerns regarding the pupil will be shared with the school for the school to then follow its own safeguarding procedures as set out in the Child Protection Policy.

Attendance of the pupil is compulsory at the unit.

If the placement does not appear to be working or if the student is not attending - a formal meeting will be held involving the school, parent/carer, pupil 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 school, alternative provider and the family to discuss either a return to the child's named school or to identify a further alternative provider.

Impact/success will be measured against the targets the pupil is set in the initial meeting. Examples of these could include: attendance, behaviour or qualifications.

Impact:

The impact of this policy is that any pupil at Hindsford Primary School requiring off-site alternative provision will be treated with respect and be fully supported. Communication will be strong between the alternative provider, school and parents/carers so that the pupil receives the best possible provision to support them in their education.