

# Woodchurch High School

*A Church of England Academy*



## Alternative Provision Policy

Approved Spring 2024

*"Do not be afraid, do not give up, for God will be with you wherever you go"*  
Joshua 1:9



THE CHURCH  
OF ENGLAND  
Diocese of Chester

## Context of the Policy

Woodchurch High school is a large, oversubscribed school with a responsibility to educate and safeguard all pupils. Only when pupils are comfortable, secure and happy within their environment can they hope to flourish, making the most of the gifts that they have been given.

Woodchurch High school is committed to providing a caring, Christian, compassionate, trusting and safe community where pupils can learn and achieve.

Thereby fulfilling the school vision:

*Let your light shine before others, that they may see your good deeds and glorify your Father in heaven. Matthew 5:16*

It is the responsibility of the school to ensure that pupils can be educated in a calm, safe and supportive environment, where lessons are free from interruption, and where teachers can deliver quality first teaching so that every child reaches their full potential.

For some children, this means that they are not able to attend Woodchurch High school, a mainstream provision, and therefore will be educated for an allocated period of time, in alternative provision which is suited to their individual needs or situation and allows them to make the most of their talents and prepares them for the next stage of their life journey.

Woodchurch High school seeks to ensure that all Alternative Provision (AP) settings provide high quality opportunities and that they work in the best interests of the children.

To that end, Woodchurch High school works collaboratively with the Local Authority, AP providers and parents/carers.

This policy should be read in conjunction with the School Led Satellite Provision policy

## Policy Statement

At Woodchurch High school, we are responsible for the education, wellbeing and welfare of our community; serving their educational and social needs.

The school understands and is aware of the need to avoid issuing a Permanent Exclusion. The consequences for this pupil's future are understood by the school and Senior staff.

The school considers and treats every pupil as an individual, taking into consideration their educational history, status (e.g CLA status, adoptive status, Pupil Premium etc....), SEND, behavioural log and interventions in place.

For some pupils, their health needs or circumstances mean that they are not able to attend our community on a full time basis, therefore may be educated in an alternative provision placement (AP)

Our vision for AP is to ensure that

- The school considers the provision carefully to ensure that the disruption to pupil education is minimal
- To work in partnership with AP providers to ensure that pupils are safeguarded, supported and educated
- To ensure that pupils have the best opportunity to successfully reintegrate into the main school community to re-engage with mainstream learning

Pupils may require AP for a wide range of reasons, including:

- ongoing behaviour which is not aligned to our ethos and values; resulting in repeated sanctions, such fixed-term suspensions issued
- a one-off serious incident where a Permanent Exclusion may be issued
- health reasons- including physical or mental health needs
- the school feels that all necessary support has been exhausted and wishes to avoid a Permanent Exclusion
- where a Managed move is not appropriate for the pupil

(this list is not exhaustive)

### Alternative Provision placements

Woodchurch High school uses the following AP providers

Provider	Part of the Wirral AP Guild	An OFSTED registered AP provider
WRAP	Yes	Yes
IMPACT	Yes	Yes
Utopia*	Yes	Yes
Cornerstones	Yes	No
Horizons	Yes	No
Everton Free school	No	Yes
LivAva	Yes	No
Woodchurch High satellite provision (SLSP 'The Bank')	No	Yes
Bells' Hair and Beauty	Yes	No

\*Currently only take pupils with an EHCP permanently on roll

When considering a placement or placements, the following is considered:

- The nature of the provision/placement
- The time that a pupil will attend this provision
- The desired outcomes of the provision
- The education of the pupil and how it will continue on the placement
- The pathway and reintegration programme for the pupil
- Are there any other considerations, such as transport arrangements that need to be considered?
- How will it fit into the pupil's mainstream curriculum?
- What success looks like at the end of the provision?
- What outcomes the school hopes to achieve - particularly in the areas of attendance, attitude, attainment, behaviour and positive destinations?

### **Prior to the placement**

Woodchurch staff will meet with parents/carers to discuss the provision proposed for the young person, be it a full time or blended provision.

There will be clear outcomes from the provision and a clear pathway for potential reintegration see above

The Alternative Provision Timescale pathway (see Appendix 1) will be completed and placed at the front of the pupil's AP file

At the initial parental meeting, the AP Pupil Data sheet will be completed and placed in the pupil's AP file (see Appendix 2)

Andy Smith (ASM -Assistant Head teacher) will complete the necessary referral documentation and formally apply via the Wirral AP portal for the placement to take place

A Wirral At Risk of Permanent Exclusion form may be completed and submitted.

### **During the placement**

On a daily basis,

- Leanne Malam (LMA - Pupil Services office) will check the Wirral AP portal and the SLSP.
- Pupils will then be coded appropriately on the school's attendance system - BromCom
- Pupils absent will receive an AMBER call home (this is a personal call from LMA)
- LMA will produce the AP/SLSP absence letter for ASM to check and sign

On a weekly basis

- Woodchurch staff will visit the AP provider as follows
  - WRAP - Harry Perkins
  - Cornerstones - Alan Hesketh
  - Horizons - Joe Harkness
  - IMPACT - Jade Ashbrook
  - LivAva - Katie Douglass
  - Bell's Hair and Beauty - Katie Douglass
- Complete the AP visit sheet (Appendix 3) - returning it to ASM with samples/photographs of work if necessary for the pupil file.

On a half termly basis

- Meet with parents/carers/social care or other professionals to complete the half termly review sheet (Appendix 4) to ensure that the pupil's education is continuing as desired and that any issues that the parent/carer or pupil wishes to raise can be addressed
- ASM will complete the AP half termly report and submit to the Head teacher (Appendix 5)

### **Following the completion of the AP placement**

A senior member of the pastoral team will meet with the pupil and the parent/carer to discuss a reintegration pathway for the pupil.

This may include a part time or full time pathway (if a part time timetable is agreed, the Wirral Part Time timetable form will be completed and submitted to the Local Authority

Teaching staff will be informed as necessary to prepare for the pupil's attendance to their lesson

### **Wirral Home Education Service (WCHES) and the Joseph Paxton (JP) campus**

Woodchurch High school uses these provisions as necessary to support our pupils. Each pupil will have an AP folder the same as pupils who access other AP providers. Monitoring will take place as for other pupils who access Alternative Provision with the following differences:

- Fran Tynan (SENDCo) will meet with the pupils and parents/carers of pupils who access the JP campus on a half termly basis to assess the educational and social progress of the pupils
- The Pastoral Leads of pupils who access the Wirral HES will meet with pupils and parents/carers to assess the educational and social progress of these pupils how access this service.

Any concerns will be relayed to ASM

## **Commissioning checklists and Service Level agreements**

Prior to a pupil attending an AP provision, a member of the Woodchurch High school staff will visit to complete the school's commissioning checklist (see Appendix 6)

Woodchurch High school will also retain a copy of the Service Level Agreement and Safeguarding policies of the providers

## **Safeguarding**

Safeguarding and promoting the welfare of children and young people is everyone's responsibility. In order to fulfil this responsibility effectively, all providers should ensure that their approach is child-centred, considering at all times what is in the best interest of the young person.

For the purposes of safeguarding in this context is defined as follows:

- protecting young people from maltreatment
- preventing the impairment of pupils' mental and physical health or development
- ensuring that pupils grow up in circumstances consistent with the provision of safe and effective care
- All adults have a responsibility to provide a safe environment in which all pupils can learn (in line with Keeping Children Safe in Education)

Woodchurch High retains responsibility for the safeguarding of pupils who attend Alternative Provision.

It is during daily telephone calls and weekly face-to-face meetings that safeguarding matters can be raised.

They may also be raised immediately via direct email if necessary.

When necessary, the school Safeguarding Lead will be informed and consulted before necessary action will taken

All communication and action will be recorded on MyConcern - the school Safeguarding logging and communication system

Woodchurch High school have offered Safeguarding training to providers and deliver this as necessary. (Delivered Aut 2 2023)

## **Health and Safety**

The Health & Safety at Work Act 1974 places a duty on employers, including AP providers to ensure, so far as is reasonably practically, the health & safety of young people on educational placements.

The AP provider has primary responsibility for the health & safety of pupils and should manage significant risks. Woodchurch will take responsibility to satisfy that providers are doing this.

Woodchurch High school will liaise with the provider to ensure that the placement is appropriate, noting any relevant precautions and risks are noted and acted upon.

Woodchurch High school will be satisfied that adequate health & safety arrangements are in place and will be effectively managed to ensure the safety of pupils who access the provision.

Any Health & Safety issues will be discussed as necessary with the AP provider and actioned promptly to ensure the safety of the young person (see AP checklist)

### **Recording and monitoring attendance**

See above for the daily process for recording and monitoring of attendance.

### **Attendance codes - B (off-site educational activity) / D (dual registered at another educational establishment)**

#### **B Code**

This is used when pupils are present at an off-site educational activity. Any absence from the provision is noted using Government codings (I, C etc...)

#### **D Code**

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school (such as the JP campus). The code indicates that the pupil is not expected to attend the session in question because they are scheduled to attend the other school at which they are registered,

### **Pupil Folders**

Each pupil who access AP will have a individual pupil folder.

Each folder will have within it:

- A copy of the providers' Service Level Agreement
- The provider's Safeguarding Policy
- Woodchurch High school pupil AP Data sheet
- AP weekly visit sheets
- AP provision timescale pathway
- AP half termly review meeting
- Pupil Data/pathway sheet
- AP commissioning checklist

(see appendices for examples of these documents)

Appendix 1 - Alternative Provision Timetable pathway

**Alternative Provision Timescale Pathway**

**When a pupil accesses an Alternative Provision**

<b>Task</b>	<b>Tick when completed</b>	<b>Date of completion</b>
Pupil folder produced		
Pupil Front Cover completed		
Modified Curriculum Database completed		

**On a daily basis**

<b>Task</b>	<b>Tick when completed</b>	<b>Date of completion</b>
LMA checks the AP portal/checks the SLSP register		
LMA makes Amber Call to parents/carers of pupils not present		
LMA updates BromCom		
LMA produces AP/SLSP letter		

**On a weekly basis**

<b>Task</b>	<b>Tick when completed</b>	<b>Date of completion</b>
Woodchurch staff visit pupil on Alternative Provision		
Visit sheet completed and placed in pupil file		
Samples of work (be in hard copy of photograph) placed in pupil file		
LMA to contact the Joseph Paxton campus for attendance update		

**On a half termly basis**

<b>Task</b>	<b>Tick when completed</b>	<b>Date of completion</b>
Meeting with parent held and half termly review sheet		



completed and placed in pupil folder		
Half termly AP summary completed and presented to the Head teacher		



Appendix 2 - AP Pupil Data sheet

**Alternative Provision Pupil Data Sheet**

Pupil					
Form					
Status	SEND				
	CLA				
	Pupil Premium				
	Free School Meals				
	Pupil Profile				
Reasons for accessing Alternative Provision  e.g. Danger of Permanent Exclusion, at Behaviour Stage 3, 4; Vocational Option					
Alternative Provision allocation	Monday	Tuesday	Wednesday	Thursday	Friday
Nature of Alternative Provision placements					
Pupil Pathway  e.g GCSE programme, post-16 pathway, to support reintegration back into mainstream school					
Dates of staff visits					

Required objective of Alternative Provision placement	
Reasons for suitability of placement e.g career pathway, to support	
Date of commencement of placement(s)	
Date of ending of placement(s)	
Dates of liaison with Social Care/EHCP Coordinator (if necessary)	

Document checklist for pupil folder:

- Timetable
- Samples of work
- Weekly visit sheets



Appendix 3 - Weekly AP visit sheet

**Alternative Provision Visit Sheet**

Pupil Name:		Date of Visit:	
Placement:		Member of staff:	
Number of sessions attended last week			
Description of the work completed			
How has progress been evidenced through work undertaken/completed			
Barriers to learning identified			
Are there any issues the school needs to raise or resolve with the AP provider?			
Skill focus/progression			
Work samples returned to school / photographs of work returned to school			
<p>Is the placement working towards required objectives?</p> <p>e.g <i>Yes, X is developing skills in hairdressing and is accessing curriculum-specific Maths work</i></p>			
Has any work been completed that warrants a letter home to parents?			
If pupil is in Year 10 or 11, is any careers guidance or mentoring needed?			

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Visit sheet is to be placed in the pupil Alternative Provision file in ASM office



Appendix 4 - half termly review meeting pro forma

**Alternative Provision Half Termly Review Meeting**

Pupil					
Form					
Reasons for accessing Alternative Provision					
Alternative Provision allocation	Monday	Tuesday	Wednesday	Thursday	Friday
Pupil Pathway					
Required objective of Alternative Provision placement					
Reasons for suitability of placement					
Date of commencement of placement(s)					
Date of ending of placement(s)					
Summary of discussion with parents and pupil					
Action steps					

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**Present:**

**Parent/Carer:**

**Signature:**

**Woodchurch Staff:**

**Signature:**



Appendix 5 - Half termly report

**Alternative Provision Half Termly Report**

**End of Aut 1**

Pupil	Year	SEN D Status	CLA	Placement days	Reasons for placement	Pathway
Matthew Casey	11	K	N	Mo/Tu Horizons		



Appendix 6 - Woodchurch High school commissioning checklist

### Alternative Provision Commissioning Checklist

Alternative Provision:

Address:

Centre Leader:

Date of visit

Document	Tick when observed	Signature of Woodchurch staff
Single central register viewed		
Health & Safety policy (including copies at entrance with names of DSL/DDSL)		
Relevant liability insurance certificate		
Safeguarding policy (see ASM)		
Hard copy of Section 175 SG policy including action plans arising from a review		
Visitor policy		
Behaviour policy		
Anti-bullying policy		
Risk assessments		
Fire Procedures <ul style="list-style-type: none"> <li>● Fire marshall</li> <li>● Training records</li> <li>● Evacuation procedure</li> <li>● Muster points</li> </ul>		
Staff training records		
Student placement records <ul style="list-style-type: none"> <li>● Name of pupil</li> <li>● DOB</li> <li>● Days attended</li> <li>● Start date</li> <li>● End date</li> </ul>		
Copy of school-provision SLA (see ASM)		
Public liability insurance		

Employers liability insurance		
Professional indemnity insurance		
If the placement uses transport for pupils, is there a risk assessment & insurance cover		
Staff checked and vetted		
Managing allegations policy		
Are staff familiar with the latest version of KCSIE?		
Have staff had adequate Safeguarding training?		
Is there a pupil Anti-Bullying policy?		
Health & Safety policy		
Are regular checks taking place to ensure premises are safe and well maintained?		
Are staff First Aid trained?		
Is there a rewards/sanctions policy for pupils?		
Is there a fixed-term suspension policy for pupils?		
Are pupils provided with careers information, advice and guidance?		
Does the provision have a SENDCo?		
What provision is in place for pupils with SEND?		
Data protection policy		
Is there a complaints policy?		



## References:

- *Creating opportunity for all* - Department for Education, March 2018
- *Alternative Provision Guidance* -Wirral Borough council, April 2023

