



**Hanham  
Woods**  
Academy

## Alternative Provision Policy

July 2025

For information and guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.

Status: Approved

**HWA Alternative Provision Policy**

<b>Policy Title</b>	Alternative Provision Policy
<b>Function</b>	For information, guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
<b>Status</b>	Approved
<b>Audience</b>	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
<b>Ownership / Implementation</b>	The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented.
<b>Implementation Date</b>	7 <sup>th</sup> February 2022
<b>Review period</b>	Annually
<b>Last Reviewed</b>	July 2025

### History of most recent policy changes

Date	Page/Para	Change	Origin of Change e.g. TU request, Change in legislation
7/7/2025		Roles and responsibilities	

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## 1. Policy Statement

Hanham Woods Academy recognises the need to ensure that our curriculum is inclusive and accessible, providing opportunities for all learners to succeed; furthermore, we recognise the need to offer other provisions to some learners that allow them to achieve their potential outside of what is accessible at the academy. Alternative Provision (ALP) is educational provision for learners who are unable to access, or unsuited to, mainstream education. It aims to ensure the continued education of learners in the academy in a supportive and nurturing environment. This policy outlines the key aspects of alternative provision, including the reasons for which a learner may be directed to alternative provision, the referral process, and the methods of reintegration.

- 1.1 This policy should be considered in line with our Safeguarding Policy, Attendance Policy, Behaviour Policy and SEND Policy.
- 1.2 This policy has due regard to legislation and statutory guidance including, but not limited to the following:
  - Education and Inspections Act 2006
  - Data Protection Act 2018
  - The General Data Protection Regulation
  - Education Act 2002 • DfE (2013) 'Alternative Provision'
  - DfE (2022) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'
  - DfE (2022) 'Keeping children safe in education'
  - DfE (2018) 'Mental health and behaviour in schools'

## 2. Objectives of The Policy

- To outline the reasons why students might be offered ALP.
- To ensure that ALP 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 ALP.

## 3. Reasons Why We Might Offer Alternative Provision

- The student has had one or more fixed-term exclusions and is considered to be at risk of permanent exclusion from school. Alternative provision is seen as an alternative to permanent exclusion for students and to encourage their continued inclusion in education.
- The student has not been attending school regularly, and is therefore unlikely to achieve their academic potential.
- To meet EHCP obligations

#### **4. Referral Process**

- The school will use DfE publication Alternative Provision: Statutory Guidance for Local Authorities (January 2013) as a basis for making arrangements for alternative provision.
- Parents / carers will be fully involved in the process and any decisions taken.
- Students who are referred to ALP will remain on roll with Hanham Woods Academy and the school funds their place in alternative provision if appropriate.
- The school remains ultimately responsible for the student, and the offer of ALP shows a commitment by the school to an inclusive approach to the student's education.
- Hanham Woods Academy 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 student and their parents / carers the reasons why the ALP is being offered.
- Any agreement around ALP for a student will be regularly reviewed. Timescales and responsibilities for reviewing the agreement will be agreed by the school, alternative provider and parents / carers.
- Once committed to alternative provision, students must attend and parents / carers must support this. Failure to do so will carry the same consequences as non-attendance at Hanham Woods Academy.
- Impact / success will be measured against targets agreed in the initial meeting and these will be regularly reviewed.

#### **5. Attendance and Safeguarding**

- The Academy has a responsibility to quality assure any and all alternative providers. The Academy will work to identify and form partnerships with suitable ALP with robust safeguarding and attendance policy in place.
- All professionals have a statutory responsibility to safeguard and promote the welfare of children and young people and tracking and reporting attendance at ALP is an essential component in achieving this.
- Attendance at off-site alternative provision will be monitored closely and accurate attendance data kept by Hanham Woods Academy.
- Alternative providers will contact Hanham Woods Academy the same day of student non-attendance. Hanham Woods Academy will then make contact with parents and try and resolve the issue to ensure regular attendance is achieved.
- Hanham Woods Academy will formally monitor attendance and update records and maintain contact with the ALP on a weekly basis.
- There is an expectation that any safeguarding concerns are raised with the Designated Safeguarding Lead at Hanham Woods Academy and that all alternative providers adhere to the Child Protection and Safeguarding Policies held by the school.

## **6. Monitoring Academic Progress, Behaviour and Welfare**

- Where appropriate the student's attainment data will be communicated to the ALP on commencement of placement.
- A termly review will be completed by the assigned key adult and ALP against the targets of the placement. This will be documented and fed back to parents/carers where they are not able to attend the meeting.
- Where students are attending a full time/majority of timetable alternative placement they will be visited on a termly basis by an appropriate staff member from Hanham Woods Academy. A record of visits will be held at the Academy.
- Where students are attending a full-time ALP a fortnightly keeping in touch call will be made to parents/carers by the assigned key adult.
- A service level agreement will be held between the provider and Hanham Woods Academy which outlines key contacts for attendance, behaviour and safeguarding. It is the responsibility of Hanham Woods Academy to track and monitor students' engagement ALP.

## **7. Roles and responsibilities**

### **ALP Lead**

- Ensuring faithful enactment of the ALP policy including quality assurance, tracking and monitoring
- Work strategically with the SENCO, Behaviour Lead, DSL and Principal to ensure that ALP is utilised in accordance with the aims and intention laid out within this policy.

### **Designated Safeguarding Lead**

- Quality assuring student placements including SLA
- Responding to Safeguarding concerns raised by ALP
- Visiting all students attending ALP termly on site for a wellbeing check

### **Pastoral leader**

- Completing and maintaining contextual safety plans for all students attending ALP
- Maintaining active and accurate CPOMS records whilst the students attends ALP
- Completing and maintaining the ALP tracker
- Liaising with the attendance lead to provide updates to attendance patterns
- Contacting parents/carers the same day of absence to ALP
- Leading termly review meetings between the Academy and Alternative provider and documenting them on the ALP tracker and CPOMS
- Making fortnightly wellbeing calls to parents/carers where students are attending full time alternative provision

### **Attendance Admin**

- Accurate attendance coding of students attending ALP
- Communicating absence to pastoral leaders for same grade follow up
- Daily contact to BHES and Pathways Hospital Education attendance

### **SEND Admin**

- Uploading of ALP weekly progress reports to CPOMS thread
- Reading of reports to quality assure and escalate any concerns identified