



**Hanham
Woods
Academy**

**Hanham Woods Academy
Alternative Provision Policy**

February 2023

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

Policy Title	Alternative Provision Policy
Function	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.
Status	Approved 28 th February 2023
Audience	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
Ownership / Implementation	The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented.
Implementation Date	7 th February 2022
Review period	Annually
Last Reviewed	February 2023

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1 Policy Statement

- 1.1 Alternative provision is a setting for students who are unable to access mainstream education for a number of different reasons, or who are unsuited to the mainstream environment on offer. The Academy recognises that there is a need to ensure that our curriculum is inclusive and accessible, providing opportunities for all students to succeed. Moreover, we recognise the need to offer the type of provision that allows some students to achieve their potential outside of what is accessible at Hanham Woods Academy. To facilitate this individual learning pathway, Hanham Woods Academy works with different local providers to help students who have struggled to reach their potential in a school-based environment to succeed
- 1.2 This policy should be considered in line with our [Safeguarding Policy](#), [Behaviour Policy](#) and [Attendance Policy](#).

2 Objectives of the policy

The objectives of this policy are:

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

3 Reasons why we might offer Alternative Provision

Students will be referred to Alternative Provision on the basis that this provision is more appropriate for them than the Academy can provide to meet their needs. Some reasons might be:

- The student's strengths are not being developed through the National Curriculum. Alternative provision recognises that students have different strengths and weaknesses and that mainstream education is not suitable for some. The emphasis on vocational education that some alternative provision offers may be more suitable to some students.
- The student has had one or more fixed-term exclusions and is considered to be at risk of permanent exclusion from the Academy. 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 the Academy regularly, and is therefore unlikely to achieve their academic potential.
- Examples of Alternative Provision include CLF Engage, Pathways, Impact Mentoring and Bristol Hospital Education.

4 Referral process

- The Academy 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 alternative provision will remain on roll with Hanham Woods Academy and the Academy funds their place in alternative provision if appropriate.
- The Academy remains ultimately responsible for the student, and the offer of alternative provision shows a commitment by the Academy 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 Academy will clearly explain to student and his / her parents / carers the reasons why the alternative provision is being offered.
- The student's parents / carers will sign the relevant alternative provision contract. Responsibilities for supporting the child and timescales for reviewing the contract must be agreed during the initial meeting.
- Any agreement around alternative provision for a student will be regularly reviewed. Timescales and responsibilities for reviewing the agreement will be agreed by the Academy, 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.

5 Attendance and 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 is an essential component in achieving this.
- Attendance at off-site alternative provision will be monitored closely and every step should be taken to ensure that accurate attendance data is kept by Hanham Woods Academy.
- Alternative providers will contact Hanham Woods Academy whenever the student is absent. 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 alternative provider on a weekly basis.
- Students whose attendance falls below the Hanham Woods Academy target will be subject to a number of interventions as set out in the Academy's Attendance Policy.
- 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 Academy.

6 Monitoring academic progress, behaviour and welfare

- The student's attainment data will be communicated to the alternative provider on commencement of placement.
- Regular (ideally termly) reports will be completed by the alternative provider as part of the monitoring process and communicated to home and Academy.

- The student will be visited on a regular basis by an appropriate staff member from Hanham Woods Academy 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 Hanham Woods Academy 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 Hanham Woods Academy, the student, parents/carers and the provider.
- In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ended.
- Impact / success will be measured against targets agreed in the initial meeting and these will be regularly reviewed.