

Alternative Provision Policy



2024-2025

This document is designed to ensure that young people on roll at The Chantry School who attend Alternative Provision are safeguarded and to ensure placements are quality assured to the same standard.

Approved by:	Date:
Last Reviewed: July 2024	
Next Review due by: July 2025	

What is Alternative Provision?

Alternative Provision is educational provision for young people who are not accessing mainstream education for a range of reasons. Below are some of the main reasons a young person on roll at The Chantry School might attend Alternative Provision:

- To support young people with complex Special Educational Needs and or Disabilities (SEND).
- To fulfil Education Health and Care Plan (EHCP) provisions.
- To support young people with medical difficulties (including mental health difficulties) to access education.
- To reduce the risk of a young person being permanently excluded.

Alternative Provision for young people on roll at The Chantry School might be part time, full time or involve more than one Alternative Provision. Full time education is generally accepted to be 25 hours a week. The Department for Education (DfE) 2013, states that, “all young people must receive full time provision in total, whether in one setting or more, unless a young person’s medical condition or social circumstance makes full-time provision inappropriate”. It is important to note here, that Alternative Provision will only be arranged if it is in the best interest of the young person, ideally enhancing our offer of education at The Chantry School.

The final decision to refer a young person to an Alternative Provision lies with Mrs Nicola Clear (headteacher). This will be following consultation with all stakeholders, including the young person, family and professionals involved. Following a visit to the Alternative Provision where applicable and relevant checks (Appendix B), careful consideration is given as to whether:

- The ability of the provision to meet the young person’s needs
- The quality of the provision provided
- The safeguarding arrangements in place
- The cost and value for money

What does Alternative Provision look like at The Chantry School?

At The Chantry School we are using a range of Alternative Provisions to ensure access to education. These are the provisions we are using currently:

- **Medical Education Team** – For young people who are unable to attend school because of their medical needs, including mental health difficulties.
- **Pathways Provision** (Chadsgrove School Support Services) – For young people who are not attending school due to anxiety and/or neurodivergent needs (emotionally based school avoidance).

- **Abberley Care Farm** - A tranquil rural atmosphere to support young people to engage, be stimulated and inspired through animal assisted learning, including life skills.
- **Gloverspiece Minifarm** – a small independent special school that uses animals, land and nature to re-engage learners with education

*Further details of these provisions and contact information can be found in *Appendix A*.

We work with the Local Authority's CCAS Referral process to try and access provision for those pupils who have medical documentation stating they cannot attend school (face to face or online). Under section 19 of the Education Act 1996, the Local Authority must secure suitable, full-time alternative education for young people of compulsory school age who, by reason of illness, exclusion or otherwise, may not for any period receive suitable education (IPSEA).

Important – some young people may have in place a reduced timetable in school. When this is in place the LA is informed via our attendance officer.

What safeguarding arrangements are made?

Due to the nature of Alternative Provision being offsite, it can mean that our most vulnerable young people are not seen as regularly as they would be if they were to be attending school. To protect and safeguard these young people, a variety of measures are put into place.

- A checklist (Appendix B) is used to ensure a range of checks are made prior to a young person attending a setting outside of the home/school.
- Individual Health Care Plans, Pastoral Support Plans and SEN information is shared with the Alternative Provision.
- The Alternative Provision will follow their safeguarding procedures but also update The Chantry School's Designated Safeguarding Lead – Mr Jon Hill.
- School are informed of any 'near misses' and hospital visits.
- Parents and school are informed of any first aid given.
- A drop in visit is arranged once per half term by a member of school staff, where appropriate.
- Attendance at the Alternative Provision is monitored on a daily basis.
- A fortnightly phone call, video call or home visit is made and recorded in school (CPOMS) to maintain our connection with young people and check/monitor their wellbeing.
- A record is maintained to track the young people using Alternative Provision.

How is progress monitored?

It is important that Alternative Provision is reviewed frequently to ensure it is meeting the needs of young people and allows them to achieve. As the DfE (2013) states, all young people must receive a good education regardless of their personal circumstance.

- A half termly meeting is arranged with the parent/carer and young person to review provision and measure progress, ensuring all are working together in the best interest of the young person. If an Individual Health Care Plan or Pastoral Support Plan is in place, these are reviewed and updated in the meeting.
- The relevant Plan will outline the young person's needs, support, provision accessing, views of the young person, parents/carers etc. It will also detail attendance and progress towards targets set.
- Feedback from the Alternative Provision is requested each term from the provider, either through a report, verbal feedback or Personal Education Plan (PEP) meeting.
- Updates from professionals are also used to show progress and or provide updates.

Appendix A

Alternative Provision Provider	Contact Information
Medical Education Team	<p>The Medical Education Team discharges the duty of the Local Authority in ensuring that arrangements are in place for young people who are unable to attend school because of Physical, social, emotional and mental health needs, to have appropriate and ongoing access to education.</p> <p>Website: https://www.worcestershire.gov.uk/WCFEducationServices/info/1/support-services/22/medical-education</p> <p>Address: Medical Education Team Lead Worcestershire Children First County Hall, Spetchley Road, Worcester, WR5 2NP</p> <p>*There are two centres where face to face education is provided: Worcester (Newbridge School Site, Midland Road, Worcester, WR5 1AD) Kidderminster (87 Lea St, Kidderminster DY10 1SN)</p> <p>Email: MET@worcschildrenfirst.org.uk Telephone: 01905 844864</p>
CCAS	<p>Where it is not appropriate or possible for the needs of a young person with medical difficulties to be met by the Medical Education Team and the school has not made alternative arrangements, Worcestershire Children First will work with school and families to agree provision. Chloe Wilson (cwilson@chantryschool.com will make referrals to CCAS on the school's behalf).</p>
Pathways Provision	<p>The Pathways Team provides a transdisciplinary approach, supporting young people who are not attending school due to anxiety and/or neurodivergent needs (emotionally based school avoidance).</p> <p>Website: https://www.chadsgroveschool.org.uk/web/pathways_provision/551640</p> <p>Head of Service: Mark Loveday Email: schoolsupportservices@chadsgrove.worcs.sch.uk Tel: 01527 877262</p>
Abberley Care Farm	<p>A tranquil rural atmosphere to support young people to engage, be stimulated and inspired through animal assisted learning, including life skills.</p> <p>Website: http://abberleycarefarm.co.uk/</p> <p>Address: ABBERLEY CARE FARM Ltd. Fairview Suffolk Lane</p>

	<p>Abberley Worcestershire WR6 6BE</p> <p>Email: claire@abberleycarefarm.co.uk Landline: 01299 896799 Mobile: 07870 325372</p>
Gloverspiece Minifarm	<p>Gloverspiece Minifarm Ladywood Droitwich WORCS WR9 0AJ</p> <p>https://gloverspieceminifarm.co.uk/school/home.html Email: officegloverspiece@gmail.com Phone: 01905 452343</p>

Appendix B

Dear _____

Due to the Keeping Children Safe in Education 2024, where a school places a young person with an alternative provider, the school continues to be responsible for the safeguarding of that young person and should be satisfied that the provider meets the needs of the young person.

We therefore require written confirmation that appropriate safeguarding checks have been carried out on individuals working at your establishment.

Please can you confirm:

URN Number: _____

Checks	Yes	No	Comment
Is the Alternative Provision operating as an illegal school (providing full time education to 5 or more students of school age or to a child with an EHCP or a child who is CLA)?			
Venue quality and safety			
What is the minimum ratio of staff to young people			
Is the provision Ofsted registered? Provide rating if applicable.			
Has the venue been visited and key members of staff met?			
Quality of venue check			
Are risk assessments in place to keep young people safe? Detail any specific risk assessments for young people.			
What policies and procedures are in place to keep young people safe.			
Is public liability insurance in place and for how much?			
<i>Minimum of £5,000,000 in respect of any one act or occurrence or series of</i>			

<i>acts or occurrences in any one year.</i>			
Is employer's liability in place and for how much? <i>Minimum of £10,000,000 in respect of any one act or occurrence or series of acts or occurrences in any one year.</i>			
Are you able to ensure that the same levels of insurance are maintained for any sub-contracted services?			
Safeguarding			
Is there a staff and volunteer record (Single central record of qualifications, recruitment and vetting checks)?			
Can you confirm all staff have DBS check with a barred list check?			
Have all staff have received safeguarding training and know how to refer on if they are concerned?			
Have all staff had Prevent Training?			
Have all staff read KCSIE 2024?			
Who is the Designated Safeguarding Lead (DSL) at the Alternative Provision? <i>Provide name and contact details.</i>			
Is the Alternative Provision aware of The Chantry School safeguarding lead and contact details?			Designated Safeguarding Lead Jon Hill jhill@chantryschool.com 01886 887100
Is there a first aid trained member of staff on site?			
Will you share 'near misses', hospital visits and first aid treatment with school and share first aid			

treatment details with parents/carers too?			
Attendance			
Please confirm your system for registering young people with The Chantry School.			
Transport			
Please confirm any transport arrangements and insurance details if required.			

Alternative Provision:

Print Name:

Signed:

Date:

Position

Please can you return this signed form to:

Miss R Robinson

The Chantry School

Martley

Worcester

WR6 6QA

Kind regards,

Miss R Robinson

SENCo, CLA Lead, Teacher

Appendix C

The following pages are an extract from *WCF Graduated Response to Preventing Exclusions v8 May 2024*

Appendix 5 – Alternative Provision Settings

Name	Area	Phase	Overview of offer	Type of school
The Beacon Pupil Referral Unit	Redditch	Primary	<p>Local authority places for Key Stage 1 & Key Stage 2 for permanently excluded students.</p> <p>Outreach support to all the First, Primary and Middle Schools in North Worcestershire.</p> <p>Dual registered placements for students identified as being in need of short-term behaviour intervention support.</p>	Pupil Referral Unit
Perryfields Primary Pupil Referral Unit	Worcester	Primary	<p>Local authority places for Key Stage 1 & Key Stage 2 for permanently excluded students.</p> <p>Outreach support to all the First, Primary and Middle Schools in South Worcestershire.</p> <p>Dual registered (PIP) placements for students identified as being in need of short term behaviour intervention support.</p> <p>Outreach Toolkit Perryfields Primary PRU</p>	Pupil Referral Unit
Unity Academy (Opens Sept 23)	Kidderminster	Primary	<p>Local authority places for Key Stage 1 & Key Stage 2 for permanently excluded students.</p> <p>Support to schools through short term intervention places and Outreach intervention (From Jan 2024).</p>	Alternative Provision Academy/Short Stay School
ContinU Plus Academy	Kidderminster	Secondary and Sixth form	<p>Local authority places for Key Stages 3 & 4 for permanently excluded students.</p> <p>Dual registered placements as part of a direct SLA with Schools, to support those students identified as being in need of a short-term behaviour intervention.</p>	Alternative Provision Free School

			Re-Start programme to offer short intervention to students having difficulty accessing mainstream provision.	
Newbridge Short Stay School	Worcester	Secondary	<p>Local authority places for Key Stages 3 & 4 for permanently excluded students and those identified as 'at risk' of exclusion.</p> <p>Support for mainstream secondary school settings through outreach and short-term intervention placements, aiming to support with the prevention of permanent exclusions.</p>	Alternative Provision Academy
The Aspire Academy	Worcester	Secondary	<p>Local authority places for Key Stages 3 & 4 for permanently excluded students and those identified 'at risk' of exclusion.</p> <p>Dual registered placements as part of a direct SLA with Schools, to support those students identified as being in need of a short-term behaviour intervention.</p>	Alternative Provision Free School
The Forge Secondary Short Stay School	Redditch	Secondary	<p>Local authority places for Key Stages 3 & 4 for permanently excluded students and those identified 'at risk' of exclusion.</p> <p>The Forge work with and support mainstream secondary school settings through outreach support and short-term intervention placements, aiming to support the prevention of permanent exclusions.</p>	Pupil Referral Unit/Short Stay School

WCF Quality Assured Alternative Provision Providers (Dynamic Purchasing System)

Provider	AP ?	Home Tuition ?	DfE registered ?	District(s) supported	Home Tuition – online or face to face?	Age range supported	Contact Name	Email address & Telephone Number	Provision Location Address
Access Educational provision	Yes	Yes	N/A	All 6 districts	Face to Face	5 - 16 yrs	Lisa Cashmore / Rachael Ginger	office@accesseducationalprovision.co.uk 07470 949382 / 07850 195456	17A The Furlong, Berryhill, Droitwich, WR9 9AH
Acton Mill Care Farm	Yes	N/A	N/A	Malvern	N/A	5 - 25 yrs	Mark Hooper	amcarefarm@hotmail.co.uk 01886 884227	Acton Mill Care Farm, Suckley, Worcestershire , WR6 5EJ
Bromsgrove Community hub	Yes	N/A	N/A	Bromsgrove	N/A	11 - 19 yrs	Sarah Mulhull	sm@thehubbromsgrove.org.uk 07717 438427	Bromsgrove Baptist Church, New Road, B60 2JD
Brownlow Farnell Tutoring	Yes	Yes	URN 2597071	Redditch & Worcester	Online	5 - 17 yrs			
EM Skills Enterprise CIC	N/A	Yes	N/A	All 6 districts	Online and Face to Face	4 - 25 yrs	Debbie Constantino	debbie@emtuition.org.uk 01992 637336	Home, community centre, school, online tuition
Enable Others Ltd	Yes	N/A	URN 2668837	All 6 districts	N/A	11 - 25 yrs	Sarah Khan	centredirector@n-ableworcester.co.uk 07473 885883 / 01905 734992	60 Barbourne Road and 53 Barbourne Road Worcester WR1 1SA

Fresh Start in Education	Yes	Yes	N/A	All 6 districts	Online or Face to Face in a public venue or school	4 - 25 yrs	Referrals Team	referrals@freshstartedu.co.uk 0203 4096410 option 1	Home, venue within local community eg, library, leisure centre, community hub, school
GDF Consultancy	Yes	N/A	N/A	All 6 districts	N/A	6 - 18 yrs	James Gregory	jag@gdfconsultancy.com 07854 434575	Worcesters Rugby Club, Weston Fields, Offerton Lane, Hindlip, Worcester WR3 8TR
Ivy Russell/Targeted Provision	Yes	Yes	N/A	All 6 districts	Face to Face and online	EYFS through to post 16	Fabia Crole	fabia@targetedprovision.com 020 7153 4262	
Learn Solutions (TLC Live)	N/A	Yes	N/A	All 6 districts	Online	6 - 18 yrs	Amy Martin	sales@tlclive.com 01279 657193	2 Ducketts Wharf, South Street, Bishops's Stortford, Hertfordshire, CM23 3AR
Randstad	N/A	Yes	N/A	All 6 districts	Face to Face and online	Primary, Secondary, Post 16, University age up to 25 yrs	Nicola Toon Tom Baker Nico Sidhu	worcestershire@randstad.co.uk 0121 2816783	Home, school, care facility, Online secure environment

Redgate Sports Worcester	Yes	Yes	N/A	All 6 districts	Face to Face	5 - 18 yrs	Dan Thorp	dan.thorp@redgatesports.co.uk 07932 522156	Mobile, can deliver at schools, other venues, homes (depending on risk assessments)
Smart Education Ltd	No	Yes	N/A	All 6 districts	Face to Face and online	3 - 25 yrs	Sarah Piercy	sarah.piercy@smarted.co.uk 0121 392 7114	Tutors will tutor in the YP's home or at a residential setting LAC
Winchmore Tutors	Yes	Yes	N/A	All 6 districts	Home tuition, online, face to face & blended options. Can also arrange venue based tuition	4 -18 (up to 25 for children with SEND)	Martha Weeden	schoolreferrals@winchmoretutors.com 01628 484249	Home, school, local library
Worcester Learning Zone	Yes	Yes	URN 2729176	Malvern and Worcester	Face to Face, Online , Student Home or Education Centres	5yrs to adult	Carys Thurlby	info@worcestertutors.co.uk 01905 780480	50 New Street, Worcester WR1 2DL 6 Sansome Lodge, Worcester, Worcester, WR1 1LH

Your Ideas	Yes	N/A	Application in Progress	All 6 districts	N/A	5 - 16 yrs	Jordan Cooke Laura Garvey	jordan.cooke@yourideas.org.uk laura.garvey@yourideas.org.uk office@yourideas.org.uk 01527 502624 07565 283143	Your Ideas Youth and Community Project, Dilwun Close, Matchborough East, Redditch, B98 0BU
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Unregistered Alternative Provisions

In addition to the six Alternative Provisions providers identified above there are other Alternative Provision settings within Worcestershire and surrounding counties. Although these are not registered schools, they can be beneficial to children and young people where they require a specific intervention and/or have an identified need which cannot be met in any other way. Schools might consider this provision as an option to help prevent exclusions.

Unregistered settings are different from Registered Alternative Provision providers and must not be considered the same. By the nature of their provision, unregistered settings will be limited in their offer of support to children of compulsory school age because they are not a registered school and therefore not subject to the same regulations and expectations. Please be aware that it is unlikely that they would be able to entirely provide a suitable education for any child or young person.

When arranging alternative provision full and careful regard must be given to the following:

“An illegal school is a setting that provides the whole or main part of education for five or more pupils of compulsory school age, or one or more pupils who are looked after or have a statement of Special Educational Needs/an Education, Health and Care Plan, and is not a maintained or non-maintained school

There is no legal definition of ‘full time.’ However, we would consider an institution to be providing full time education if it is intended to provide, or does provide, all, or substantially all, of a child’s education.

1. Relevant factors in determining whether education is full-time include:
 - a) the number of hours per week that is provided - including breaks and independent study time.
 - b) the number of weeks in the academic term/year the education is provided.
 - c) the time of day it is provided.

d) whether the education provision in practice precludes the possibility that full-time education could be provided elsewhere.”

It is therefore essential when using any form of alternative provision, including regulated activities, that the purpose of identified provider and nature of the intervention is made clear. Specific objectives and timeframe for achieving these objectives need to be set, and regular reviews for assessing progress and suitability are planned for with school, provider, pupil, parent, and any other stakeholder involved in the care and education for the child.

Where a school has indicated that it intends to use an unregistered provider, they must consider the following:

- Will this be considered as a regulated activity/unregistered setting?
- What Quality and Assurance arrangements do we have in place to ensure the provision is always safe and suitable?
- What Monitoring and Review arrangements do we have in place to ensure the child is attending and making progress against the set objectives?
- Do we have arrangements in place for ensuring that we are not using illegal schools?

If a school has any concerns about the nature or conduct of an unregistered setting provision it must report these to:

1. Ofsted: [Report an unregistered school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-an-unregistered-school)
2. LADO: [Are you worried about an adult who works with children? | Are you worried about an adult who works with children? | Worcestershire County Council](#)

For further information please see:

- [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-children-safe-in-education)
- [Unregistered independent schools and out of school settings- Advice \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/2016-06-22-unregistered-independent-schools-and-out-of-school-settings)