



The Wilnecote School

Title of Policy: Alternative Provision

Member of leadership team with lead responsibility for oversight and update of policy	Mark Herbert
Approved at SLT	July 2026
Policy approval at Governing Body	July 2026
Policy review cycle	Annually
Policy review date	July 2027



1. Purpose and scope

- This policy sets out The Wilnecote Schools approach to placing pupils in alternative provision (AP), commissioning services, safeguarding and quality-assurance arrangements, monitoring of attendance and outcomes, and responsibilities of all parties.
- It reflects statutory guidance in *KCSiE 2025* and the *DfE* guidance on arranging alternative provision. This policy applies to all AP placements commissioned by the school, whether part-time or full-time.

2. Principles

- The child's welfare, safety and best interests are paramount. AP will be used only where it is necessary and in the child's best interests. All placements will be time-limited with clear objectives and exit plans.
- AP must deliver high-quality education and pastoral support, maintain progress against the pupil's curriculum and qualifications route, and support reintegration, where appropriate.

3. Definition

- **Alternative Provision (AP):** The DfE defines this as "Education arranged by local authorities¹ for pupils who, because of exclusion, illness or other reasons, would not otherwise receive suitable education; education arranged by schools for pupils on a fixed period exclusion; and pupils being directed by schools to off-site provision to improve their behaviour."

4. Roles & responsibilities

- **Governing Body/Proprietor:** ensures robust policy, oversight of AP placements, and that safeguarding expectations are met.
- **Headteacher:** authorises AP placements, ensures that each placement has an objectives statement, ensures risk assessments are in place, and reports outcomes to governors.
- **Designated Safeguarding Lead (DSL):** ensures all safeguarding checks and information sharing with AP provider are completed before placement, monitors welfare and is responsible for undertaking regular reviews.
- **Inclusion Lead/SENCo/Attendance Lead:** monitors progress, attendance and reintegration plans; coordinates multi-agency support.
- **AP provider:** delivers agreed curriculum and pastoral support; co-operates with the school in safeguarding, recording and reporting; provides named contact and evidence of compliance.

5. Principles for commissioning AP

- All AP providers (including subcontractors and satellite sites) must be checked and approved before placement. Written confirmation must be obtained that:
 - Safer recruitment checks have been completed on staff working with the pupil (including DBS/enhanced checks where required) and evidence is available;
 - The provider has a safeguarding policy, staff are trained in safeguarding, there is a named DSL or equivalent, and procedures are in place for recording and reporting concerns;
 - The premises and fire/safety arrangements are suitable and risk-assessed;
 - Staff ratios, curriculum offer, and pastoral support meet the pupil's needs;
 - Insurance, first aid, and health & safety arrangements are in place.

¹ Where schools arrange to access AP for a child due to illness, this will be done in collaboration with the LA who have the legal authority in these circumstances.

- The school will record the address(es) where the pupil will be educated and keep details of any subcontracted provision or satellite sites. This information will be kept up to date.

6. Safer recruitment & checks

- The Wilnecote School will not place a pupil with a provider unless it has received written assurance that full safer recruitment checks have been completed for staff working with that pupil, including enhanced DBS with barred list checks where staff are in regulated activity, right to work, references, and identity checks. The school will keep a record of the provider's evidence and summary checks.

7. Risk assessment & safeguarding measures

- Before placement begins the school will:
 - Carry out a written risk assessment, including travel/transport arrangements, safeguarding risks, and health needs;
 - Agree an initial plan and objectives (academic, pastoral, attendance) with timescales and named leads;
 - Agree reporting lines, contact details, emergency procedures, and procedures for absence reporting;
 - Ensure the DSL has shared relevant safeguarding information (chronology, CP plan, EHCP summary if relevant) with the provider, observing information-sharing requirements and the child's welfare needs.

8. Learning objectives, curriculum and progress

- Every AP placement must have:
 - Clear, measurable objectives linked to reintegration, attainment or wellbeing;
 - A curriculum plan that complements the child's mainstream timetable and qualification route;
 - Regular assessment and reporting back to the school on progress and attendance;
 - A named school lead responsible for maintaining the link and ensuring curriculum continuity.

9. Attendance, monitoring and review

- The school retains statutory responsibility for ensuring the pupil receives education and for monitoring attendance. The school will:
 - Record and monitor attendance daily; follow the school's attendance protocols and first-day absence procedures;
 - Set a schedule of reviews (in most circumstances this should be weekly for the first month, then fortnightly or monthly depending on need);
 - Use the *Attendance & Punctuality Risk Register* to identify emerging concerns;
 - Terminate placements that do not meet agreed standards or where safeguarding is compromised.

10. Communication and parental engagement

- Parents/carers must be informed and give consent for placements (where school-arranged), unless this is an off-site direction, in which case parental permission is not required. The school will:
 - Provide parents with written information about the placement objectives, timescales, safeguarding contacts and complaint routes;
 - Maintain regular contact with parents, update them on progress, and involve them in review meetings;
 - Ensure that transport arrangements and responsibilities are clear.

11. Safeguarding information & reporting

- The DSL will ensure that the AP provider receives necessary safeguarding information in a timely and proportionate way, and that the provider understands its duty to report concerns immediately to the school DSL and/or LA children's services as required. The provider must co-operate with any multi-agency processes such as CP conferences, CIN, LAC reviews.

12. Quality assurance & review

- The school will quality-assure all providers through:
 - Initial vetting and documented checks;
 - At least weekly monitoring visits/contacts in the first month and then regular reviews (frequency proportionate to risk);
 - Termly quality assurance reports to governors or trust leaders summarising outcomes, attendance, safeguarding incidents and plans;
 - Seeking written annual assurance from providers that their safeguarding arrangements meet statutory requirements.

13. Data protection and information sharing

- The school will share personal and sensitive information with providers only as necessary and in line with GDPR, Data Protection Act and safeguarding guidance. Records will be stored securely and accessible to designated staff only. Providers must commit to the same standards.

14. Staff training & responsibilities

- Providers must ensure staff working with school-placed pupils are trained in safeguarding (including PREVENT) and that training is up to date. The school will confirm training records and request evidence of staff training where required.

15. Complaints and escalation

- Complaints about providers should be raised in the first instance with the school lead. The school will investigate and escalate to the provider, LA or Ofsted as appropriate. If the provider is an independent AP setting, regulated by Ofsted, parents may complain to Ofsted if unresolved. The school will record and report serious incidents and consider reprioritising or terminating placements where complaints indicate risk.

16. Inclusion, reintegration and exit planning

- Each placement will specify the intended duration and an exit/reintegration plan focusing on sustained attendance and academic progress. Reintegration is the default aim unless a permanent alternative is in the child's best interests. Regular multi-agency reviews will evaluate progress and next steps.

17. Registering and auditing AP

- The school will maintain a register of all pupils in AP, detailing provider name, addresses, staff contacts, start/end dates, objectives and review dates. The register will be available to governors, the Trust and the LA on request.

18. Emergency arrangements & safeguarding incidents

- Providers must notify the school immediately of any safeguarding incident, serious accident or unexplained absence. The school will follow its CP procedures and inform the LA/Ofsted where required.

19. Policy review

- This policy will be reviewed annually or sooner in the event of changes to DfE guidance, KCSiE, or local circumstances. The school will update procedures promptly to reflect guidance changes.

Annex A – AP checklist (to be completed before placement)

Required Documents	✓
Log of provider name, address, contact details, Ofsted URN (if registered).	
Written objectives and duration of placement	
Evidence of safer recruitment checks for staff working with the pupil (summary).	
Provider Safeguarding Policy and named safeguarding lead details.	
Risk assessment (travel, site hazards, health needs).	
Curriculum plan and assessment arrangements.	
Insurance, first aid and health & safety confirmation from provider.	
Transport arrangements and consent.	
Parental consent (unless off site direction) and contact details.	
Review dates and reporting schedule.	

Annex B - Alternative Provision Policy Compliance Checklist

School Name: _____ Responsible Staff Member: _____

Section 1: Legal Duties & Referrals Requirement	Completed ✓	Date
School aware of Section 19 Education Act 1996 duty for AP		
School identifies pupils requiring AP and refers promptly		
School maintains AP referral records (reason, date, outcome)		
School liaises with LA and AP provider regarding curriculum, attendance, safeguarding		

Section 2: AP Provider Selection & Monitoring Requirement	Completed ✓	Date
AP providers are Ofsted-registered and safeguarding compliant		
Weekly or agreed regular contact with provider for monitoring		
Mid-point reviews for each placement with pupil, school, provider		
Attendance records shared and absences reported promptly		
Provider follows KCSiE 2025 safeguarding requirements		

Section 3: Curriculum & Learning Requirement	Completed ✓	Date
AP learning aligns with statutory curriculum		
Individual Learning Plan (ILP) or equivalent in place		
School monitors academic progress and reintegration plans		

Section 4: Behaviour & Welfare Requirement	Completed ✓	Date
Clear behaviour reporting and management process in AP		
Child-on-child abuse or safeguarding incidents logged and followed up		
School monitors pupil wellbeing and pastoral support		
Reintegration plan includes emotional, social, behavioural support		

Section 5: Parental Engagement & Communication Requirement	Completed ✓	Date
Parents informed of AP rationale, expectations, duration		
Parent feedback sought during placement and post-reintegration		
School communicates progress, attendance, and welfare		

Section 6: Policy Awareness & Staff Training Requirement	Completed ✓	Date
Staff aware of AP policy, roles, responsibilities		
Key staff trained on AP procedures		
Staff understand reporting, safeguarding, communication processes		

Sign-Off

I confirm that all sections of the *Alternative Provision Policy* have been reviewed and actions completed or in place.

Name:	Position:
Signature:	Date:

