



ST BERNADETTE'S
CATHOLIC PRIMARY SCHOOL



St John Bosco
CATHOLIC ACADEMY

Alternative Provision Policy

St. Bernadette's Catholic Primary School

Approved by BoD: 03/04/2025
Policy Review Date: 30/09/2026

Mission Statement

To ensure that every child experiences a broad, balanced and relevant curriculum in a happy, caring School, which bases all it does on a committed Catholic Foundation

Alternative provision is educational provision for children who are unable to access mainstream education for a number of different reasons, or who are unsuited to the mainstream provision on offer.

The School recognises that there is a need to ensure that our curriculum is inclusive and accessible, providing opportunities for all children to succeed. Moreover, we recognise the need to offer the type of provision that allows some children to achieve their potential outside of what is accessible at St. Bernadette's Catholic Primary School.

To facilitate this individual learning pathway, St. Bernadette's Catholic Primary School works with different local providers to help children who have struggled to reach their potential in a School based environment to succeed.

OBJECTIVES OF THIS POLICY

The objectives of this Policy are:

- To outline the reasons why children might be offered alternative provision.
- To ensure that alternative provision is offered to suitable children 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 children when under the care of alternative providers.
- To outline the arrangements in place for keeping in touch with children to monitor academic progress, behaviour and pastoral welfare.
- To guide and support staff with the monitoring and support of alternative provision.

REASONS WHY WE MIGHT OFFER ALTERNATIVE PROVISION

There are a variety of reasons why a child is referred to an alternative provision.

Some of these may be;

- A serious behavioural event that would normally result in an extended exclusion or permanent exclusion.
- Continued poor behaviour that fails to meet our standards and that has not improved with the supportive pastoral process put in place.
- Child's needs are not being met through the mainstream curriculum on offer. The

- emphasis on smaller classes and engagement may be more suitable to some children.
- An unidentified or emerging need may result in a child needing additional support in a supportive learning environment. This may result in a child being placed on the SEND register of need as a K child.
 - Children who have a diagnosed health issue (mental health and physical) may need to be supported to access a mainstream curriculum.

RESPONSIBILITIES

Our Governing Body will:

- Monitor the implementation of the Alternative Provision Policy and review it on a regular basis.

Our Head Teacher will:

- Take overall responsibility for the School's use of alternative provision for certain children.
- Report to the Governing Body on the effectiveness of the implementation of the Alternative Provision Policy.
- Understand and comply with the guidelines detailed within the Alternative Provision Policy and other related documents.
- Attend meetings relating to children referrals and conduct regular progress visits to the alternative provider.
- Continually assess the quality and suitability of providers of alternative education for our children.
- Ensure that the appropriate measures are in place to support children who are being educated in an alternative setting.
- Undertake periodic visits to the alternative provision sites to review the progress of the relevant children.
- Decide, in collaboration with the Senior Leadership Team, on the appropriate course of action if informed of any serious behavioural incidents by an alternative provider.
- Arrange for the appropriate intervention when a child's attendance falls below the St. Bernadette's Catholic Primary School target.
- Ensure that the alternative provider is registered and approved and that they have relevant policies in place to cover Safeguarding, Child Protection and Health & Safety.
- Ensure that all alternative providers hold a copy of, and adhere to, St. Bernadette's Child Protection and Safeguarding Policies.

Attendance Administrator will:

- Monitor attendance of children referred to alternative providers and update records on a weekly basis.
- Provide attendance updates to the Climate for Learning Leader and Finance department.

Special Educational Needs and Disability Coordinator (SENCO) will:

- If appropriate, provide details of provision mapping and other relevant information to the alternative provider to cater for the special educational needs of children.

School Office will:

- Handle the payment process in relation to alternative provision as authorised by the Headteacher or person with budget holder responsibility.

SUITABILITY OF PROVIDERS

- St. Bernadettes's is able to access a variety of alternative provision placements and there should always be a clear rationale in place to ensure that this provision will allow the child to make good academic progress.
- The School aims to continually assess the quality and suitability of the providers of alternative education for our children.
- It is the responsibility of St. Bernadette's to ensure that the alternative provider is registered and approved and that they have relevant policies in place to cover Child Protection and Health & Safety.
- All children who are referred to alternative provision will have access to a core curriculum, as well as an alternative curriculum covering a range of other subjects.
- All the qualifications they receive will be nationally recognised and enable progression to further education.
- Providers must also be able to offer children their statutory entitlement to education relating to faith and physical education and should also expect to offer personal, social, health and economic education (PSHEE). This will allow children to develop key skills and attributes such as resilience, sexual health, risk-management and self-esteem.

REFERRAL PROCESS

- The School will use DfE publication *Alternative Provision: Statutory Guidance for Local Authorities* (Updated 5th February 2025) as a basis for making arrangements for alternative provision.
- Parents / carers will be fully involved in the process and any decisions taken.

- Children who are referred to alternative provision will remain on roll with St. Bernadette's and the School funds their place in alternative provision. The School remains ultimately responsible for the child, and the offer of alternative provision shows a commitment by the School to an inclusive approach to the child's education.
- St. Bernadette's will set up a meeting involving all relevant parties, including parents/carers and others as appropriate.
- The Head Teacher will clearly explain to the child and his/her parents/carers the reasons why the alternative provision is being offered.
- The child'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 child 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, children must attend and parents/carers must support this. Failure to do so will carry the same consequences as non-attendance at St. Bernadette's Catholic Primary School.
- Impact/success will be measured against targets agreed in the initial meeting and these will be regularly reviewed.
- Where necessary, the School will formulate a Service Level Agreement between the School and the alternative provider.

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 St. Bernadette's.
- Alternative providers will contact St. Bernadette's whenever the child is absent.
- St. Bernadette's will then make contact with parents and try and resolve the issue to ensure regular attendance is achieved.
- St. Bernadette's will formally monitor attendance and update records and maintain contact with the alternative provider on a weekly basis.
- Children whose attendance falls below the St. Bernadette's target will be subject to a number of interventions as set out in the School's Attendance Policy.
- There is an expectation that any safeguarding concerns are raised with the Designated Safeguarding Lead at St. Bernadette's and that all alternative providers adhere to the Child Protection and Safeguarding Policies held by the School.

MONITORING ACADEMIC PROGRESS, BEHAVIOUR AND PASTORAL WELFARE

- The children's attainment data will be communicated to the alternative provider on commencement of placement.
- A termly report will be completed by the alternative provider as part of the monitoring process.
- The child will be visited on a regular basis by an appropriate staff member from St. Bernadette's and an 'Alternative Provision Record' will be completed.
- The child's own views on the placement will be taken into account as part of the monitoring process.
- The provider will be expected to contact St. Bernadette's to inform them of any serious behavioural incidents.
- Children who are making less than satisfactory progress will be subject to a formal review meeting involving St. Bernadette's, the child, parents/carers and the provider.
- In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ended.



ST BERNADETTE'S
CATHOLIC PRIMARY SCHOOL

Name of Child: _____

St. Bernadette's Catholic Primary School expects that the alternative provider will:

- Adhere to the Child Protection and Safeguarding policies held by St. Bernadette's Catholic Primary School.
- Contact St. Bernadette's Catholic Primary School whenever the child is absent.
- Provide St. Bernadette's Catholic Primary School with attendance details on a weekly basis.
- Inform St. Bernadette's Catholic Primary School of any serious behavioural incidents.
- Raise any safeguarding concerns with the Designated Safeguarding Lead at St. Bernadette's Catholic Primary School.
- Facilitate regular visits from a St. Bernadette's Catholic Primary School representative.
- Complete a termly report as part of St. Bernadette's Catholic Primary School's monitoring process.

The alternative provider can expect that St. Bernadette's Catholic Primary School will:

- Ensure that the alternative provider holds copies of St. Bernadette's Catholic Primary School's Child Protection and Safeguarding Policies.
- Provide relevant child data to help facilitate the transition from School to the alternative provider.
- If appropriate, provide details of provision mapping and other relevant information to the alternative provider to cater for the Special Educational Needs of children.
- Arrange for an appropriate staff member to conduct periodic visits to the alternative provision site(s) to review the progress of the relevant child.
- Coordinate arrangements with the alternative provider for public examination entries and the completion of public examinations.

Signed: _____

(Headteacher, St. Bernadette's Catholic Primary School)

Date:

Signed: _____

(Headteacher, Alternative Provider)

Date:
