

ALTERNATIVE PROVISION POLICY



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

Ratified by Governing Board: February 2025 Due for Review: February 2026

Mission Statement:

Our mission at Hartford Church of England High School is to provide an outstanding, inclusive and ambitious education for all. Children develop and thrive both within and beyond the classroom. They are known, with their talents embraced and promoted. They develop into young people who will make a substantial contribution to the world. They enjoy an education rooted in a shared set of Christian values that radiate the love and truth of Jesus Christ.

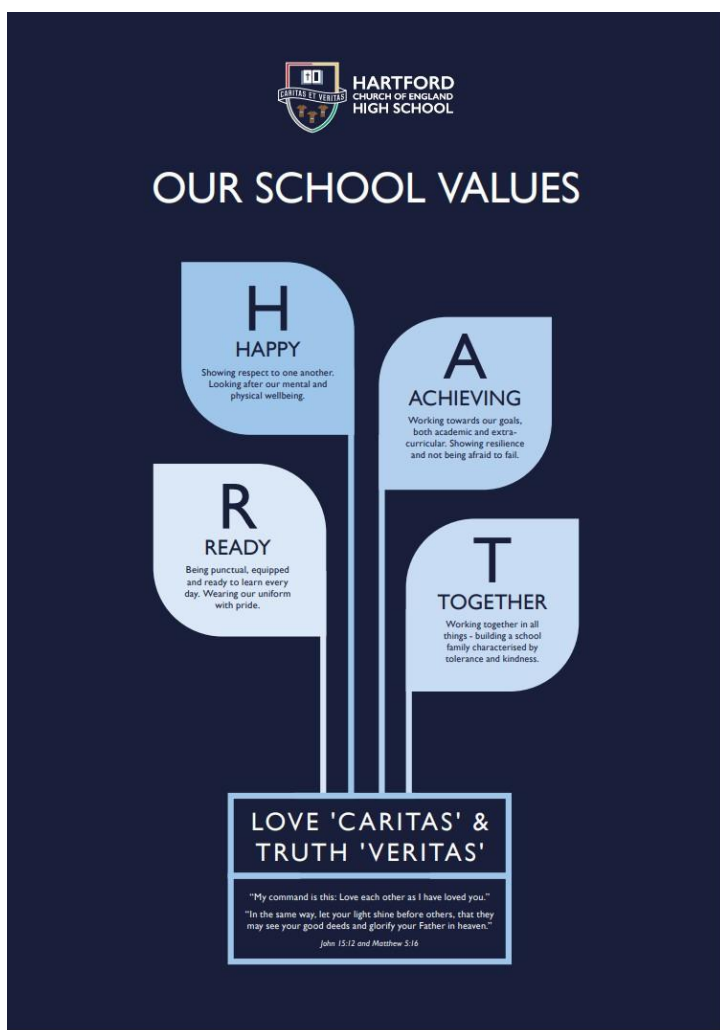
Everything we do at Hartford Church of England High School as students, staff, Governors and wider stakeholders, centres on the core values of our school:

Happy: Showing respect to one another. Looking after our mental and physical wellbeing.

Achieving: Working towards our goals, both academic and extra-curricular. Showing resilience and not being afraid to fail.

Ready: Being punctual, equipped and ready to learn every day. Wearing our uniform with pride.

Together: Working together in all things - building a school family characterised by tolerance and kindness.



"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16

Equally, the educational offer at Hartford Church of England High School is based on the Church of England's four key principles for education:

- Educating for wisdom, knowledge and skills
- Educating for hope and aspiration
- Educating for community and living well together
- Educating for dignity and respect

The implementation of this policy ensures the vision of the school, and the Church of England's Christian values are fulfilled through our support for children, and their accessing supportive alternative provision for their education.

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This Alternative Provision Policy should be read in conjunction with the following:

- The School's Behaviour and Attitudes Policy
- The SEND Policy
- The Child Protection and Safeguarding Policy
- The Suspensions and Exclusions Policy

This policy pays due regard to:

- 'Suspension and Permanent Exclusions from maintained Schools, Academies and Pupil Referral Units in England, including Pupil Movement' August 2024
- 'Working Together to Improve School Attendance', August 2024.

I. Aims

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

Hartford Church of England High School 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 in the mainstream classroom.

To facilitate this individual learning pathway, Hartford Church of England High School has developed its own internal alternative provision; THRIVE (Together, Happy, Ready, Inclusive, Valuing Education). We also work with different local alternative provisions to help students who have struggled to reach their potential in a mainstream school-based environment to succeed.

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 appropriate 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 the monitoring of 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.

2. 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. This can be offered via our own internal alternative provision (THRIVE) or through local, external providers. Some reasons might be:

- The student is considered to be at risk of permanent exclusion, has exhausted all offers of reasonable adjustments and remains unable to meet the values and expectations of the mainstream provision at Hartford Church of England High School. If this is the case, they are likely to be directed to attend THRIVE.
- A placement in the school's internal alternative provision (THRIVE) is not a viable option due to extenuating circumstances, e.g. family dynamics, previous behavioural concerns, a serious one-off incident. External alternative provision can be seen as a desirable alternative to permanent exclusion for students and to encourage their continued inclusion in education.
- A student has been suspended on multiple occasions from THRIVE, the school's internal alternative provision.
- A serious incident has occurred in school which potentially merits a Permanent Exclusion, the school may seek external alternative provision to avoid it.
- The student has not been attending school regularly and is therefore unlikely to undertake GCSE examinations or achieve these qualifications. It may be the case that the alternative provision may provide a greater opportunity for a student to progress to a suitable post-16 pathway. This may be because a student is recognised as having a medical need that deems mainstream provision as inappropriate and/or inaccessible. This alternative provision is coordinated by the Local Authority with the monitoring and reviewing of this provision remaining the responsibility of the Assistant Head – SENDCO. Reviews for students attending this provision take place on a 6-weekly basis and

the aim of this alternative provision is always to reintegrate a student back into mainstream provision.

- For a student with SEND or medical needs, who are unable to access the mainstream 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 provisions offer, may be more attractive and suitable to students with SEND or medical needs.

3. Responsibilities

The governing board will:

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

The Headteacher will:

- Take overall responsibility for the school's use of Alternative Provision for certain students, directing them to this provision and liaising with the local authority where appropriate.
- Report to the governing board on the effectiveness of the implementation of the Alternative Provision Policy.
- Delegate to Senior Assistant Headteacher (Behaviour, Attitudes and Safeguarding) oversight and monitoring of all children who are looked after or subject to a child protection plan and have been directed to attend an external alternative provision.

The Assistant Headteacher (SEND/CO) will:

- If appropriate, provide details of provision mapping and other relevant information to an external alternative provider to cater for the special educational needs and disabilities of students.
- Lead and coordinate any referrals to the Education Access Team with regards to students with medical needs where they have consecutive absence of 10 school days or more. N.B. Any referral to the medical needs team would require the support of medical professionals to agree that the education of a student is not appropriate in the mainstream setting due to their medical needs.
- Chair and coordinate all multi-professional reviews of provision on at least a 6-weekly basis.
- Coordinate and review the reintegration of any students returning from any external (for medical needs or SEND needs) or internal alternative provision (for all students) back into the mainstream school.

The Assistant Headteacher (Alternative Provision and Attendance) will:

- Understand and comply with the guidelines detailed within the Alternative Provision Policy and other related documents.
- Take full responsibility for the oversight, development and management of the school's internal alternative provision (THRIVE).
- Attend meetings relating to student referrals and conduct regular progress visits to external alternative providers.
- Continually assess the quality and suitability of providers of alternative education for our students.
- Liaise with the Senior Assistant Headteacher (Behaviour Attitudes and Safeguarding), Assistant Headteacher (SEND/CO) and other relevant staff to ensure that the appropriate measures are in place to support students who are being educated in an external alternative setting.
- Decide, in collaboration with the Senior Assistant Headteacher (Behaviour Attitudes and Safeguarding) and Headteacher on the appropriate course of action if informed of any serious behavioural incidents by an external alternative provider.
- Arrange for an appropriate intervention when a student's attendance falls below an acceptable level in either the internal or external alternative provision.
- Coordinate and review the reintegration of any students returning from any external alternative provision into the internal alternative provision (THRIVE).

The Attendance Officer will:

- Monitor the attendance of students directed to external alternative providers and update records on a daily basis.
- Provide attendance updates to the Assistant Headteacher (Alternative Provision and Attendance), Assistant Headteacher (SEND/CO) and Senior Assistant Headteacher (Behaviour, Attitudes and Safeguarding).

The Finance Department will:

- Handle the payment process in relation to Alternative Provision as authorised by the Headteacher, Assistant Headteacher (SEND/CO) or Assistant Headteacher (Alternative Provision and Attendance).
- Liaise with the local authority regarding payment, invoices and fees.

4. Suitability of Providers

Hartford Church of England High School is able to access some Alternative Provision placements and there should always be a clear rationale in place to ensure that this provision will allow the student to make good academic progress.

Our current offers of Alternative Provision include:

- **THRIVE** - Our internal Alternative Provision. This provision aims to offer a supportive and nurturing environment whilst continuing to offer a full curriculum that can be accessed by the students. Bespoke strategies are developed to support the specific needs of the student. This provision offers a highly structured environment with clear expectations but also supports a significantly reduced sensory demand found in the mainstream setting.
- **IMPACT**- A part time programme and bespoke part time educational package providing high quality support for students at both key stage 3 and key stage 4. The purpose and mission of the provision is to ensure that everyone can reach their full educational potential in a setting that is suited to meeting their needs, whilst ensuring positive outcomes and building upon their social, emotional and mental health wellbeing. The main goal is for students to use the key skills developed during their 6- or 12-week programme of study to successfully reintegrate back to Hartford Church of England High School's internal alternative provision (THRIVE). Given the part-time nature of this provision, students will be provided with either work experience or additional online learning whilst being educated at IMPACT.
- **Ancora House School**- Primarily a medical student referral provision based on two sites in Cheshire West and Chester. They believe that every child and young person deserves an education that enables them to fulfil their potential. The children and young people they support are facing significant challenges in their lives and it is their role to ensure that barriers are addressed and that all learners make good personal, social and educational progress.

Students accepted on to the **Medical Needs pathway** will engage with 'Initial Care Planning' meetings coordinated by Hartford Church of England High School and will be supported by the LA and Medical Professionals. At this meeting the most appropriate Alternative Provision will be identified and will normally be the request to attend ANCORA House School, online tutoring or face to face tutoring.

Hartford Church of England High School aims to continually assess the quality and suitability of the providers of alternative education for our students. All students 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.

If a student attends an alternative provision whilst they are in year 11, the qualifications they receive will be nationally recognised and enable progression to post-16 education or apprenticeships.

All alternative providers must also be able to offer students their statutory entitlement for personal, social, health and economic education (PSHE). This will allow students to develop key skills and attributes such as resilience, sexual health, risk-management and self-esteem.

5. Referral Process

- Parents and carers will be fully involved in the referral process to an alternative provision and be aware of the reasons why their child is being directed to attend.
- Students who are referred to Alternative Provision will remain on roll with Hartford Church of England High School and the school funds their place in Alternative Provision*, unless this is due to a medical needs referral where the Local Authority are the providers of the academic provision. The school remains ultimately responsible for the student, and the offer of Alternative Provision shows a commitment by the school to an inclusive approach to the student's education.
- The referral process includes the school arranging a meeting for all relevant parties, including parents and carers.
- A representative from the school will clearly explain to the students and their parents and carers the reasons why their child is being directed to the Alternative Provision.
- Any agreement around Alternative Provision for a student will be regularly reviewed. Timescales and responsibilities for reviewing the agreement will be agreed by the school, alternative provider and parents and carers.
- Once directed to Alternative Provision, students must attend, and parents and carers must support this. Failure to do so will carry the same consequences as non-attendance at Hartford Church of England High School. Students on the medical needs route will be reviewed on an individual basis and reasonable justification for non-attendance will be considered.
- The impact and success of the alternative provision will be measured against targets agreed in the initial meeting held as part of the referral process. These targets will be regularly reviewed.
- The school will participate in a Service Level Agreement with any external alternative provider.

*Whilst Hartford Church of England High School funds the placement for students in an alternative provision it is the responsibility of parents to ensure that their child attends. This may include the funding of transport to and from the provision. The school cannot pay for any transportation.

6. Attendance and Safeguarding

All professionals have a statutory responsibility to safeguard and promote the welfare of children and young people. 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 will be taken to ensure that accurate attendance data is kept by Hartford Church of England High School.
- External alternative providers will contact the school whenever the student is absent. The alternative provider will make contact with the students and report this information to Hartford Church of England High School.
- Hartford Church of England High School will formally monitor attendance and update records and maintain contact with the alternative provider on a weekly basis.
- There is an expectation that any safeguarding concerns are raised with the Designated Safeguarding Lead and/or Deputy Designated Safeguarding Lead at Hartford Church of England High School where they arise for a student at an alternative provision. Given that the Assistant Headteacher (Alternative Provision and Attendance) and the Assistant Headteacher (SEND/CO) may be the main point of contact for a child, contact with the DSL/DDSL may be made through them. It is expected that all alternative providers adhere to the Child Protection and Safeguarding Policies held by their own provision and pay due attention to the Child Protection and Safeguarding Policies of Hartford Church of England High School.

7. Monitoring Academic Progress, Behaviour and Pastoral Welfare

The student's attainment data will be communicated to the alternative provider on commencement of a placement.

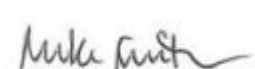
- A six-weekly review will be completed by the alternative provider as part of the monitoring process. A proforma will be provided by Hartford Church of England High School.
- The student will be visited on a regular basis by an appropriate staff member from Hartford Church of England High School and all relevant documentation in relation to this will be kept up to date.
- The student's own views on the placement, their wishes and feelings, will be taken into account as part of the monitoring process.

The alternative provider will be expected to contact the school 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 the Alternative Provision and Hartford Church of England High School.
- In extreme circumstances, or following a period of poor extreme behaviour, the placement may be ended by the Alternative Provision. The school will then lead a Governor Panel with the Student and Parent to discuss future educational opportunities.
- In extreme circumstances, where a placement is terminated for a serious one-off incident that puts the welfare of a student themselves, students or other staff at the alternative provision at risk, the Headteacher may make the decision to permanently exclude a student. This should be a last resort and be something that the Headteacher actively avoids doing unless the circumstances warrant it.

8. Policy Review

This policy will be reviewed annually.

Date approved by Governing Board: 10/02/2025	
Applicable from: 10/02/2025	
Signed by	
Headteacher: 	Date: 10/02/2025
Chair of Governors: 	Date: 10/02/2025