

# Alternative Provision Policy

Roselyn House School

2026 – 2027



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## **1. Policy Statement**

Roselyn House School is committed to providing high-quality, safe, and effective Alternative Provision (AP) that supports pupils with Social, Emotional and Mental Health (SEMH) needs to achieve positive educational, personal and social outcomes.

The school recognises that Alternative Provision can play a vital role in:

- Supporting engagement with education.

- Improving attendance.
- Meeting individual SEMH needs.
- Reducing exclusion.
- Supporting reintegration where appropriate.
- Preparing pupils for adulthood, employment and further education.

All Alternative Provision commissioned or delivered by the school will be subject to rigorous safeguarding, quality assurance, risk assessment and performance monitoring procedures.

## **2. Purpose**

The purpose of this policy is to:

- Ensure Alternative Provision is used appropriately.
- Safeguard pupils attending off-site provision.
- Clarify referral procedures.
- Ensure quality and suitability of provision.
- Establish monitoring arrangements.
- Promote educational progress and wellbeing.
- Ensure statutory responsibilities are fulfilled.

## **3. Scope**

This policy applies to:

- All pupils attending Alternative Provision.
- School staff.
- Governors.
- Commissioned providers.
- External professionals.
- Parents and carers.

The policy applies whether provision is:

- Full-time.

- Part-time.
- Short-term.
- Long-term.
- Vocational.
- Therapeutic.
- Educational.
- Online or blended learning.

#### **4. Definition of Alternative Provision**

Alternative Provision refers to education arranged outside the school's normal setting for pupils whose needs cannot be fully met through the standard curriculum or environment.

Examples include:

- Vocational learning providers.
- Outdoor learning programmes.
- Specialist therapeutic provision.
- Work-related learning.
- EOTAS (where applicable).
- Specialist SEMH programmes.
- Accredited training providers.

Alternative Provision must always support the pupil's agreed educational objectives.

#### **5. Guiding Principles**

The school will ensure that Alternative Provision:

- Is pupil-centred.
- Supports identified educational needs.
- Meets safeguarding requirements.
- Is subject to accountability and oversight.
- Promotes inclusion.
- Delivers measurable outcomes.

- Maintains high expectations.

Alternative Provision must never be used as a substitute for effective behaviour support or as an informal exclusion.

## **6. Roles and Responsibilities**

### **Proprietors**

The Proprietors will:

- Monitor Alternative Provision arrangements.
- Receive reports regarding quality, attendance and outcomes.
- Ensure effective safeguarding oversight.
- Review policy implementation.

### **Headteacher**

The Headteacher will:

- Authorise placements.
- Ensure due diligence is completed.
- Monitor effectiveness.
- Report concerns to governors.
- Ensure statutory responsibilities are met.

### **Designated Safeguarding Lead (DSL)**

The DSL will:

- Assess safeguarding arrangements.
- Review safeguarding policies of providers.
- Ensure information sharing protocols are in place.
- Monitor safeguarding concerns.
- Maintain oversight of vulnerable pupils.

## **Alternative Provision Coordinator**

The Alternative Provision Coordinator will:

- Monitor placements.
- Conduct provider visits.
- Track attendance and progress.
- Maintain placement records.
- Liaise with parents and providers.

## **7. Referral and Placement Criteria**

Pupils may be considered for Alternative Provision when:

- A specialist curriculum is required.
- SEMH needs require a modified approach.
- A vocational pathway is appropriate.
- Additional therapeutic intervention is required.
- Reintegration support is needed.
- Mainstream curriculum engagement has become significantly challenging.

Placement decisions must be based upon:

- Individual need.
- Risk assessment.
- Professional recommendations.
- Educational outcomes.

## **8. Assessment Prior to Placement**

Before any placement is agreed, the school will complete:

### **Educational Assessment**

Considering:

- Academic needs.

- Curriculum access.
- Qualifications pathway.
- Progress targets.

### **SEMH Assessment**

Considering:

- Emotional regulation.
- Behavioural risks.
- Support requirements.
- Therapeutic needs.

### **Safeguarding Assessment**

Considering:

- Vulnerabilities.
- Risk of exploitation.
- Missing education risks.
- Travel arrangements.
- Supervision levels.

## **9. Due Diligence of Providers**

Before commissioning Alternative Provision, the school will verify:

### **Safeguarding**

- Safeguarding policy.
- Child protection procedures.
- DSL arrangements.
- Safer recruitment practices.

### **Health and Safety**

- Health and safety policy.
- Risk assessment procedures.

- Insurance arrangements.
- Emergency procedures.

### **Staffing**

- Qualifications.
- Experience.
- DBS clearance.
- Training records.

### **Quality Assurance**

- Curriculum offer.
- Attendance procedures.
- Outcome measures.
- Complaint arrangements.

No placement will commence until due diligence checks are completed.

## **10. Safeguarding Requirements**

All providers must:

- Safeguard pupils effectively.
- Report concerns immediately.
- Follow information-sharing protocols.
- Maintain attendance records.
- Report incidents promptly.

The school retains overall safeguarding responsibility for all pupils placed at Alternative Provision.

## **11. Attendance Monitoring**

Attendance must be monitored daily.

Providers must notify the school immediately of:

- Non-attendance.
- Absences.

- Late arrivals.
- Missing pupils.

Attendance data will be reviewed at least weekly.

Any attendance concerns will trigger intervention and review.

## **12. Educational Progress**

All Alternative Provision placements must include clear outcomes relating to:

- Academic achievement.
- Personal development.
- SEMH development.
- Behaviour improvement.
- Attendance improvement.
- Employability skills where relevant.

Progress will be reviewed at least termly.

## **13. Behaviour Expectations**

Pupils attending Alternative Provision remain subject to the school's Behaviour Policy.

Expected standards include:

- Respectful conduct.
- Safe behaviour.
- Attendance.
- Engagement with learning.

Behaviour incidents must be reported to the school promptly.

## **14. Risk Assessments**

The school will ensure risk assessments are completed covering:

### **Educational Risks**

- Curriculum suitability.

- Learning environment.

### **Behaviour Risks**

- Aggression.
- Absconding.
- Emotional dysregulation.

### **Environmental Risks**

- Buildings.
- Equipment.
- Activities.

### **Travel Risks**

- Transport arrangements.
- Collection procedures.
- Independent travel.

Risk assessments will be reviewed regularly.

## **15. Transport Arrangements**

Where transport is arranged:

- Suitability will be assessed.
- Drivers will be appropriately vetted where required.
- Collection arrangements will be agreed.
- Risk assessments will be completed.

Parents and carers will be informed of arrangements.

## **16. SEMH-Specific Considerations**

Alternative Provision for SEMH pupils must provide:

- Consistent routines.
- Positive relationships.
- Emotional support.
- Clear expectations.

- Appropriate supervision.
- Trauma-informed practice.

Providers should demonstrate an understanding of:

- Attachment difficulties.
- Emotional dysregulation.
- Anxiety.
- Neurodiversity.
- Adverse Childhood Experiences (ACEs).

## **17. Reintegration Planning**

Where Alternative Provision is intended as a temporary intervention, a reintegration plan will be developed.

The plan may include:

- Phased return.
- Dual registration arrangements.
- Additional support.
- Therapeutic intervention.
- Family engagement.

Reintegration progress will be monitored regularly.

## **18. Pupil Voice**

Pupils will be encouraged to contribute to decisions affecting their placement.

This may include:

- Placement reviews.
- Target setting.
- Progress discussions.
- Transition planning.

Their views will be considered alongside professional advice and safeguarding considerations.

## **19. Parent and Carer Engagement**

Parents and carers will be:

- Consulted before placement.
- Given relevant information.
- Included in reviews.
- Updated regarding progress and attendance.

The school recognises the importance of strong home-school communication in achieving successful outcomes.

## **20. Monitoring and Quality Assurance**

The school will monitor:

- Attendance.
- Progress.
- Safeguarding concerns.
- Behaviour incidents.
- Destination outcomes.
- Provider performance.

Monitoring activities may include:

- Site visits.
- Record audits.
- Learner feedback.
- Provider meetings.
- Safeguarding reviews.

## **21. Concerns About Provision**

Where concerns arise, the school may:

- Require improvement actions.
- Increase monitoring.
- Suspend referrals.

- Terminate placements.
- Report concerns to relevant agencies.

Safeguarding concerns will always take priority.

## **22. Record Keeping**

The school will maintain records of:

- Provider checks.
- Risk assessments.
- Attendance.
- Reviews.
- Safeguarding concerns.
- Progress reports.
- Placement agreements.

Records will be kept securely in accordance with data protection requirements.

## **23. Equality and Inclusion**

The school will ensure that Alternative Provision:

- Promotes equality of opportunity.
- Supports protected characteristics.
- Removes barriers to participation.
- Provides reasonable adjustments where required.

No pupil will be disadvantaged because of disability, race, sex, religion, sexual orientation, gender reassignment, pregnancy or other protected characteristics.

## **24. Monitoring and Review**

The Governing Body will receive an annual report covering:

- Number of placements.
- Attendance outcomes.
- Progress outcomes.

- Safeguarding concerns.
- Quality assurance findings.

This policy will be reviewed:

- Annually.
- Following legislative changes.
- Following significant safeguarding concerns.
- Following inspection recommendations.

## **Appendix A – Provider Approval Checklist**

Before approval, the school will verify:

- ✓ Safeguarding Policy
- ✓ Child Protection Procedures
- ✓ DSL Details
- ✓ Public Liability Insurance
- ✓ Employer Liability Insurance
- ✓ Risk Assessments
- ✓ Health and Safety Policy
- ✓ DBS Processes
- ✓ Attendance Systems
- ✓ Curriculum Information
- ✓ Complaints Procedure
- ✓ References (where appropriate)

## **Appendix B – Alternative Provision Review Template**

- Attendance %
- Engagement
- Progress Against Targets
- Safeguarding Concerns
- Behaviour Summary
- Pupil Voice
- Parent Feedback
- Next Steps
- Reintegration Plan (if applicable)