

Alternative Provision and Admission Policy

Vision

Alternative provision is an educational provision for students who are unable to access full-time mainstream education for a number of reasons, or who are unsuited to the mainstream provision on offer. Next Steps Education Ltd recognises that there is a need to ensure that our tutoring / learning mentor sessions are inclusive and accessible, providing the opportunities to succeed. Moreover, we recognise the need to offer the type of provision that allows students to achieve their potential.

“Every child deserves an excellent education and the chance to fulfil their potential whatever their background and needs. Children in alternative provision deserve these opportunities too.” (Creating opportunity for all, DfE, 2018)

The ambition is always to support the student towards successfully engaging with a full-time mainstream education.

Objectives

The objectives of the policy are:

- To outline the reasons why students might be offered an alternative provision.
- To ensure that our alternative provision is offered to suitable students in a consistent way.
- To provide guidance on the referral process
- To ensure suitable procedures are in place relating to attendance and the safeguarding of students.
- To outline the monitoring of students' progress, behaviour and welfare.
- To guide tutors and learning mentors with the identification, support and monitoring of students accessing an alternative provision.
- To highlight the end goals/purpose of alternative provision with Next Steps Education Ltd.

Reasons

Next Steps Education offers a referral system to schools and local authorities where children are not in education or are at risk of being not in education. We accept referrals for students who are:

- Below attendance thresholds
- Taking time away from their education setting because of medical reasons
- Finding their needs are not met by a mainstream setting
- Needing additional support or a different environment because of SEND, CIC or CP reasons

Responsibilities

Next Steps Education Ltd in conjunction with schools and local authorities

- Monitor and review the alternative provision on a regular basis.
- Ensure that students are safeguarded
- Implement appropriate alterations to the provision of a student where progress is not seen.
- Plan, evaluate and quality assure targets to ensure the appropriate provision and support is sought.
- Support the application of EHCP when appropriate.
- Record the dates of reviews undertaken

Next Steps Education Ltd

- Are responsible for the implementation, monitoring and evaluation of the alternative provision.
- Report to stakeholders on the effectiveness of the provision.
- Ensure that students are safeguarded.
- Undertake monitoring and quality assurance processes for all aspects of alternative provision.
- Support the application of EHCP when appropriate.
- Maintain a register of students.
- File and quality assure a Relational Learning Plan and Pupil Passport and E for each student.
- Maintain accurate child protection records of students on an alternative provision.

Schools (where appropriate)

- Are responsible for ensuring that students are entered for appropriate examinations.
- Ensure that students are safeguarded.
- With appropriate Heads of Year / SENDCo, are responsible for the regular review of students' progress, in conjunction with parents/guardians and other supporting agencies or professionals.
- Accurately inform professionals where multiple agencies are involved with a student and their family.
- Support the application of EHCP when appropriate.
- Maintain accurate child protection records of students on an alternative provision.

Tutors / Learning Mentors

- Plan and support the resourcing of appropriate curricula.
- Ensure that students are safeguarded.
- To support the application of EHCP when appropriate.

Referral Process

Next Steps Education Ltd will use the DfE published statutory guidance Alternative Provision: Statutory guidance for local authorities (February 2025) as a basis for commissioning provisions.

Next Steps Education Ltd will liaise fully with the Local Authority allocated Education Inclusion Officer or Statutory SEND Team Officer when a student is to be referred to alternative provision.

Next Steps Education Ltd will require a Purchase Order from the Local Authority or school before engaging the services of tutors/ mentors.

On receipt of a Purchase Order, Next Steps Education Ltd will allocate and timetable tutors/ learning mentors as agreed with the Local Authority.

A Relational Learning Plan will be implemented prior to the commencement of any tutoring/ learning mentor related work.

Parents/ carers and the Local Authority/ school will be informed of student timetables and Next Steps Education Ltd will liaise with carers around where the session will take place.

Carers /the Local Authority and school (where appropriate) will be added to Next Steps Education Ltd online portal where they will be enabled to see lesson reports and receive lesson reminders.

Next Steps Education Ltd will provide the commissioner with a Key Information Document which is signed and returns to Next Steps Education Ltd.

On the commencement of tutoring/ learning mentoring, a review meeting will be agreed where target will be set.

Where a student is being supported by a Learning Mentor, a Pupil Passport and Education Plan will be completed. This will be reviewed on a 6-weekly basis.

Return to a Setting

Once a student is ready to return to a school setting (or if they have been allocated a place at a new setting), Next Steps Education Ltd will support the transition of the student.

This could involve enabling sessions to take place in the new setting or making use of Learning Mentors to settle and familiarise the student. This will continue until the student is able to access the new setting without additional support.

Reviewed: February 2025

Next review: February 2026