

Offsite Provision Policy



Formby High School
'Determined to Achieve'

POLICY STATEMENT

Context of Policy

Offsite provision can include alternative provision, complementary education and work related learning. It is educational provision for students who are unable to access mainstream education for a number of different reasons or would benefit from educational provision offsite.

The 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 at Formby High School.

To facilitate this individual learning pathway, Formby High School works with different local providers to help students 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 students might be offered offsite provision.
- 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 students when under the care of offsite providers.
- To outline the arrangements in place for keeping in touch with students 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 Offsite Provision

Students will be referred to Offsite Provision on the basis that this provision is more appropriate for them than what Formby High School can provide. Some reasons might be:

- Students have different strengths and weaknesses and mainstream education is not suitable for some. The emphasis on vocational education that some offsite provision offers may be more attractive and suitable to some students.
- The student is considered to be at risk of permanent exclusion from school. Alternative provision is seen as a desirable alternative to permanent exclusion for students and to encourage their continued inclusion in education.
- The student is too unwell to attend mainstream school and has a medical recommendation to receive Complementary Education.

RESPONSIBILITIES

Governing Body will:

- Monitor the implementation of the Offsite Provision Policy and review every three years or earlier if circumstances require.

Headteacher will:

- Take overall responsibility for the school's use of offsite provision
- Report to the Governing Body on the effectiveness of the implementation of this policy

- Ensure Sefton Guidance for Schools on the use of reduced timetables is followed at all times.

Deputy Headteacher will:

- Understand and comply with the guidelines detailed within this policy and Sefton Guidance.
- Arrange for the appointment of an appropriate member of staff to attend meetings relating to student referrals and conduct regular progress visits. Continually assess the quality and suitability of providers of offsite education for our students.
- Ensure completion of Sefton Exceptional Circumstances Pro-forma which is signed by the Headteacher and parents.

Climate for Learning Leaders will:

- Liaise with the Designated Safeguarding Lead, SENCO, Examinations and Data Manager, Attendance Administrator, and other relevant staff to ensure that the appropriate measures are in place to support students who are being educated in an alternative setting.
- Undertake visits to the offsite provision sites to review the progress of the relevant students, as requested by the Senior Leadership Team.
- Decide, in collaboration with the Senior Leadership Team, on the appropriate course of action if informed of any serious behavioural incidents.
- Arrange for the appropriate intervention when a student's attendance falls below the Formby High School target.

Designated Safeguarding Lead will:

- Ensure that the offsite provider is registered and approved and that they have relevant policies in place to cover Safeguarding, Child Protection and Health & Safety.
- Ensure that all offsite providers adhere to Formby High School's Child Protection and Safeguarding Policies.
- Complete all appropriate risk assessments and send copies to the provider and Sefton Local Authority.

Attendance Administrator will:

- Monitor attendance of students referred to offsite providers and update records on a daily basis.
- Provide attendance updates to the Climate for Learning Leader.

Examinations and Data Manager will:

- Provide relevant student data to help facilitate the transition from school to the offsite provider.
- Where relevant, coordinate arrangements with the offsite provider for public examination entries and the completion of public examinations.
- Liaise with the Climate for Learning Leader to ensure the system for tracking student progress is accurately recorded during the scheduled windows for data capture.

Special Educational Needs and Disability Coordinator (SENCO) will:

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

Finance Department will:

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

Suitability of Providers

- Formby High School is able to access a variety of offsite 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.
- The school aims to continually assess the quality and suitability of the providers of offsite education for our students.
- It is the responsibility of Formby High School to ensure that the offsite provider is registered and approved and that they have relevant policies in place to cover Child Protection and Health & Safety.
- All students who are referred to offsite provision will continue to 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.
- Where full time provision is in place, providers must also be able to offer students 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 students 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 (June 2016)* as a basis for making arrangements for offsite provision.
- Parents will be fully involved in the process and any decisions taken.
- Where a student is identified as suitable for offsite provision an Early Help Assessment Tool will be completed to identify if additional support is required.
- Students who are referred to offsite provision will remain on roll with Formby High School and the school funds their place in offsite provision. The school remains ultimately responsible for the student, and the offer of offsite provision shows a commitment by the school to an inclusive approach to the student's education.
- Formby High School will set up a meeting involving all relevant parties, including parents and others as appropriate.
- A representative from the school will clearly explain to student and parents the reasons why the offsite provision is being offered.
- The student's parents will sign the relevant offsite provision contract. Responsibilities for supporting the child and timescales for reviewing the contract must be agreed during the initial meeting.
- Any agreement around offsite provision for a student will be regularly reviewed. Timescales and responsibilities for reviewing the agreement will be agreed by the school, offsite provider and parents. Once committed to offsite provision, students must attend and parent must support this. Failure to do so will carry the same consequences as non-attendance at Formby High 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 offsite 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 offsite provision is an essential component in achieving this.
- Attendance at offsite provision will be monitored closely and every step should be taken to ensure that accurate attendance data is kept by Formby High School.
- Offsite providers will contact Formby High School whenever the student is absent.
- Formby High School will then make contact with parents and try and resolve the issue to ensure regular attendance is achieved.
- Formby High School will formally monitor attendance and update records and maintain contact with the offsite provider on a weekly basis.
- There is a requirement that any safeguarding concerns are raised with the Designated Safeguarding Lead at Formby High School and that all offsite providers adhere to the Child Protection and Safeguarding Policies held by the school.

Monitoring Academic Progress, Behaviour and Pastoral Welfare

- The student's attainment data will be communicated to the offsite provider on commencement of placement.
- Where relevant, a termly report will be completed by the offsite provider as part of the monitoring process.
- The student will be visited on a regular basis by an appropriate staff member from Formby High School and notes recorded on CPOMS.
- The student's own views on the placement will be taken into account as part of the monitoring process.
- The provider will be expected to contact Formby High 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 Formby High School, the student, parents and the provider.
- In extreme circumstances, or following an agreed number of unsatisfactory review meetings, the placement may be ended.

Reduced Timetables

On the rare occasions identified below it may be necessary to implement a reduced timetable:

- **As part of an in-school support package** – the school, parent and other professionals agree that a short-term (no longer than six weeks) reduced timetable would support a student who has become disaffected to regain success. This would be a closely monitored intervention to address and manage the impact of significantly challenging behaviour or emotional or social needs.
- **Medical reasons** – a student has a serious medical condition where recovery is the priority outcome. These arrangements would be part of a "medical plan" agreed between the school and health professionals.
- **Reintegration** – as part of a planned reintegration into school following an extended period out of school following exclusion, non-attendance, school refusal, etc. (no longer than six weeks).

In circumstances where the school consider that it may be necessary to establish a reduced timetable for a student, Formby High School will:

- Notify the Local Authority of its intention to implement a reduced timetable for a student and complete the Exceptional Circumstances Pro Forma (Annex B).

- Convene a meeting to discuss the proposals for a reduced timetable with the student, his/her parents, a member of Virtual School (where the student is a looked after child) and/or a member of the SEND team (where the child has an Education Health and Care Plan).
- Establish a Pastoral Support Plan, which will contain details of the proposed timetable to get the child back into full-time education.
- Review the schedule of supportive interventions that will accompany this reduction in time at school.
- Develop outcome and exit strategies that will identify to all stakeholders when the intervention has been successful.
- Consider safeguarding measures for the duration of the reduced timetable and carry out a risk assessment before implementation.
- Ensure that the parent agree the plan and teaching hours. A reduction in hours cannot be implemented without parental agreement.
- Complete an Early Help Assessment Tool to establish if there are wider needs and support are required from other partner agencies. Monitor the overall use of this strategy within the school and report back regularly to Governors.
- Ensure effective communication with parents and Sefton Council with regard to progress towards full-time reintegration to school.

FORMBY HIGH SCHOOL

Offsite Provision Policy



Name of Student: _____

Formby High School expects that the offsite provider will:

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

The offsite provider can expect that Formby High School will:

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

Signed: _____
(Headteacher, Formby High School)

Date: _____

Signed: _____
(Lead Person, Offsite Provider)

Date: _____

ANNEX B – Exceptional Circumstances Pro-forma