

Donnington Wood Infant School & Nursery



Alternative Provision Policy

Date of Policy Creation	March 2022	Named Responsibility	Headteacher – Mrs C Boddy
Date of review completion	June 2026	Named Responsibility	Teaching & Learning Committee
Inception of new Policy	July 2026	Named Responsibility	Teaching & Learning Committee
Date of Policy Adoption by Governing Body	July 2026	Review due	June 2028

Donnington Wood Infant School and Nursery recognises that there is a need to ensure that our curriculum and ethos is always inclusive and accessible, providing opportunities for all our children to succeed. However, we also recognise that on rare occasions, our school is not the right place for some children to flourish either on a part time, full time or temporary basis.

In order to offer an appropriate alternative, we work with a small number of local providers to offer 'alternative provision' to ensure children reach their potential in a school-based environment. This is usually a split placement but may, on rare occasions, be full time.

Aims of Policy

- To outline why some pupils may be offered Alternative Provision.
- To ensure that the offer of Alternative Provision is offered in a consistent way.
- To provide guidance on the referral process and the suitability of providers.
- To ensure that there are suitable procedures in place relating to attendance and the safeguarding of the children.
- To outline arrangements made for keeping in touch with pupils ensuring we monitor academic progress, behaviour and pastoral welfare.

Reasons why we might offer Alternative Provision

- If it is thought the pupil might be at risk of exclusion and that alternative provision might prevent this.
- The pupil is not able to access the curriculum provided because of emotional and social difficulties and an alternative approach might re-motivate and engage the child.
- Children may need specialist support in order to close the gap between their peers and achieve their potential.

Available Alternative Provision

- The Linden Centre for KS1 pupils for those at risk of exclusion or with significant emotional and social difficulties. Referral for this is made through the Fair Access Panel.
- Speech & Language Units (Wrekin Primary and John Fletcher of Madeley Primary). Places are offered through the Speech and Language Team following assessments.

Suitability of providers

We only use providers who are registered and approved and who have safeguarding policies in place. Please see Appendix 1 and Appendix 2.

Attendance and safeguarding

We remain responsible for safeguarding at all time. Attendance at off-site alternative provision will be monitored closely. Daily contact will be made with the alternative provider to check attendance and this will be recorded on our attendance system with a reason for any absence. Continued absence will be closely monitored and dealt with accordingly. It is expected that any safeguarding concerns are shared with Donnington Wood Infant School and Nursery by liaising with the Designated Safeguarding Lead. Please also see Appendix 2 for a copy of our Alternative Provision checklist to be completed before placements.

Academic progress and pastoral welfare

There will be a detailed handover at the start of the placement when data, pupil characteristics and behaviour as well as objectives for the placement will be shared with the alternative provision. Please also see Appendix 2 for a copy of our Alternative Provision audit. The pupil, whilst on placement, will be visited by school staff to ensure contact with the school and for staff to monitor the appropriateness of the placement. Frequency and duration of visits will depend on the nature of the placement and agreement between the school and the alternative provision. Regular liaison and updates will take place between the provider and school to ensure that the placement objectives are being achieved and that the placement still addresses the needs of the child.

Appendix 1



Donnington Wood Infant School & Nursery

Baldwin Webb Avenue

Donnington

Telford

TF2 8EP

Telephone 01952 386640

email: a2041@taw.org.uk

Headteacher: Mrs C Boddy

learning, caring, preparing

Letter to confirm safeguarding protocols in place.

Dear Provider,

As part of our ongoing commitment to safeguarding our pupils, we are contacting you as you are the provider of alternative provision for one of our pupils.

As part of our safeguarding responsibility, we need to seek confirmation that as an organisation you have carried out all the necessary safeguarding and pre-employment checks and deem your staff and volunteers to be suitable to work with children.

Please complete and sign the form below to confirm these checks are in place.

Yours sincerely,

Mrs C Boddy
Headteacher

Name and address of provider:

Name of the person agreeing to the above statement:

Position: _____

Signed: _____

Date: _____

APPENDIX B**Alternative provision checklist**

Name of alternative provider			
Date checklist completed		Audit completed by	

Safeguarding

	answer	any further action
Provision on the T&W alternative provision list		
A formal agreement from the parent(s) for the arrangement been recorded		
Ofsted judged safeguarding in the most recent report to be at least good? (If there is no report check the AP is registered)		
Results of the provision's most recent Safeguarding Audit (Sec 175/157)		
Date of most recent safeguarding training for provision staff		
T&W provision OR Is an institution which should be registered as an independent school (four or more students or one with a statement/EHC Plan on roll full time) registered and not operating illegally?		
Safeguarding policies and procedures a) Child protection & safeguarding b) Safer recruitment c) Single Central Record (record of qualifications, recruitment and vetting checks) d) Attendance policy and procedures and register e) Code of conduct and behaviour policy (to include drugs policy and anti-bullying policies) f) Data protection policy and procedures g) Equality information and objectives (public sector equality duty) statement for publication h) Procedures for dealing with allegations of abuse against staff i) Complaints procedure statement	a) b) c) d) e) f) g) h) i)	
Are all Health & Safety policies and procedures in place? • Insurance certificates (see details below) • Core risk assessments • Health and safety policy		

Insurance

Public liability insurance for a minimum of five million pound sterling (£5,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year.

Employer's liability insurance for a minimum of ten million pound sterling (£10,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year.

Professional negligence insurance for a minimum of two million pound sterling (£2,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year.

The service provider and its personnel shall have in place motor vehicle insurance commensurate with the potential liabilities of the service provider relating to the operation of vehicles used for the transport of service user/s and their visitors.

Subcontractor liability – the service provider shall ensure that the same levels of insurance are maintained for any sub-contracted services.

The onus is on the Service Provider to ensure that its insurance policies are adequate at all times to cover eventualities pertaining to its business but the school also holds a responsibility to pupils placed there.

Quality of provision

	answer	any further action
The commissioned provision meets the educational and SEMH needs of each pupil • There is an individual education plan for each pupil with clear goals and timescales • Teaching and learning is of a high standard • Assessment of learning and progress • Tracking and reporting on progress is robust • Suitable resources and teaching materials are available • The premises are fit for purpose • The curriculum on offer is broad and balanced		
Behaviour management is strong • Staff set and maintain consistent expectations • The provision's behaviour policy supports pupils' personal development		
Outside agencies which work with the provision to provide additional support or expertise		
There are extra-curricular opportunities offered to pupils		

Induction, Communication and Information Sharing

	answer	any further action
Induction arrangements • What are the provision's induction arrangements? • Does the provision offer any visits or taster sessions (for pupils and/or parents)?		
Effective communication protocol • Attendance • Safeguarding concerns • Progress • Visits • Parents		
Review calendar for monitoring pupil progress, outcomes and quality of provision		
Reintegration • How does the provision determine whether a pupil is ready to be reintegrated into mainstream education? • How does the provision reintegrate pupils back into mainstream education?		