Alternative Provision Policy

Introduction

This policy sets out how SYEP provides, commissions, monitors, and quality-assures Alternative Provision (AP) for children and young people who cannot attend or benefit from mainstream schooling for a period of time.

Alternative Provision (AP) is education arranged for pupils who, because of exclusion, behaviour, health, SEN/disability or other reasons, would not otherwise receive suitable education. Commissioners are schools/Local Authority (LA) who are responsible for arranging placements and overseeing education plans.

Legal and Statutory Framework

SYEP will comply with: DfE Alternative Provision guidance (2013, updated 2025), Arranging AP (2025), Keeping Children Safe in Education (KCSIE 2025),

Working Together to Safeguard Children (2023), Behaviour in Schools (2024), Suspension & Permanent Exclusion guidance (2024), Attendance (2024),

Prevent duty, Equality Act 2010, Children & Families Act 2014, UK GDPR 2018, and Health & Safety at Work etc. Act 1974.

SYEP will adopt forthcoming DfE guidance on use of reasonable force (2025).

Roles and Responsibilities

Commissioning schools/LAs retain curriculum and safeguarding responsibility. SYEP's AP Lead is the Youth Operations Manager who ensures safe delivery and quality assurance. For home schooled young people the Designated Safeguarding Person (DSP) and deputies will liaise with parents/carers or if appropriate will report to CADs or the Police.

All staff follow safer recruitment, codes of conduct, and training requirements.

Admissions and Commissioning

Placements are via referral by schools, LAs or parents for home educated children. Prior to admission, SYEP requires referral forms, safeguarding information, SEN/EHCP details, risk assessments, medical needs, agreed timetable, transport plan, and a service-level agreement.

Curriculum, Timetable and Intent

Provision is tailored to need, aiming for reintegration or progression to employment/education. Core learning is vocational learning (e.g., Sports & Fitness, Land Management), and personal development.

Alternative Provision Policy

Attendance

Pupils remain on the roll of their school. Daily registers are kept by SYEP. Attendance data is shared with schools at the frequency agreed with the school. Schools are informed in the morning of the non-attendance. Attendance data is shared with the parents/carers of home-schooled young people as necessary.

Behaviour, Relationships and Inclusion

SYEP promotes a trauma-informed approach aligned with Behaviour in Schools (2024). Sanctions and rewards are transparent. Reasonable adjustments are made under the Equality Act. Searches, screening, and reasonable force follow DfE guidance, with incident recording, using the SYEP incident form and reporting to Schools and parents/carers for home educated young people.

Safeguarding and Child Protection

SYEP's Safeguarding Policy aligns to KCSIE 2025 and Working Together 2023. All staff receive training and follow reporting procedures. Safer Recruitment and Prevent duty procedures are in place.

Communication with External Agencies

All safeguarding concerns will be managed in line with SYEP's Safeguarding Policy and internal reporting procedures. In addition, where a concern arises regarding a child or young person placed with SYEP, relevant external agencies will be informed without delay.

This includes:

- The placing school or commissioning body (via the Designated Safeguarding Lead or named contact), and/or
- Norfolk County Council – Services to Home Educators (for children who are electively home educated), contactable on 01603 307733.

Information shared will include the child's details, a clear summary of the concern, and actions already taken by SYEP. Written confirmation will be provided where required.

Where a child is believed to be at immediate risk of harm, Children's Services will be contacted immediately in line with local safeguarding procedures.

SEND and Additional Needs

SYEP follows Assess–Plan–Do–Review, SEND Code of Practice, Equality Act duties, and delivers provision in line with Education Health and Care Plans (EHCPs).

Alternative Provision Policy

Health, Safety and Wellbeing
Risk assessments, first aid, medication management, and health & safety compliance are in place.

Reporting of Incidents to Schools/Commissioners
Any accident, injury, significant first aid incident, or health and safety concern involving a learner will be reported to the referring school and/or commissioning body without delay.

Initial contact will be made by telephone to the named school contact, AP Coordinator, or commissioning representative, depending on the placement arrangement. This will be followed by written confirmation and the completion of appropriate accident/incident reporting documentation.

Information shared will include the nature of the incident, action taken by staff, any first aid administered, and whether further medical attention was required. This ensures timely communication, transparency, and shared responsibility for the learner's wellbeing.

Data Protection and Information Sharing
Data is processed under UK GDPR/Data Protection Act 2018 with privacy notices, secure sharing, and safeguarding overrides where needed.

Quality Assurance and Monitoring
Placements include success criteria and review cycles. SYEP reports on attendance, engagement, behaviour, attainment, and destinations.

Complaints and Escalation
Complaints follow SYEP's AP Complaints Policy (and, where relevant, commissioning schools' procedures). Safeguarding complaints escalate to the Designated Safeguarding person (DSP)/ Local Authority Designated Officer (LADO).

Training and Induction
All staff receive induction training covering safeguarding, Prevent, behaviour, SEND, H&S, data protection, and safer working practice, with annual refreshers.

Governance and Review
This Policy is approved by Board of Trustees, reviewed annually each September or sooner if guidance updates require changes.

Alternative Provision Policy

Declaration

I confirm that I have read and understood the Alternative Provision Policy. I agree to follow this policy in my work with SYEP.

Signature: ……

Name in capitals: ……

Date: ……

Signature of Manager: ……

Name of Manager in capitals: ……

Date: ……