

Godalming Junior School

ALTERNATIVE PROVISION POLICY

This policy was reviewed: Autumn 2025

This policy will be reviewed next: Autumn 2026

This policy will be reviewed by: The Learning and Curriculum Committee

SENCo: Kate Wilkinson

LAC and Virtual School Lead: Kate Wilkinson

Attendance Lead: Adam Samson - Headteacher

Deputy Attendance Lead: Andrea Crook - HSLW

“Every child has a right to an education” - Article 28

“Every child has a right to be happy” - Article 31

“Every child has a right to feel safe” - Article 19

Introduction:

Godalming Junior School recognises the need to ensure that our curriculum is inclusive and accessible, providing opportunities for all pupils to succeed. However, we recognise the need to be able to offer other provisions to some pupils that allow them to achieve their potential.

Alternative provision is educational provision for pupils who are unable to access, or unsuited to, mainstream education for a variety of reasons. It aims to ensure the continued education of pupils in the school in a supportive and nurturing environment.

“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).

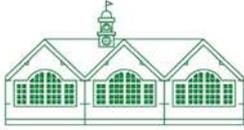
This policy outlines the key aspects of alternative provision at the school, including the reasons for which a pupil may be directed to alternative provision, the referral process and the methods for reintegrating pupils back into the school.

The policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2025) Keeping children safe in education
- DfE (2025) Arranging Alternative provision: A guide for Local Authorities and Schools
- DfE (2024) Working together to improve school attendance
- DfE (2024) Behaviour in schools
- Data Protection Act 2018
- Education and Inspections Act 2006
- Education Act 2002

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Special Educational Needs and Disability (SEND) Policy
- Anti-bullying Policy
- Exclusion Policy



Godalming Junior School

- Attendance Policy
- Inclusion Policy

Headteacher responsibilities include:

- Taking overall responsibility of the school's use of alternative provision and the implementation of this policy.
- Reporting on the effectiveness of the implementation of this policy to the governing body.
- Ensuring that budgets for alternative provision are established in due time, approved by the governing body and managed effectively.
- Notifying parents when their child has been directed to alternative provision.
- Sharing the relevant information with the chosen alternative provision provider to facilitate the transition from the school to the provider.

SENCo / Senior Leader responsibilities include:

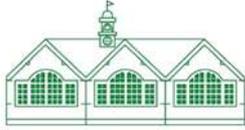
- Supporting members of staff with the monitoring and support of alternative curriculum provision.
- Arranging the appointment of the alternative provision lead.
- Continually assessing the quality and suitability of providers of alternative education.
- The alternative provision lead will be responsible for:
- Liaising with the relevant members of staff, e.g. the DSL and SENCO, to ensure that the appropriate measures are in place to support pupils in alternative provision.
- Undertaking visits to the alternative provision sites, as requested by the SLT, to review the progress of relevant pupils.
- Deciding on an appropriate course of action, in conjunction with the SLT and headteacher, if informed by a provider of any serious behavioural incidents involving the school's pupils.
- Ensuring that the alternative education providers used by the school are registered and approved, and that they have the relevant policies in place to cover safeguarding, child protection, and health and safety.
- Ensuring that all adults at the provision are cleared to work with pupils, e.g. they have the relevant DBS checks.
- Ensuring that all alternative providers receive and adhere to the school's Child Protection and Safeguarding Policy.
- Giving alternative provision providers details of a pupil's SEND, and other relevant information such as medical needs, where appropriate, so their placement can cater appropriately for them.

Attendance lead responsibilities include:

- Monitoring the attendance of pupils who have been referred to alternative provision and updating the school's records on a weekly basis.
- Providing attendance updates to the alternative provision lead and headteacher on a weekly basis.

Purpose of alternative provision

At Godalming Junior School, we recognise that all pupils are individuals with different strengths and weaknesses, and that mainstream education may not be suitable for everyone



Godalming Junior School

at all times. GJS also recognises that there may be occasions during a child's junior school career where alternative educational provision is required or explored.

Alternative provision will focus on ensuring that pupils continue to receive a high-quality education whilst their specific needs are being addressed and will offer a variety of alternative curriculum options in order to support pupils' wider development.

The school will ensure that providers of alternative provision understand the unique nature of this form of education and the pupils in attendance. Providers will:

- Ensure all safeguarding measures have been undertaken including any risk assessments and DBS checks
- Have a strong focus on literacy and numeracy throughout the curriculum that enables pupils to better access wider learning and improve life outcomes
- Provide a flexible curriculum that can be personalised to meet the varied needs and ambitions of all pupils.
- Enable curriculum sequencing that allows for the many different possible entry and exit points of children in a school year.
- Where possible, and particularly when re-integration is the aim, work closely with the school to align curriculums as far as is possible.
- Deliver a curriculum that supports academic achievement whilst also aiming to address any additional need of the child including improving behaviour and re-engaging them in education.

Once directed to alternative provision, the length of time a pupil spends there will be dependent on what best supports their needs and, where relevant, potential improvement in behaviour. The governing body will hold regular reviews of placements and invite parents to each review.

Suitability of providers and safeguarding

The school will have access to a variety of alternative provision placements and will have procedures in place to ensure pupils make good progress whilst at the provision. The suitability of the providers of alternative provision commissioned by the school will be continually assessed to ensure they continue to offer the best path for the school's pupils.

The school's DSL will ensure all providers to the school are registered and approved, and that they have relevant policies in place to cover safeguarding and health and safety.

Alternative Provision due diligence (Appendix 1) documentation will be completed before any placement decisions are made. Guidance for Providers of Alternative Provision documentation will be completed by provider to ensure compliance with the safeguarding and child protection policies of Godalming Junior School (Appendix 2). A Godalming Junior Risk Assessment will be completed to ensure consideration of specific children's needs has taken place (Appendix 3).

The DSL will obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e., those checks that the school would otherwise perform in respect of its own staff. The DSL will also seek written confirmation that the provider will inform the school of any changes to arrangements that may put a pupil at risk, e.g. staff changes, so that those



Godalming Junior School

involved in the commissioning of alternative provision can assure themselves that appropriate safeguarding checks have been carried out on new staff.

The school will ensure that the provider has arrangements in place to follow up absences promptly, particularly where this is unexpected or unexplained. The whereabouts of pupils placed at alternative provision will always be known during school hours - this will include maintaining records of the address of the provider and any subcontracted provision or satellite sites pupils may attend.

Reviews of alternative provision will be carried out at least half-terminally to assure that the provision is achieving its objectives, that pupils are regularly attending and that the placement continues to be safe and meet pupils' needs.

Where safeguarding concerns arise, the placement will be immediately reviewed and terminated, if necessary, unless or until those concerns have been satisfactorily addressed. The school will ensure that all relevant individuals are aware of the additional risk of harm to which pupils placed at alternative provision may be vulnerable.

The school will continue to be responsible for the safeguarding of a pupil placed at alternative provision in accordance with the Child Protection and Safeguarding Policy and will satisfy itself that the provider meets the needs of the pupil.

Referral process

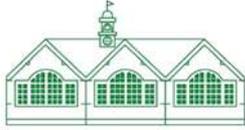
The school will work in conjunction with alternative provision providers to develop procedures for referring and admitting pupils to alternative provision. Once the school has taken the decision to direct a pupil to alternative provision, the pupil and their parents will be called for a meeting with the headteacher and alternative provision lead.

At the meeting, the alternative provision lead will clearly explain to the pupil and their parents the reasons for directing the pupil to alternative provision. An agreement will be made between the school and the parents with regards to referring the pupil to alternative provision. This agreement will be reviewed on a **termly** basis, and the timescales and responsibilities for reviewing the agreement will be made clear to providers, parents and pupils.

Responsibilities for supporting the pupil and timescales for reviewing the alternative provision agreement will be made during the initial meeting. Parents of the pupil will be fully involved in the referral process and any decisions taken to refer their child to alternative provision.

Once parents have agreed for their child to be directed to alternative provision, the pupil must attend any on- or off-site provision; failure to attend the provision will carry the same consequences as non-attendance at the school, as outlined in the Attendance and Absence Policy.

Where parents refuse to accept the offer of alternative provision, this will be documented. A pupil referred to alternative provision will be dual registered from the day the provision commences.



Godalming Junior School

Directing pupils off-site to improve behaviour

The movement of pupils to support the improvement of behaviour will only be used when all other strategies have been exhausted.

Where necessary, the governing body will direct a pupil to off-site alternative provision in order to improve their behaviour.

In these instances, the governing body will:

- Ensure that the pupil's parents (and the LA, where the pupil has a statement of SEN or EHC plan) are given clear information about the placement, i.e. why their child has been directed to off-site provision, when the placement will begin, where the placement will be, and how it will be reviewed.
- Keep in touch with the pupil throughout the placement.
- Keep the placement under review and involve the pupil's parents in this process. The frequency of these reviews is decided on a case-by-case basis.
- Hold a review meeting upon the request of the parent or where the pupil has an EHC plan.
- Keep the length of time a pupil spends in alternative provision and the reintegration plan under review.

Unregistered alternative provision

Alternative provision may be arranged in settings which are not schools or colleges, known as unregistered alternative provision.

As with other types of alternative provision, the school will assure itself of the safety and quality of the provision and that the placement is appropriate for the pupil's needs.

In ensuring that unregistered alternative provision is suitable, the school will make use of the local area quality assurance framework which provides an approved list of local unregistered alternative provision.

Approved unregistered providers will be measured against clear, locally defined standards and will meet the same standards as that of registered providers in terms of safeguarding, health and safety, quality of accommodation and quality of education.

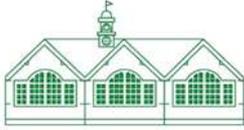
The school will ensure that pupils are not placed with an unregistered provider if it would mean that the setting would need to be registered as an independent school.

Communication with providers

The objectives of placing individual pupils in alternative provision will be clearly communicated to providers and progress against these objectives will be monitored by the alternative provision lead.

The school will maintain ongoing contact with the provider and the pupil in order to exchange relevant information, monitor progress and provide pastoral support.

All relevant information shared between the school, provider and other parties will be communicated in a readable format and in accordance with data protection principles; including any information on SEND, literacy, safeguarding or other issues, as well as any information requested by the provider as appropriate.



Godalming Junior School

Providers will be made aware that they should raise any safeguarding concerns regarding a pupil of the school with the DSL.

Monitoring academic progress, behaviour and welfare

Upon placement in alternative provision, the school will provide the provider with the pupil's attainment data.

Whilst a pupil is placed in alternative provision, the school will monitor their academic progress, behaviour and welfare.

Providers will be required to complete a termly report on the pupil's academic progress, behaviour and welfare, as part of the school's monitoring process.

The alternative provision lead, or another suitable member of staff, will visit pupils placed in alternative provision at appropriate intervals.

If a serious behaviour incident occurs whilst a pupil is in alternative provision, the provider will contact the school.

Pupils who are not making satisfactory progress at their placement will undergo a formal review meeting, which will be attended by the headteacher, alternative provision lead, pupil, their parents and the provider.

If a pupil's progress does not improve following **three** formal review meetings, the school may end the placement.

The placement may also be ended in some extreme circumstances, e.g. safeguarding concerns.

Monitoring attendance

The school will recognise that, for alternative provision to benefit pupils, they must attend the provision; therefore, the school will monitor the attendance of all pupils in alternative provision.

Providers will be required to contact the school whenever a pupil placed there is absent. The school will contact pupils' parents, where their child has been absent from provision, in order to resolve the issue and to ensure regular attendance is achieved.

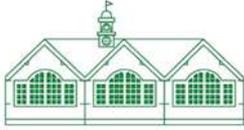
The school will formally monitor the attendance of pupils placed in alternative provision and update attendance records on a weekly basis.

Pupils whose attendance falls below the school's target will be subject to interventions as per the school's Attendance and Truancy Policy.

Reintegration

Where it is considered appropriate for a pupil to return to mainstream education, the school and the alternative provision setting will work together to develop a reintegration plan.

The headteacher will arrange a meeting with the alternative provision setting to develop the reintegration plan.



Godalming Junior School

Before reintegration, the headteacher will obtain a final report on the pupil's achievements during the placement; this includes academic attainment and progress, attendance records and evidence of a change in behaviour.

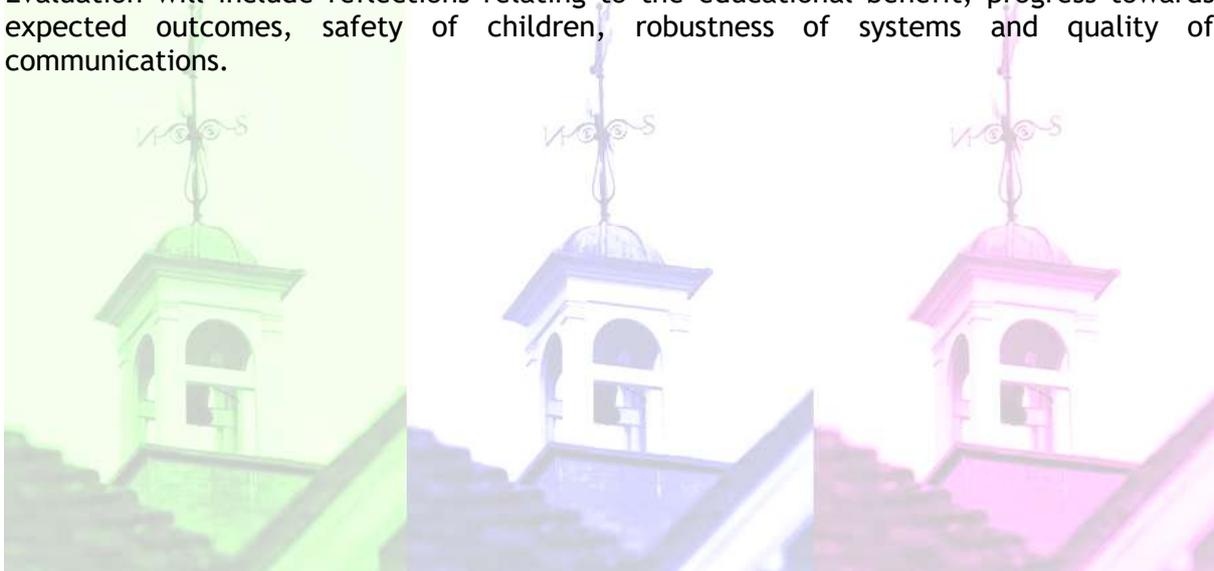
The headteacher will also speak to the pupil to assess their views on the success of the placement.

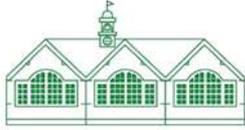
In light of the final report and views of the pupil, the headteacher will implement an appropriate reintegration plan based on the pupil's needs. This may include a discussion with the pupil's parents and/or setting specific objectives for the pupil to achieve on reintegration, e.g., attendance or behaviour.

Pupils that have reintegrated back into the school will be continually supported in line with their specific needs.

Evaluation

All provision will be reviewed for impact and effectiveness using the Risk Assessment. Evaluation will include reflections relating to the educational benefit, progress towards expected outcomes, safety of children, robustness of systems and quality of communications.





Godalming Junior School

Appendix 1:

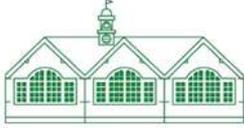
Alternative Provision - Due Diligence Checklist

There must be no gaps. 'Not applicable' should be recorded where information is not required/relevant.

Pupil Information

Name of Pupil	
DOB	
Year Group/Class	
Start date of placement	
Name of Alternative Provision	

Pre-Placement Checklist	Yes	No	Evidence and date seen
A visit to the AP has been completed			
The AP is a registered provision			
The AP's most recent Ofsted outcome is 'Outstanding' or 'Good' (where relevant)			
Accreditation can be achieved at the AP (if accreditation can't be achieved, please record the benefits to the child of using the provision)			
Staff are trained to deliver English, maths, science to the same standard of mainstream education(where relevant)			
The AP has confirmed that all relevant safer recruitment checks have been completed for all staff working with the pupil and they consider the named staff working with the pupil suitable to work with children			
The AP has Public Liability Insurance (copy of certificate required by school)			
The AP has an up-to-date Child Protection and Safeguarding Policy			
The AP has an up-to-date Health and Safety Policy			
Adequate Health and Safety arrangements are in place			
The work the pupil will be doing will be effectively managed to ensure their health and safety.			

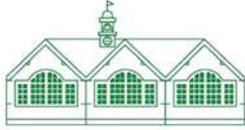


Godalming Junior School

The pupil has been provided with the contact details of the school DSL			
The pupil has been provided with details of the AP DSL			
The pupil knows how to raise concerns			
The AP has been informed of any relevant medical conditions, additional needs, or vulnerabilities (including safeguarding when appropriate to share).			
Parental Consent has been provided for the placement			
The AP will inform the school immediately if the child fails to attend and the reason for the absence (if known)			
The AP will inform the school immediately if there are any safeguarding concerns, including use of RPI and any searches undertaken			
Ongoing Checks			
Weekly attendance data will be provided, including the reason for any absence. (NB: This is in addition to immediate notification if the pupil is absent from the AP)			
Weekly progress update will be provided			
Regular reviews have been scheduled (at least half-termly)			

Completion of Due Diligence Checks

Name of member of staff	
Signature of member of staff	
Date checks completed	
AP placement approved	Yes/No



Godalming Junior School

Appendix 2:

Guidance for Providers of Alternative Provision

Safeguarding Concerns:

Godalming Junior School

The Designated Safeguarding Lead (DSL) at Godalming Junior School is: Adam Samson
They can be contacted on 01483 421597 and head@godalming-junior.surrey.sch.uk

If you think that a child is in immediate danger you should call **999**.

Please note the DSL at **Godalming Junior School** must be contacted **immediately** if there is a safeguarding concern regarding the pupil. The DSL must be contacted **prior to** contacting parents about safeguarding concerns.

If you are concerned about a child or young person's safety and wellbeing, you can contact the Children's Services 'Single Point of Access' between 9am to 5pm on Monday to Friday.

- **Phone:** 0300 470 9100
- **Email:** cspa@surreycc.gov.uk

In the event that the Alternative Provision contacts CSPA, they must also inform the DSL **immediately and prior to contacting parents**.

In the event of a Restrictive Physical Intervention being carried out, the school DSL must be contacted as soon as possible and on the same day.

If any searches are carried out on the pupil, the school DSL must be contacted as soon as possible and on the same day.

Attendance:

In the event that the pupil does not attend the Alternative Provision, the school must be contacted immediately via telephone.

The member of staff to be contacted in the event the child does not attend is: Adam Samson

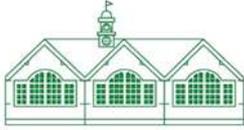
They can be contacted on **01483 421597**



Godalming Junior School

Checklist Prior to Pupils Attending:

Alternative Provision (AP) Pre -Placement Checklist	Date Completed
A visit to the AP has been completed by a member of school staff	
Accreditation which can be achieved has been explained by the AP. If accreditation can't be achieved, the benefits to the pupil of attending the provision have been explained and details of the education programme the children will be following.	
School staff have been informed about the AP staff's training and ability to teach English and Maths in line with the pupil's age and stage in the National Curriculum (If relevant)	
The AP has confirmed that all relevant safer recruitment checks have been completed for all staff working with the pupil and they consider the named staff working with the pupil suitable to work with children	
Public Liability insurance has been shared with school staff	
Child Protection and Safeguarding Policy has been shared with school staff	
Health and Safety Policy has been shared with school staff	
Health and Safety arrangements have been shared with school staff	
The AP has confirmed with school staff they know who the DSL is and understand safeguarding procedures outlined in this document	
The AP has been informed of any relevant medical conditions, additional needs, or vulnerabilities (including safeguarding when appropriate to share)	
Parental Consent has been provided for the placement	
The AP has confirmed with school staff they understand the procedure regarding attendance outlined in this document	
A Service Level Agreement has been completed (provided by AP and signed by school)	
Parents have been informed of appropriate clothing for attending the AP, including any weather dependent items	



Godalming Junior School

First Day Checklist:

On the first day the pupil attends the Alternative Provision, the following checklist must be completed:

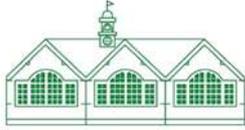
Alternative Provision (AP) Day One Checklist	Date Completed
Tour of the AP site including toilet, hand washing and eating and drinking facilities	
Introduced to staff and other pupils who attend	
Informed of areas which are out of bounds	
Aware of what action to take if the fire alarm sounds	
First Aid facilities and First Aider explained	
Aware of hazards and the action to take to avoid accidents	
Use of personal protective equipment explained/demonstrated (if applicable)	
Accident reporting procedures explained	
Introduce the pupil to the Alternative Provision DSL	
Ensure the pupil knows how to raise concerns	

Name and role of member of staff from the Alternative Provision who has read the above guidance:

I confirm that I have read and understood the above guidance and the checklists have been completed. I will adhere to the safeguarding, attendance and health and safety guidance in this document.

Signature: _____

Date: _____



Appendix 3:

Risk Assessment

Date:	Leader:
Venue:	Additional Adults:
What3words///:	
Activity:	
Duty Officer (DSL/EVC): Adam Samson	
Duty Officer Contact Number: 07972 807039	

Fill in this form if:

- You are walking to the venue and there are specific hazards not covered by the generic risk assessment
- You are walking to the venue and there is a specific behaviour or medical need
- You are walking to the venue and the activity is hazardous
- You are taking transport to the venue
- You are unsure of any aspect of the visit

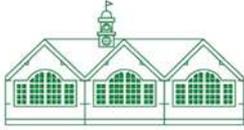
All adults on the trip must be familiar with and carry a copy of the risk assessment with them during the trip

Checklist of Possible Significant Hazards

<ul style="list-style-type: none"> • falls: object/people • collisions • drowning • cold related: frost bite/hypothermia • fractures • concussion/head injuries 	<ul style="list-style-type: none"> • amputations • asphyxiation • cuts/open wounds • internal injuries • asthma • sight/hearing loss 	<ul style="list-style-type: none"> • sprains/strains • electrical injury • burns: heat/chemical • scalds • poisoning • psychological 	<ul style="list-style-type: none"> • disease • diabetes • dehydration • stings/bites/allergies • abuse • getting lost
---	--	--	---

The visit leader's risk assessment needs to address issues not already covered by the school's generic risk assessment.

Significant Hazards and harm that may occur	Who is at risk	Risk Management	Plan B	Evaluation



Godalming Junior School

Evaluation of Educational Visit

	Notes
Safety of the children	
Educational benefit	
Organisation of the trip provider (is applicable)	
How could it be better?	
Was there a need to contact the Duty Officer?	

Safeguarding Notice: We are committed to safeguarding all children under our care. We are committed to operating in a safe manner and to ensure that children and staff are safe from harm including abuse, bullying or accident. If on the day we observe anything that raises concerns about the welfare of any child we will report it on CPOMS and alert the Designated Safeguard Lead Team of Godalming Junior School.

Completed by: _____

Signed: _____

Date: _____

