

Alternative Provision Policy

SMS Changing Lives School



Approved by:	Hecabe DuFraise	Date 24/09/024
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1. Aims

The aim of this policy is to provide professionals, parents and students with a sound understanding of the SMS alternative provision (AP) offer.

AP students will generally be subject to the same policies and procedures as on roll students; however, there are some differences in terms of the legal responsibilities of the school.

This document will outline the key roles and responsibilities of SMS and the Host school with regards to AP students.

It is ultimately the responsibility of the Head Teacher, Hecabe DuFraisie and Proprietor, Jonathan Davies, to ensure that this procedure is published and accessible to all personnel, students and any relevant third parties.

2. AP Admission

In the first instance a referrals form should be submitted to admin@smscoaching.co.uk. Referral forms are available at this email address or can be provided as physical copies from the Central reception office. Referral forms will be reviewed by the Headteacher or Operational Lead. SMS aims to respond to all referrals within 5 working days. If it is felt that SMS can meet need for the referred student, the student will be invited into school for an informal interview. Following this, a place on the SMS Alternative Provision Pathway may be offered.

When a referral has been accepted to attend SMS Changing Lives as an AP student, the following information will be required;

- Referral Data correct to provide SMS Staff with key details i.e. Parent/ Carer information
- Options pathway chosen by student
- Student details accessible through SIMS
- A completed SLA

Students will be placed on a 6-week trial period in which the SLT can assess if SMS Changing Lives are able to meet the need of the student. During the probationary period, parents and host schools will be kept informed of progress.

Students will access English, Maths, Science, PSHE, ICT and up to 3 vocational subjects.

3. Key Staff

Whilst attending SMS Changing Lives School, AP students will receive designated support from key members of staff.

The Operational Lead will provide the host school, carers and any other external professionals with key information and will be available to provide support and guidance when required.

The SENDCO will manage any special educational needs that the student presents with and will be responsible for ensuring that these are communicated with all staff through the student's individual education plan.

The Designated Safeguarding Lead will be responsible for communication regarding any safeguarding concerns.

The Pastoral team will manage any behavioural or emotional difficulties that present at school.

Ultimately, attendance, attainment and safeguarding remain the responsibility of the host school.

Operational Lead- Princess Moore-Sieray

SENDCO- Amanda Welch

Designated Safeguarding Lead- Isaac DuFraisie

Pastoral Team Leader - Hamam El-Fitouri

4. Behaviour Expectations

At SMS Changing Lives School all students are expected to adhere to the rules and regulations as outlined in the school behaviour policy. In order to follow school guidance and local authority requests we have added these additional addendums for AP students.

Sanctions for persistent disruption: Alternative Provision students

Where students continue to make negative behaviour choices throughout the school day and have not responded to the school's intervention pathways, cases will be passed onto SLT who will determine appropriate action. This may include sending the student home. Only the SLT can make the decision to send a student home.

When students need to be sent home, SMS Changing Lives School will contact the host school who will be responsible for making the decision as to the next step.

As an alternative provider, SMS Changing Lives School does not have the authority to issue suspensions to AP students or to issue suspension letters. The host school will need to determine

whether the student is suspended or if alternative arrangements will be made for the period they cannot access SMS.

In most cases the student will be able to return the next day. Whenever a student is sent home, a reintegration meeting will need to be held with the host school and the parents/carers before the young person can return to SMS. SMS will be available to hold this meeting from the day after the student is sent home.

Schools and carers will be notified immediately if students need to be sent home. Students will never be sent home without both school and carers being notified. Schools will receive a copy of the incident report within 24 hours.

If SMS feel that we are no longer able to meet need for an Alternative Provision student, a meeting will be held with the enrolling school and the local authority to discuss whether it is appropriate to terminate the placement.

This decision will be made taking multi-agency advice; however, the decision ultimately lies with the provider; SMS Changing Lives School.

The following strategies may be used to provide intervention for low level behaviour:

1. Time out
2. Inclusion room support
3. Parent meeting
4. Attitude to learning report card
5. Detentions

5. Smoking/Vaping

Smoking and vaping at SMS Changing Lives is strictly prohibited. Students will be reminded of the policy and no smoking signs are displayed throughout the school building.

Students who are found to be smoking will be sanctioned in line with the school's points system and incidents will be logged through our behaviour monitoring. Students who persistently smoke will be enrolled on a Smoking Cessation Course as part of their PSHE lessons. Schools and parents will be informed.

6. Terminations

At SMS Changing Lives we will always endeavour to support the needs of students. Ending a placement will always be a last resort.

If an individual placement is terminated by SMS, the host school will have the option to end the placement or allocate it to another student. Where the host school wishes to end a placement, there is a 6-week notice period. Full placement costs are applicable during the notice period.

Host schools may wish to reallocate a placement at any time. This is at their discretion; however new referrals can only be accepted in line with the customary admissions procedure.

7. Complaints

SMS are committed to providing a positive experience to all. If you wish to make a complaint, we would encourage you to contact the head of centre so that we can support you to resolve the issue informally. If you wish to lodge a formal complaint, this should be made in writing to the head teacher. All complaints are dealt with in line with the school's complaints policy. The complaints policy is available from the school office or via the school website.

1. Key Contacts

Headteacher	<i>Hecabe DuFraisie</i>
Head of Centre/ SENDCO/Deputy Safeguarding Lead	<i>Amanda Welch</i>
Designated Safeguarding Lead	<i>Isaac DuFraisie</i>
Pastoral Team leader	<i>Hamam El-Fitouri</i>
School Administrator	<i>Michaela Etchells</i>