

Quality assurance of alternative provision by schools

(This document may support each school's own self-evaluation)

Standard/Expectation:	Evidence:
The school is able to evidence that the decision to place a young person in off-site provision is the best option for the individual child.	ACE Referral Form completed by schools showing they have exhausted their own forms of support. Medical/Health evidence is required in support of the referral which shows that pupil meets the Section 19 criteria. Referrals are considered at a Panel meeting (ACE & LA). If it is accepted a TAC meeting is also held to determine that ACE is the best form of support. In addition schools are asked to consider an EHAT assessment if one is not already in place in order to establish the needs around the whole family.
The school has checked if the alternative provision should be registered as an independent school. (Any provider of alternative provision must be registered as an independent school if it caters full time for five or more pupils of compulsory school age, or one pupil who is looked after or has an education, health and care (EHC) plan.)	ACE is an LA Section 19 service and is part of Sandfield Park School.
The school has been provided with a copy of the alternative provision's child protection policy, managing allegations against staff procedures and staff code of conduct.	These have now been moved to the public access part of our website.
During a visit to the alternative provision the school has seen copies of the alternative provision's public liability insurance and fire evacuation plan and is satisfied that the site and buildings are of a suitable standard.	These have now been moved to the public access part of our website – Information for Schools
The alternative provision provider has provided a written statement confirming: <ul style="list-style-type: none"> - It maintains a single central record in keeping with KCSiE - It completes all the DFE pre-employment checks set out in KCSiE (including an enhanced DBS certificate and barred list check) - It ensures it completes any actions arising from the local authority 175 audit. 	This statement has now been added to our website, confirming that we do comply with the 3 regulations. A letter is also provided on the website under Information for Schools
The school monitors the attendance daily of all children who attend alternative provision and has a formal, clearly set out arrangement with the AP provider for sharing information regarding attendance at the provision. The school codes children's attendance/absence according to the DFE guidance:	Each referring school contacts ACE daily regarding attendance. ACE also provides weekly attendance e-mails to schools where this is requested. Attendance certificates are provided by ACE at each pupil review which take place at least once per term.

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Standard/Expectation:	Evidence:
<p>https://www.gov.uk/government/publications/school-attendance</p>	<p>An Attendance policy is in place and Head of School attends all Secondary Attendance Network meetings. ACE has its own register on Arbor as Guest pupils, which uses the national school attendance codes and match those of the mainstream schools.</p>
<p>The school retains responsibility and ensures appropriate action is taken and documented in response to non-attendance and children missing from school / alternative provision, including parts of the school day. Where necessary, the school ensures 'safe and well checks' are undertaken or reports a child 'missing' to the police.</p>	<p>ACE makes first day contact with parents/guardians. ACE raises concerns regarding behaviour/attendance with schools when appropriate and requests confirmation of actions taken by the school. This is logged in a record at ACE. An Attendance Pathway is put in place for children who struggle to attend all sessions.</p>
<p>The school ensures that it follows the local authority's guidance if a child is accessing a part-time placement including risk assessing the situation; managing any risks with partner agencies; ensuring a written agreement is in place with the parent/carer and any arrangements are monitored by school.</p>	<p>A part-time placement risk assessment is carried out by ACE at the TAC/Initial visit. Parent/carer signs this and a copy is provided to the school. A Home/School agreement is also completed regarding attendance procedures.</p>
<p>The school ensures appropriate action is taken (and documented) in response to any child welfare or safeguarding concerns. There is a formal plan in respect of sharing and recording information between the two organisations in relation to this. The school works in partnership with key agencies to ensure that multi-agency plans are in place where appropriate. The school ensures that multi-agency meetings are attended and the desired outcomes for the child are achieved.</p>	<p>ACE has its own DSL who keeps schools informed of any incidents/concerns. ACE attends all multi-agency meetings e.g. CIN, CP, LAC – and requests that a representative from the school also attends. ACE keeps safeguarding records regarding any communications with Social Care and other agencies on CPOMS.. ACE holds review meetings for each child at least termly and invites are sent to the schools.</p>
<p>The school ensures that the alternative provision is a suitable and safe placement that will meet pupils' academic/vocational/technical needs, pastoral needs and, if appropriate, SEND needs. This includes a plan for regular observations and monitoring of quality of the teaching and learning at the provision.</p>	<p>Schools are invited to attend the initial TAC meeting at ACE and can visit at any time to observe and monitor their pupils. Teacher reports are provided for schools at the end of each term to keep up to date with education delivered and progress being made. Schools are welcome to look at pupil work books. ACE Assessment and Marking Policy is available for schools together with curriculum plans and intent.</p>

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Standard/Expectation:	Evidence:
The school acts upon the views of young people who attend alternative provision and their parents/carers.	Schools are invited to attend pupil review meetings where they can listen to views of both pupils and parents/carers regarding the provision and any additional support required.
<p>School governors' minutes demonstrate that the school is compliant with Ofsted Inspectors' expectations. Ofsted will consider:</p> <ul style="list-style-type: none"> ▪ whether leaders have made the appropriate checks on the registration status of the provision ▪ what safeguarding checks leaders have made and continue to make to ensure that the provision is a safe place for their pupils to attend ▪ the extent to which leaders ensure that their pupils will benefit from a well-taught, broad and balanced curriculum ▪ the extent of pupils' progress and attainment ▪ the attendance and behaviour of the pupils who attend the provision ▪ how well the provision promotes the pupils' personal development. 	<p>Schools are aware of both the curriculum and timetable offered by ACE prior to a pupil starting their placement.</p> <p>The latest OFSTED inspection report for Sandfield Park/ ACE and the Hospital School at Alder Hey on the home page of the School's website.</p>
The school retains written confirmation provided by the local authority which lists each alternative provision from which the L.A. has received a completed 175 safeguarding audit.	As part of Sandfield Park School a 175 safeguarding is completed incorporating ACE and is registered with the LA. This is reported on at Governing Body meetings. The School also has a separate Safeguarding Committee.
In addition to all the above, for young people at alternative provision commissioned through the local authority the school should retain written confirmation from the L.A. that the provider continues to be compliant with the L.A.'s commissioning standards.	The LA are responsible for ACE provision.

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