The Fisher Way – St John Fisher Catholic College – Alternative Provision Policy

Date: September 2026

Adopted: October 2026

Review: September 2027

Links

SEND Policy
Supporting pupils with medical conditions Policy
Safeguarding policy / KCSIE
Attendance policy
Catholic Pupil Profile

This document is designed to ensure that young people on roll at St John Fisher Catholic College who attend alternative provision are safeguarded and to ensure placements are quality assured to the same standard.

Principles and Context

Alternative Provision is used for learners in Key Stages 3 & 4. Alternative Provision is educational provision for learners who are not accessing mainstream education for a variety of reasons.

These are the main reasons for choosing Alternative Provision:

- To support learners with complex Special Educational Needs and or Disabilities (SEND)
- To fulfil Educational Health and Care Plan (EHCP) provisions.
- To support learners with medical difficulties (including mental health) to access education.
- To provide provision which reduces the risk of a learner being permanently excluded from school.
- Reintegrating a learner back into mainstream school following a period of sustained absence.

The use of alternative provision will only be considered if it is in the best interests of the learner in order to enhance our offer of education for that individual. Any agreement will be monitored and reviewed at regular intervals to ensure that this continues to be the case once the placement has started. The final decision to refer a learner for alternative provision is at the discretion of the Head Teacher after consulting relevant colleagues, professionals, parents, carers and the learner for the views. The following will also be considered:

- Whether the provision meets the learner's needs.
- The quality and safety of the provision.
- Costs and value for money.

Full time education is generally accepted to be 25 hours a week. All young people must receive full time provision in total whether in one setting or more, unless a young person's medical condition or social circumstances make full time education inappropriate.

List of Alternative Providers

Alternative provision could take the form of part time/full time or a combination of provision alternative with a variety of providers. St John Fisher Catholic College have previously used a range of Providers of Alternative Education in Newcastle, Stoke on Trent and surrounding areas. These providers offer a range of courses from trade subjects (mechanics, construction, hairdressing, etc.) to specialist areas (sports, business, catering, childcare, fashion, drama and art) to GCSE or key skills classes.

Previous Providers

Education Provider	**Contact (**Name, Address, Telephone, Email, URN, Ofsted**)**
Reaseheath College	Susan Gilding susang@reaseheath.ac.uk Nantwich, Cheshire CW5 6DF 01270 625131 URN: 130623 Ofsted: Good
Stop Gap VIP Education	Leslie Hogg 07803207599 leslie@vipeducation.co.uk Peter Hogg 07710 392 386 peter@vipeducation.co.uk info@vipeducation.co.uk Chesterton Newcastle-under-Lyme Staffordshire ST5 9QA

Equality Training	Equality Training Limited 10-12 Water Street Newcastle-under-Lyme ST5 1HN 01782 620003 Liam Lambert Liamlambert@equality.training

Quality Assurance

In order to ensure the quality of alternative provision, the following arrangements are in place. To ensure key staff are fully aware about the use of alternative provision, a weekly information report will be created providing the following information:

- Learners on placement during the week, location and time out of school;
- Attendance of learners on placement during the previous week.

Safeguarding

The provider will:

- Read and sign the 'Keeping Children Safe in Education' document provided and return to the school.

- Inform school when a young person does not attend the provision.
- Follow their safeguarding procedures but also inform St John Fisher Catholic College of any concerns, so they can be passed on to our DSL.
- Inform school of any 'near misses' and hospital visits.
- Inform parents/carers of any first aid treatment.

The School will:

- Send an appropriate member of staff to the provision ahead of the learner attending.
- Complete all relevant checks (see table included – appendix 1 AP or appendix 5 work experience providers).
- Share information that is in the learner's best interest to share around their needs (including medical conditions and individual healthcare plans if in place) and strategies to support them to achieve.
- Record and track the use of alternative providers using our Single Central Record.

Attendance

Tracking attendance at alternative providers will be considered on a case by case basis to ensure that any variation in service is considered. The procedure for tracking attendance will be recorded in the learner's Alternative Provision Support Plan (see below). However, tracking attendance will be guided by the following principles:

1. Learners who are recorded on a Single Register should be monitored on a daily basis and unknown absence should be verified using our normal attendance procedures. Contact will be made AM and PM to confirm attendance to all providers. If the learners are absent we will contact the parents/carers. Where learners are absent for 2 days from provision, a home visit will be carried out.
2. Learners who are dual registered will be monitored using the procedures of the provider. These are considered when the placement is commissioned. St John Fisher Catholic College should monitor that this is happening at least fortnightly and depending on the placement may do this daily. School will liaise with the provider from day 2 onwards

if the child is absent in order to confirm what steps have been taken. Based on this, the school will decide on how to proceed.

Parents must notify school that their child is at home on days when learners are not timetabled or required to be in provision. If contact is not made by the parent then normal attendance procedures will be followed.

Alternative Provision Support Plans (appendix 2) See appendix 4 for work experience providers.

Learners are expected to be in school all of the time. Where there are health or social circumstances that prevent a learner from attending school for a prolonged period of time, then the school will consider a planned re-integration programme which may include the use of local alternative provision providers. In these circumstances the school will produce an Alternative Provision Support Plan which will specify the times that the learner is expected and the activities that they are expected to engage with. This is not a long-term solution, it will be reviewed regularly to ensure that its objectives are being met and that the provision is still fit for purpose. If a plan is in place then any agreed absence will be coded as authorised. Any absence that is not agreed will be coded as unauthorised and St John Fisher Catholic College may pursue normal attendance procedures.

St John Fisher Catholic College will always try to engage with the appropriate professionals when developing a plan to ensure that the objectives are suitable for the circumstances. This may be consultation with the local authority for Special Educational Need and Disability, medical professionals or commissioning psychometric assessment. The support plan will:

- Be reviewed by a designated member of staff at regular intervals to ensure that arrangements continue to meet needs of the learner.
- Set clear objectives for using alternative provision.
- Document how the use of alternative provision will impact on the curriculum delivered in school.
- Detail specific responsibilities of the school or parents/carers to enable the alternative provision to work successfully.
- Maintain ongoing contact with provision, which includes at least a 6-weekly meeting to check the quality of provision.
- The school and provider will review the placement, sharing progress with the young person.

- Record the placement and initial checks, observations following meetings, learner progress, achievements and any concerns raised.

Appendix 1 – letter sent to providers (See appendix 5 – letter sent to work experience providers.)

Dear

Due to the new Keeping Children Safe in Education 2026, where a school places a learner with an alternative provider, the school continues to be responsible for the safeguarding of that learner and should be satisfied that the provider meets the needs of the learner. We therefore require written confirmation that appropriate safeguarding checks have been carried out on individuals working at your establishment.

Please can you confirm:

DSL Name:	
DSL Contact Number:	
All staff have an enhanced DBS with a barred list check?	
All staff have received Safeguarding training, can identify indicators of abuse and/or neglect & know how to refer if they are concerned?	
All staff have received CSE/CCE training?	
All staff have received Prevent training?	
All staff have read KCSIE 2026?	
All staff have read sexual harassment and sexual violence guidance?	
Policies to keep children safe are up to date and the responsibility of all staff to implement?	
Ofsted Registered (Yes or No)	
Ofsted Rating:	
The provision is quality assured by the Local Authority?	

Print Name:

Signed:

Please can you return the signed form to:

Mrs C Teague, DSL

Date:

St John Fisher Catholic College
Ashfields New Road, Newcastle under Lyme, ST5 2SJ

Appendix 2 - Alternative provision support plan & review form

Alternative Provision Support Plan & Review Form

Name:		**Date:**	
Form Group:		**Attendance:**	
Behaviour Points:		**Achievement Points:**	
Exclusions:			
SEN:		**SEN Details:**	
Medical Details			

Description of need:	
Objectives:	
Changes made to the timetable:	

Additional provision required:	
Safeguarding concerns:	

St John Fisher Catholic College (SJFCC) safeguarding checks:

All appendix 1 checks (letter to the provider) have been completed.	
The learner is dual registered and the provider will inform SJFCC if the learner is absent.	
The learner is registered at SJFCC who remain responsible for daily attendance checks.	
The provider will share safeguarding concerns, in a timely manner, with SJFCC: please note opposite, the method of recording and sharing (ie. provider's safeguarding written record securely transferred; secure email; telephone call; face to face …)	
The provider will inform SJFCC and parents of any first aid/near misses for the learner.	
Information has been shared in school, to record on the school's Single Central Record.	**Date:**

People present at the meeting:	

Academic progress update (curriculum provision):	
Evidence of schemes of work and examples of learner work:	
General conduct and engagement with Provision (inclusive of interventions):	
Has the learner made progress in addressing the reasons for the referral to Provision?	
Learner Comment:	
Parent/Carer Comment:	
School Comment:	
Agreed actions/specific targets:	

Signatures: **Date:**

Date of subsequent review(s):
Appendix 3 – Safeguarding Advice and Guidance

Safeguarding procedures for St John Fisher Catholic College learners
Should you experience any Safeguarding concerns with our learners, no matter how insignificant, please call the Designated Safeguarding Lead below in this order.

Assistant Headteacher- Designated Safeguarding Lead (DSL): Mrs C Teague
Tel: 01782 307551
Email: cteague@ctkcc.co.uk

Safeguarding Coordinator and Deputy Designated Safeguarding Lead (DDSL): Mrs J Vodrey
Tel: 01782 307551
Email: jvodrey@ctkcc.co.uk

Headteacher & Deputy Designated Safeguarding Lead: Mr G Murray
Tel: 01782 307551
Email: gmurray@ctkcc.co.uk

In the event that a concern arises out of school hours for the learner, and you are concerned that swift action needs to be taken to safeguard them, please call:

0345 604 2886 = Staffordshire Emergency Duty Service, for a child residing in Staffordshire

01782 234234 = Stoke-on-Trent Emergency Duty Team, for a child residing in Stoke-on -Trent

In an emergency, call 999

Appendix 4 – Extended Work Experience provision support plan & review form

Extended Work Experience Support Plan & Review Form

Name:		**Date:**	
Form Group:		**Attendance:**	
Behaviour Points:		**Achievement Points:**	
Exclusions:			
SEN:		**SEN Details:**	
Medical Details			

Description of need:	
Objectives:	

Changes made to the timetable:	
Additional provision required:	
Safeguarding concerns:	

St John Fisher Catholic College (SJFCC) safeguarding checks:

The work experience provider will inform SJFCC if the learner is absent.		
The provider understands what constitutes a safeguarding concern* and how to inform SJFCC/call after hours duty team.		
All appendix 5 checks (letter to the work experience provider) have been completed.		
A copy of 'Keeping Children Safe in Education' has been shared with the provider.		
The provider's safeguarding checks are in place – **please confirm/delete as appropriate:**	**The learner will not be frequently working with an unsupervised adult.**	**Enhanced DBS with barred list check has been carried out.**
Information has been shared in school, to be recorded on the school's Single Central Record.		**Date:**

*A safeguarding concern is anything about the child's appearance, behaviour or language that suggests they may be at risk of physical, emotional or sexual abuse or neglect. Children can be harmed by other children (eg. bullying, online bullying, misuse of substances like drugs or alcohol, risk of exploitation - pressure being put on them to engage in criminality). Children can be harmed by parents or other family members. Children can be harmed by other adults in the community. All safeguarding issues are described in part one and Annex B of Keeping Children Safe in Education. It also points out the indicators that show a child is being harmed or is at risk of harm. Any concern that arises should be shared with the school.

People present at the meeting:	
Progress (work-based learning):	
General conduct and engagement:	
Learner Comment:	
Parent/Carer Comment:	
School Comment:	
Agreed actions/specific targets:	

Signatures: **Date:**

Date of subsequent review(s):

Appendix 5 – letter sent to regular work experience providers

Dear

Due to the legislation, Keeping Children Safe in Education 2026, when a school places a learner on work experience, the school continues to be responsible for the safeguarding of that learner and must be satisfied that the employer meets the needs of the learner. We therefore require written confirmation that appropriate checks have been carried out for working at your establishment.

Please can you confirm:

Company Name:	
Company Address:	
Company opening hours:	
Person responsible (PR):	
PR Contact Number:	
Learner's working hours:	
Types of tasks to be undertaken:	
Employer liability insurance details:	
Any safeguarding checks that have been undertaken to confirm the suitability of employees to work with children:	
You are able to inform school if the learner is absent.	
You are able to inform school if you have a safeguarding concern* for the child.	
You are able to inform school and the parents of any first aid / near misses.	

Print Name:
Signed:
Date:

Please can you return the signed form to:
Mrs C Teague, DSL, St John Fisher Catholic College, Ashfields New Road, Newcastle under Lyme, ST5 2SJ

*A safeguarding concern is anything about the child's appearance, behaviour or language that suggests they may be at risk of physical, emotional or sexual abuse or neglect. Children can be harmed by other children (eg. bullying, online bullying, misuse of substances like drugs or alcohol, risk of exploitation - pressure being put on them to engage in criminality). Children can be harmed by parents or other family members. Children can be harmed by other adults in the community. All safeguarding issues are described in part one and Annex B of Keeping Children Safe in Education. It also points out the indicators that show a child is being harmed or is at risk of harm. Any concern that arises should be shared with the school.