



HEADLANDS SCHOOL
SINCE 1965

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Off-Site Directions and Managed Moves for East Riding Secondary Schools

This document is to be read in conjunction with the LA Guidelines for Off-site directions and managed move for East Riding Secondary Schools.

Alternative provision (often abbreviated to AP) is in relation to education arranged at Headlands School within The Arc provision for students who, because of exclusion, illness or other reasons, would not otherwise receive suitable education; education arranged by schools for students on a fixed period suspension; and students being directed by schools to off-site provision to improve their behaviour.

“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).

The ambition is always to support the student towards successfully engaging with a full time mainstream education.

Reasons

There are a variety of reasons why a student is referred to The Arc. Some of these may be:

- A serious behavioural event that would normally result in an extended suspension or permanent exclusion.
- Continued poor behaviour that fails to meet our standards and that has not improved with the supportive pastoral process and reasonable adjustments put in place.
- Students needs are not being met through the mainstream curriculum on offer and they require smaller classes within and enhanced provision to re-engage them with their learning.
- A student may not be attending regularly and is at risk of becoming NEET¹.
- An alternative provision may provide a greater opportunity to progress to a suitable post-16 pathway.
- An unidentified or emerging need may result in a student needing enhanced support in a alternative learning environment as part of a graduated response to meet need. This will result in a student being placed on the SEND register initially under the category of SEND Support (K code) whilst a needs assessment is undertaken.
- Students who have a diagnosed health issue (mental health and physical) may need to be supported to reintegrate back into a mainstream curriculum.

Referral Process

- The school will liaise fully with the referring school when a student is to be referred to The Arc.
- Year teams will provide detailed Pastoral Support Plans and referral documents to outline the students' needs and observed behaviours. This will also detail the

interventions and reasonable adjustments that have been implemented and evaluate the successes of the graduated response.

- Students and their families will be offered an Early Help Assessment (EHA) to further support the named student.
- Students will remain on roll at their home school. It is not expected that students will be permanently excluded or transferred to The Arc unless they have an EHCP and a change of named provision to The Arc has been agreed by the SEND panel.
- Year teams will liaise with The Arc Lead and SENDCo, where appropriate, about the continuing interventions for students including any safeguarding issues. A collective view will be taken when alternative provision is offered.
- Parents / carers will be fully informed of the enhanced managed move to The Arc, in writing.
- A formal transition meeting will be called. This will involve parents/carers, the Head of Year, Arc Lead and the Assistant Headteachers (pastoral) to co-construct provision. The meeting will record the concerns observed and interventions implemented. Clear reasons for the provision offered as part of a graduated response will be given. A date for review of this provision will be agreed in this meeting.
- In line with the assess, plan, do and review cycle, targets will be set and regularly reviewed by all stakeholders.
- The Local Authority Managed Move and Off-Site Direction documents and guidelines will be used to document the provision offered and the date this was offered. Details of any concerns and the given timeline will be recorded. This document must be signed by those in attendance.
- The Local Authority will be informed about the managed move.

Access, costs and length of planned provision

A typical placement will be 6 or 12 weeks. Students will be placed on SIMS as dual registered. Their school day is from 8.30am to 2.30pm, students remain on site for lunch. Uniform will be provided.

Schools will need to submit a written referral and LA managed move/off site direction referral. Once approval is gained, transition will begin in conjunction with both schools, students, families and other professionals.

Registration for those in year 10/11 with awarding bodies is an additional cost as agreed at referral.

Placement costs are agreed at £2800 per term and £1400 per half term for KS3 (7-9), placements for KS4 will be negotiated with both Headteachers.

Termination of placements from both parties will be by agreement, with timeframes negotiated, reintegration to the home school agreed and discussed prior to parents/students being informed.

ⁱ NEET – Not in Education Employment or Training