



Amber Valley
& Erewash
Support Centres

Quality Assurance Policy for Alternative Provisions

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Policy Aim

We aim to provide the best quality learning experience for every pupil and continuously improve the quality of the alternative providers (APs).

The Alternative Provision Team (APT) commission providers on behalf of the 3 Derbyshire Support Centres which are part of the Esteem Multi Academy Trust. APT has prime responsibility for measuring the quality of the alternative providers that pupil's access. We measure the quality of our providers against the current Ofsted framework. We will provide judgements for all areas except for leadership and management.

Judgements are shared with other 2 Support Centres if they are accessing the AP and full reports are shared with the 3 Head Teachers as evidence to be used during Ofsted inspections. Reports are also shared with Esteem and Governing Boards where required.

Our quality assurance schedule will consist of a combination of the following:

- AP intent document
- Curriculum planning and evidence of long- term planning.
- Learning walk evidence 2 times per year.
- Work scrutiny once per year.
- A half day inspection of delivery in the provision.
- A review of progress towards qualifications and outcomes.
- A contractual review to update staffing, DBS, policies, safeguarding training, first aiders etc.
- Assessment of attendance procedures and statistics, along with punctuality.
- A review of behaviour at the provision and progress made in this area for pupils using the daily behaviour monitoring system.
- Pupil questionnaires.
- Progress analysis each term
- Analysis of outcomes

These reviews involve a combination of an on-site inspection, telephone discussion or exchange of paperwork electronically.

A final judgement will be given at the end of the academic year once outcomes are confirmed.

Learning Walks

There will be 2 learning walk periods per year where each AP site will be visited for up to 90 minutes. Evidence will be gathered to support the Ofsted judgement and contractual obligations. Provisions will be alerted to a learning walk period by at least a week before. Walks will take place over a 2 week period which will be set in advance. Providers will be notified via email.

Learning walks will capture evidence of the quality at which the provision is operating according to the current Ofsted framework. Comments will be recorded around the following if they are observed during the walk:

- Daily delivery corresponding to the provisions long term curriculum plan and intent
- Planning of assessment of pupil knowledge
- Effectiveness of questioning
- Feedback
- Cumulative increase in skills/knowledge over time
- Behaviour management
- Rewards and sanctions and their effectiveness

- Expectations
- Attendance interventions
- Punctuality
- Quality of pupil folders
- Staff and pupil relationships
- Safety in the provision
- Safeguarding
- Supervision during non-session time, before and at the end of the day
- Staff expertise
- Respect amongst peers
- Language used
- Pupil confidence and independence
- Career planning
- PSE
- SMSC
- British Values
- Online safety

Copies of documentation will be shared with each provision for them to respond to any areas for development and celebrate areas of success.

A random sample of pupil questionnaires will be completed during these walks in order to gather pupil voice.

Quality Assurance Procedures

Quality will be judged against the most current Ofsted framework, September 2019.

The purpose of the QA schedule is to ensure that engaging, purposeful and clearly thought out sessions are being delivered to enable our pupils to make progress with their education.

Assessment of learning and progress is key to offering high quality provision.

- Alternative providers must supply evidence of their long- term curriculum planning.
- There will be production during term 1 of the APs intent and long- term planning documents. These will be shared with Janine Dix by the AP saving them in their online provider folder in Office 365.
- This will follow with learning walks during the latter part of term 1 and term 2. Pupil questionnaires will also be completed during these walks where appropriate.
- Alternative providers will be formally assessed with a half day QA observation taking place annually. These will take place from term 3 onwards. This will occur once per year if the quality of provision on offer is judged at least 'good'.
- The inspection will occur at short notice to resemble Ofsted practice as much as possible. The provision may be informed during the afternoon of the day before.
- **Work scrutiny's** will also take place on the day of the QA observation. This will occur either before or after the half day observation. APT will therefore be on site in provision, but only observing teaching for half of a day. Feedback will be provided. A work scrutiny will look for delivery of work that corresponds to the long- term

curriculum plan, shows progression of content, is marked and provides feedback on progress.

- Quality assurance will be negotiated with any colleges who have our pupils on roll so that we conform to Further Education guidelines. Learning walks may be preferred by some colleges, rather than half day visits.
- Observations at a provision may include any staff that have direct contact with our pupils, whether this is teachers, teaching assistants, mentors or 1:1 staff. However, the report will not focus on any particular member of staff. The report will refer to the AP as a whole, and not name members of staff.
- QA assessments will usually be carried out by either the Assistant Headteacher for APT, Senior Teacher or Teacher from APT. Occasionally joint observations may be carried out as part of our internal quality assurance procedures. APs will be informed in advance if another colleague will also be present.
- Providers will now be judged using the following 3 areas: The Quality of Education, Behaviour & Attitudes and Personal Development. Evidence from these 3 judgements will then be used to derive an Overall Effectiveness judgement for the provision.
- Evidence to form these judgements will be gathered over the whole academic year from a combination of formal observations, pupil questionnaires, learning walks, work scrutiny, staff visits, parental feedback and evidence from documentation such as behaviour monitoring.
- Verbal feedback and discussions are to be encouraged after the observation period. There will be a focus on general areas of strength and development in the whole provision and will not focus on specific staff.
- All QA assessments are to be consistently carried out using standard criteria documents which are provided to the AP in advance in their Office 365 folder.
- A copy of each completed QA report will be stored on office 365 in the providers secure folder. It is also stored with APT on office 365 in their QA files which the Head Teachers have access to.
- We will not commission any AP who is not delivering at least a good quality of education.
- We will support APs who fail to reach a 'good' judgement. However, the AP must show a rapid capacity and willingness to reach 'good' over a reasonable timeframe.
- If an AP receives an overall grading of 'inadequate' then another assessment must be arranged for the following term or as soon as afterwards. Within 8 weeks is reasonable.
- The AP manager will be contacted to discuss any areas that are judged to either 'require improvement' or are 'inadequate'. Strategies to support the AP will be discussed and should be implemented by the AP. A follow up assessment will be carried out within 8 weeks.

- If following subsequent assessments, and input from APT where necessary, the provision is still deemed to 'require improvement' or be 'inadequate' then the Support Centres will consider removing pupils from that AP on a permanent basis and no longer commissioning that AP. A timeframe will be discussed for the removal of pupils and completion of work so that pupils achieve an outcome.
- If a provider disagrees with the overall grading, then this should be raised immediately with Janine Dix. Evidence to support the complaint should be supplied and discussed in-depth using the Ofsted framework.
- If there is a failure to negotiate an agreed grading, then another assessment can be arranged by another member of APT or Head Teacher if appropriate. A joint observation is advisable. However, if the provider fails to agree to the judgement on subsequent visits, then we would consider removing all pupils from this provision and to cease commissioning places.

Quality Assurance within Alternative Providers

- We would expect all APs to have internal QA procedures in addition to our QA visits.
- All APs are to provide a copy of their Quality Assurance policy.
- All APs are to provide their QA summary to Janine Dix, Assistant Headteacher, APT.
- We also request that all APs complete qualification tracking information 6 times per year at the end of each of the 6 terms. This is to ensure that Pupil progress can be monitored. This is live in the APs office 365 secure folder. This also complies with conditions agreed to within the SLA.
- **Unfortunately, during recent years a small minority of APs failed to meet deadlines on a regular basis. This therefore affected the working practice within our academies and had a negative effect on the quality of our reporting procedures to parents, Governors and ESTEEM MAT. This also contravenes the agreed terms in our SLA. We have therefore taken the decision to withhold payment for APs who constantly fail to meet deadlines and do not abide by the terms and conditions agreed to within the SLA.**
- We would expect APs to employ suitably qualified and experienced staff in order to offer a high standard of education to our pupils.

Parent & Pupil Questionnaires

- A sample of parent and pupil questionnaires will be completed throughout the year internally. These will be completed online.
- Pupil questionnaires will also be completed during the learning walks and half day QA observation.