



Marches Academy Trust

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# Personalised Learning Plan and Alternative Provision Policy

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## Personalised Learning Plan (PLP) & Alternative Provision Personalised Learning Plan Policy

It is widely recognised that education is a protective fact for many vulnerable children. If children are in school and engaged in education they are not exposed to other risk factors. It is therefore important that the focus should be on preventative early intervention, and that the use of PLPs or Alternative Provision is kept to a minimum and only used as an exceptional measure.

1.	PLP or Alternative Provision PLP Proposed?	<ul style="list-style-type: none"> <li>▪ Refer to LEA Local Authority Reduced Timetable Protocol, dated Sep 2019. The Academy Trust has signed up to this protocol in full: <ul style="list-style-type: none"> <li>○ “Shropshire Council is committed to every child’s right to a full-time education and makes clear the requirement that <b>a reduced timetable cannot be implemented</b> without: <ul style="list-style-type: none"> <li>▪ An assessment of need having taken place to ensure that it will <b>benefit the student</b>.</li> <li>▪ A risk assessment and relevant plan in place.</li> <li>▪ Written agreement from a parent\carer.</li> <li>▪ An interim or early annual review having been called, to which Shropshire Council’s SEND team is invited, for students with an EHCP.</li> <li>▪ The presence and agreement of a representative from the Virtual School of the placing local authority at any meeting where the intervention will be discussed for a child looked after.</li> <li>▪ A supporting Individual Healthcare Plan for students with medical needs.</li> <li>▪ Schools being able to still evidence educational progress for the student.”</li> </ul> </li> </ul> </li> </ul>
2.	When is a PLP not appropriate?	<ul style="list-style-type: none"> <li>▪ “Schools should exercise additional care and caution when considering reducing the timetable of *vulnerable students. The following examples of vulnerable students are not exhaustive: <ul style="list-style-type: none"> <li>▪ CLA (only with the agreement of the Virtual School)</li> <li>▪ Children on the edge of care</li> <li>▪ Students with EHCPs (in partnership with the SEND Team)</li> <li>▪ Students with SEN</li> <li>▪ From GRT backgrounds</li> <li>▪ Regularly missing persons</li> <li>▪ At risk of exclusion</li> <li>▪ Who are offending or at risk of offending</li> <li>▪ Whose lives have been or are affected by drugs or alcohol.</li> </ul> </li> <li>▪ <b>*A reduced timetable should not be implemented where there are safeguarding concerns such as a risk of Child Exploitation, a child is subject to CP planning or subject to a multi-agency strategy.”</b></li> <li>▪ “If a school is considering a reduced timetable for a student with an EHCP <b>the LA must be consulted and invited to an interim review or early annual review</b> at the earliest opportunity.”</li> <li>▪ In some instances a Part Timetable can be agreed in the cases mentioned above. However, <b>“all professionals working with the student should be consulted when a reduced timetable is being considered and be party to informing the Risk Assessment”</b>. As a first step when considering a Part Timetable for a student in one of these group the school DSL must be consulted.</li> </ul>

		<ul style="list-style-type: none"> <li>A reduced timetable is not seen by the DfE or OFSTED as an appropriate method of managing poor behaviour, or pupils at risk of exclusion, in the longer term. This intervention should only be considered after other strategies have been exhausted and it should only be used for the <b>benefit of the student as a short term 'Circuit Breaker'</b>. <b>In such cases Shropshire Inclusions Service must be consulted before proposing a PLP to parents/carers.</b></li> </ul>
3.	Assessment of Need	<ul style="list-style-type: none"> <li>Reduced timetables should be a response to an assessment of need so there should be a clear audit trail to support the proposal, which schools should be able to evidence in the Personalised Learning Plan (PLP) e.g. an Early Help Assessment, a Personal Education Plan, an Individual Behaviour Plan, Pastoral Support Plan, Individual Education Plan or Individual Healthcare Plan. The plan should include objectives for the reduced timetable that are clearly defined and understood by all parties.</li> </ul>
4.	PLP or Alternative Provision?	<ul style="list-style-type: none"> <li>A Part Timetable is primarily used when students go home to study. Students on a PLP must be Coded C (Other Authorised Circumstances) when they are working at home. This will adversely affect their, and school, attendance figures. As a guide, <b>if the provision is not supervised then a PLP is required.</b></li> <li>Some Students are provided with Alternative Provision, such as a college placement, work experience etc. These students are not being asked to work at home and the provision is supervised by an agency engaged by the school to provide alternative education. These students do not require a PLP but should be placed on an <b>Alternative Provision Personalised Learning Plan Timetable</b>. See Annex A.</li> </ul>
5.	Actions to be taken when implementing a PLP	<ul style="list-style-type: none"> <li>Complete the LEA Reduced Timetable Proforma and RISK ASSESMENT – Appendix 1 to LEA Local Authority Reduced Timetable Protocol – dated Sep 2019.</li> <li>The Timetable must only last for a period of 6 weeks and the Risk Assessment must be reviewed every 2 weeks for the duration of the timetable.</li> <li>Complete an Alternative Provision Personalised Learning Plan Timetable. See Annex A.</li> <li>Parent/Carer must sign and agree to timetable by signing original paperwork, or indicate agreement via email.</li> <li>All paperwork must be checked and signed by the Headteacher or designated deputy. Designated Deputies must be a member of the SLT.</li> <li>Completed paperwork must be forwarded to the Attendance Officer (or equivalent).</li> <li>Remember, being in school is a protective factor. Therefore, when assessing risk, schools must assess the risks of a student <b>not being in school</b>.</li> </ul>

6.	Actions to be taken when implementing an Alternative Provision PLP	<ul style="list-style-type: none"> <li>Providers of Alternative Provision must have an up to date Risk Assessment. This should be checked, and schools should complete their own Risk Assessment if required.</li> <li>The Alternative Provision PLP should only last for a period of 6 weeks unless the provision is provided as part of the school curriculum.</li> <li>Complete an Alternative Provision Personalised Learning Plan Timetable. See Annex A.</li> <li>Parent/Carer must sign and agree to timetable by signing original paperwork, or indicate agreement via email.</li> <li>All paperwork must be checked and signed by the Headteacher or designated deputy. Designated Deputies must be a member of the SLT.</li> <li>Completed paperwork must be forwarded to the Attendance Officer (or equivalent).</li> </ul>
7.	Actions to be taken by Attendance Officer or Equivalent	<ul style="list-style-type: none"> <li>Copy PLP or Alternative Provision PLP and associated paperwork to: <ul style="list-style-type: none"> <li>DSL.</li> <li>Member of staff who completed the PLP.</li> <li>Send via email (encrypted) to <a href="mailto:educationaccessservice@shropshire.gov.uk">educationaccessservice@shropshire.gov.uk</a></li> <li>Retain a copy of the PLP or Alternative Provision PLP for the Attendance Team.</li> <li>Copy Timetable Grid to Data Manager/Exams Officer or equivalent.</li> <li>Record periods of Home Study as Code C (Other Authorised Circumstances) on Arbor as planned absences.</li> <li>Record periods of Alternative Provision as Code B (Off Site Educational Activity).</li> <li>Maintain a central register of PLPs and Alternative Provision PLPs, Review Dates and paperwork.</li> </ul> </li> </ul>
7.	Review Dates	<ul style="list-style-type: none"> <li>The 6-week period for PLPs can run over a school holiday, for example: <ul style="list-style-type: none"> <li>Last 2 weeks of term</li> <li>2-week School Holiday</li> <li>First 4 weeks of new term</li> </ul> </li> <li>If a PLP is to continue beyond the initial 6-week period a new PLP must be completed and signed by the Head of School and Parent/Carer prior to the original PLP ending.</li> </ul>
8.	Other things to consider	<ul style="list-style-type: none"> <li>Parents should be made aware at the outset that the responsibility for their child rests with them during hours of Home Study.</li> <li>If the student is subject to statutory action by the Education Welfare Service for non-school attendance, Attendance Officers should ensure that the statutory AM/PM marks for a day when a student has not attended school as required are coded as Code O (Unauthorised Absence)</li> <li>When considering extending a PLP can school evidence progress in all areas, attendance, engagement, educational outcomes etc? If not, the PLP is not having the desired effect and careful consideration should be given before any extension.</li> </ul>



## Appendix A - Alternative Provision Personalised Learning Plan Timetable – Primary School

**STUDENT NAME – CLASS**

	Start Time	AM	Finish Time	PM
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

	Signature	Name
Parent/Carer		
Headteacher or Designated Deputy		



## Appendix A - Alternative Provision Personalised Learning Plan Timetable – Secondary School

**STUDENT NAME – YEAR – TUTOR/REGISTRATION GROUP**

	AM	Period 1	Period 2	Break	Period 3	Period 4	Lunch	PM	Period 5
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

	Signature	Name
Parent/Carer		
Headteacher or Designated Deputy		

## Document control

Policy Owner	Andy Lowe
Scope	Personalised Learning Plans and Alternative Provision
Last Updated	July 2021
Effective from	September 2021
Next planned reviewed date	September 2022
Status	Approved
Date of approval	Approved by ELG on 07.07.21 & Board of Trustees on 27.09.21
Summary of last revision	Adoption of new policy & insertion of new timetables
Related Policies/Documents	Shropshire Reduced Timetable Protocol dated - Jan 2020
Policy control survey	<p>Please complete this survey and provide feedback if you have had to use this policy</p> <p><a href="https://forms.office.com/r/HMeZtB29Si">https://forms.office.com/r/HMeZtB29Si</a></p>