



**Part-Time Alternative Provision
Handbook for
School & Services**

April 2025

Introduction

This handbook provides a comprehensive resource for schools and services that are considering or currently engaged in an Alternative Provision (AP) partnership with Junction 16 (J16). It covers a range of topics to clarify the J16 service and the AP process.

At the heart of Respect Collaboration of Schools is our commitment to Alternative Provision. We recognise that not all children are suited to mainstream education pathways, yet we remain dedicated to ensuring that every child has the same opportunities and high expectations to achieve excellence in their chosen areas.

J16 is a quality assurance and commissioning service that guarantees all AP offered by, and through Respect Collaboration of Schools meets the highest of standards. Acting on behalf of our own schools, as well as those in Derby City and beyond, we commission AP services annually to provide contractual assurance of both registered and unregistered AP. This is conducted through a Dynamic Purchasing System (DPS), (jointly managed by the Local Authority procurement department) which enables us to select approved providers who meet rigorous safeguarding and quality standards in a transparent, competitive process.

We form partnerships with schools that subscribe to our services and take pride in our effective working practices. Our dedicated J16 team supports and facilitates numerous AP requests across Key Stages 1 to 4. All our activities comply with Ofsted requirements and AP guidance – this has been tested on multiple occasions through multiple school inspections of those schools who work with us. We are also proud to offer our own J16 Alternative Provisions in [Outdoor Education](#), [Hair and Beauty](#) and [Construction](#), with future courses in motor vehicle on the horizon.

We look forward to working with you.



Director of AP & Commissioning

Introduction & General Information

Letters of Comfort

Letters of Comfort for both J16 Services and Safer Recruitment are provided to confirm our compliance with relevant regulations and best practices. These letters are available on the [J16 website](#) and are sent with the cost details for your records.

Accessing Services

Referral Process and Requirements

Referral Process

- Students attending AP will be dual-registered; they remain enrolled at their home school while also being registered at the AP.
- To facilitate this process, we require the student's Common Transfer File (CTF) for our Management Information System (MIS) – Arbor. This ensures that all necessary student information is accurately recorded and accessible for monitoring and support purposes.
- We cannot accept a student who is not enrolled at a school, as a primary educational establishment must be responsible for the student's overall education and welfare.
- Upon receipt of all referral paperwork and information, we require a minimum of **5 working days** to set up any part-time placement commissioned by Respect Collaboration of Schools. Please note that we cannot reserve places for extended periods, as prolonged reservations may result in income loss for providers and negatively impact other students in need of placements.
- For safeguarding purposes, a student cannot commence AP until all relevant referral documentation has been received. Incomplete paperwork may result in a delayed start date.
- Once all referral paperwork is received, you will receive a 'start of placement' email confirming essential details (provision, day/time, qualification if applicable, and provision address).



Referral Documentation

Please ensure that the following are included in your referral:

- ✓ A complete, up-to-date **J16 Part-time Referral Form**, including all relevant information and a named school contact. (See Referral Requirements on page 2.)
- ✓ Parental/carer **consent** and acknowledgment of the AP placement rationale (the form must be signed by an individual with parental responsibility).
- ✓ A student **Risk Assessment**, if applicable.
- ✓ Any up-to-date **supporting documents** (e.g., EHCP, Safeguarding/EHA plans) not included in the referral form.
- ✓ **Confirmation of costs/details** of the placement from the head teacher or a senior member of staff (only signed cost contract documents will be accepted).
- ✓ A **Part-time Commissioning Agreement** per student outlining the reasons for the referral to AP.
- ✓ A signed **Part-time Agreement** defining the roles, obligations, and explicit commitments of each party regarding the placement (required per school, per academic year).
- ✓ Any **additional referral paperwork** as requested by J16.

Referral Requirements

Schools, in conjunction with parents/carers, must take great care in referring students to appropriate courses. Students should be assessed as likely to benefit from off-site provision, and evidence of an interest in the relevant vocational area should be provided.

Additionally, a complete and accurate baseline assessment must be included in the referral form to ensure appropriate placement, tailored support, and effective progress tracking. Detailed information about the pupil's needs, including literacy and numeracy skills, health, special educational needs, and specific behavioural needs must be recorded.

NB: Please note that some of the above requirements may not apply to discrete groups or one-to-one sessions conducted entirely on school premises. Consult with the J16 team at the point of referral for clarification.

Requirements During a Placement

From Schools

- Provide a single main point of contact for all communications regarding the placement(s). If multiple students are referred, it is preferable that the same person acts as the point of contact.
- Remain responsible for arranging transport to and from the provision, unless this is specifically included in the placement.
- Continue to provide core education for students.
- Communicate in advance regarding any known absences (e.g., exams, exclusions, school trips, illness).
- Regularly update risk assessments and communicate any new risks, whether they occur in or out of school. Update on any change of circumstances e.g., SEND, FSM entitlement, social care involvement.

Support from J16

Once all requirements are in place, we will support you and your student by:

- Allocating a J16 Officer to oversee the placement.
- Arranging, if necessary, a meeting or home visit with school staff, the student, and the parent/carer to share important information and discuss placement specifics.
- Providing termly reviews and reports on the student's progress (including updates on attendance, academic achievements, and predicted outcomes), via phone or face-to-face meetings.
- Conducting termly review meetings with schools to discuss student progress and review commissioning agreements.
- Liaising with the school and parents/carers to support the successful continuation of the placement.
- Attending and reporting at any multi-agency meetings where appropriate.
- Providing data or speaking with Ofsted as requested regarding the AP placement(s).

NB: Please note that some of the above requirements may not apply to discrete groups or one-to-one sessions conducted entirely on school premises. Consult with the J16 team at the point of referral for clarification.

Charges and Finance

Placement Changes and Cancellations

- Please refer to the cost contract issued at the start of the placement for details on charges. Further information is available on the [J16 website](#).
- A minimum notice of **5 working days** is required for any adjustments to a student's placement (including changes in provisions, extra sessions, or modifications to days). A cost notification will be sent, and receipt is required before the placement commences.
- In some cases, securing a placement with specific providers may require a funding commitment from a specified date while awaiting paperwork. J16 Officers will provide guidance on this.
- The referrer will continue to be charged for a placement unless we are formally notified of its termination (including the agreed end date). Please refer to the cost contract email for the specific notice period.

Finance and Invoicing

- Schools will receive detailed cost breakdowns for approved placements, ensuring transparency and facilitating effective budget planning.
- If another organisation is financing the placement, please inform us so that they can approve the costs.
- Placement costs are outlined in the cost breakdown email and on the [J16 website](#).
- An AP placement will not be arranged until a signed cost contract is received.

Invoices are issued termly in arrears. For invoicing queries, please contact Heather Gill - h.gill@respectschools.co.uk



Service Delivery & Student Support

Quality Assurance (QA)

We have implemented a robust QA process for all our alternative provisions. Although individual provider QA reports are not sent directly to schools, you are welcome to schedule an appointment to assess J16's quality processes and view the QA information conducted on your behalf. Please contact Carolyn Maw – c.maw@respectschools.co.uk or your allocated J16 Officer for further details.

Providers are required to:

- Share key documents, such as policies, staff details, health and safety information or any other documentation as outlined in the contract (information is kept under regular review by J16 Officers).
- Attend three QA meetings with a J16 Officer each academic year.
- Undergo lesson observations of teaching and learning (using Respect Collaboration of Schools' observation protocols (see Curriculum and Learning).
- Participate in annual quality visits focusing on contractual aspects of delivery beyond teaching and learning.
- Expect routine monitoring visits by J16 Officers.

Respect Collaboration of Schools also offers training sessions throughout the academic year to support providers in meeting all service delivery standards.

Delivery of Services

- Alternative Provisions align with the timetable and school holiday patterns of Derby City Council. The most up-to-date term dates (including inset days) are available on the [J16 website](#).
- Schools should note relevant dates, including Respect Collaboration of School's training days during which provisions are closed.
- If a referring school is closed due to training or other interruptions on AP delivery days, schools should encourage student attendance wherever possible.
- Sessions typically run between 9:00 am and 2:30 pm, although on rare occasions, some sessions may fall outside this timeframe.
- If provisions are suspended due to adverse weather or other reasons, parents and schools will be notified as soon as possible (see also Unplanned Non-Delivery).

Curriculum and Learning

- Lesson observations are conducted bi-annually by Senior and Middle Teaching Managers using established observation protocols.
 - Providers must submit structured plans detailing course content, learning objectives, and other relevant details.
 - Systems are in place to monitor and track the academic progress of students throughout their placement.
 - Providers will be contacted for performance predictions at various stages up to the final verification of qualifications (see Certificates).
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Therapy Sessions

- Therapy services may recommend a minimum number of sessions (e.g. 12) to achieve meaningful change.
 - Reporting procedures vary; some services may provide a midway or half-term report. Guidance on the reporting schedule will be provided upon referral.
 - Additional referral information may be required for therapy services, and guidance will be provided during the referral process.
 - Sessions may occur at the therapy service's venue or, in certain cases, on a school site.
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Free School Meals (FSM)



- Students eligible for FSM will have a meal provided at their AP. Other students may bring their own lunch or purchase one on-site or nearby if applicable.
- FSM is provided for full-day provisions only. For half-day provisions, the referring school is responsible for lunchtime arrangements.
- The cost of meals will be charged to the referring school at the current flat rate.

Attendance & Student Welfare

Attendance & Absence Reporting

- Providers are responsible for completing the online attendance register twice daily (AM and/or PM) via the Arbor system.
 - Providers must execute the first-day response procedure and notify J16 Officers/Respect Collaboration of Schools if an absence is recorded without an established reason. J16 Officers will follow up with parents/carers and inform the referring school.
 - This procedure ensures student safeguarding, meets legal responsibilities, and keeps relevant school staff informed.
 - Students attending AP will be marked with a 'B' code if present, with all other DfE attendance codes applied as appropriate.
 - Schools should designate a contact person to manage absenteeism information (including liaising with external agencies such as social workers).
 - Attendance records for the previous week will be securely sent to schools on a weekly basis via the Egress platform. Please ensure that designated staff members have access to the Egress platform for retrieval.
 - To allow us to focus on student absences, we will contact schools only in the event of a student being absent. If you do not hear from us, it indicates that your student has attended their AP.
 - Please notify J16 promptly of any training days, school closures, or anticipated absences (e.g., school trips, exams, work experience) to aid in session planning and avoid unnecessary first-day response calls.
 - Overall attendance summaries can be provided for multi-agency meetings if required.
 - If patterns of unauthorised absences are identified, J16 Officers will liaise with the student, parents/carers, and the school to implement strategies that improve attendance.
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Student Illness or Leaving Provision

- Schools and/or parents/carers must inform J16 of any absences due to illness or medical appointments.
- If a student becomes unwell while attending their provision, parents/carers and the school will be contacted. The student will not be permitted to return home without prior parental consent.
- If a student leaves the provision without authorisation, both the parents/carers and the school will be notified. In cases where the risk assessment dictates, the police may also be informed.

Safeguarding & Incidents

- All safeguarding issues will be documented on CPOMS.
 - The Designated Safeguarding Leads and nominated professionals within schools will be informed of any concerns.
 - Schools must communicate any student safeguarding concerns to J16 and update or complete relevant risk assessments. Failure to provide this information may result in the provision being unable to accommodate the student.
 - J16 Officers will notify schools of any incidents or accidents involving their students, and an incident report will be submitted where applicable.
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Serious or Repeated Unacceptable Behaviours

- Providers reserve the right to temporarily remove a student from their provision if health and safety concerns arise or if there are significant violations of the Behaviour Policy.
 - In such instances, consultations with the school and parents/carers will be held to ensure the student's safety and well-being.
 - In exceptional cases, persistent unacceptable conduct, such as jeopardising personal or others' safety, theft, violence, or repeated breaches of significant policies may lead to termination of the placement.
 - J16 is committed to open communication and will continuously engage with schools, services, and parents whenever issues arise.
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Operational & Practical Information

Transport

- Unless transportation is provided as part of the placement, schools must arrange appropriate transport or ensure the student can travel independently to and from the provision.
- Please inform us of the transport arrangements at the start of the placement and notify us of any changes.
- Providers may charge for repeated delays in collecting students at the end of a session.

Dress Code

- In adherence to health and safety measures, certain provisions require students to use provided Personal Protective Equipment (PPE). Failure to wear PPE or inadequate dress may result in the student being unable to participate in sessions.
 - The commencement letter for the provision will outline specific attire requirements, particularly for outdoor sessions.
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School Monitoring Visits and Communication

School Monitoring Visits

- Schools are encouraged to visit and maintain contact with students attending AP. Provider staff welcome the involvement of school personnel, as it supports their work.
- If you wish to visit a student, please notify your J16 Officer so that scheduling can be co-ordinated to avoid conflicts. Visits will be recorded for Ofsted purposes.
- For QA-related documentation, schools should arrange a meeting directly with the J16 team rather than the provision.

Communication with Provisions

- Use the J16 Officer as the primary point of contact for all communication with providers (except for on-the-day absences).
- Any modifications to student placements including changes to days or session times and any student visits must be co-ordinated with J16 Officers to ensure approval, proper record keeping and accurate invoicing.

Communication with Parents

- Parents/carers will be allocated a dedicated J16 Officer to support with communication.
- Parents/carers can stay informed about their child's progress at AP via the Arbor Parent App, which provides access to attendance records, progress reports, and important updates.
- Termly progress reports will also be issued to parents/carers and schools/services.

Service Interruptions & Final Procedures

Unplanned Non-Delivery

In rare instances, if a provision cannot take place due to unforeseen circumstances (e.g. adverse weather conditions), schools and parents/carers will be promptly notified. If students are on-site when a closure decision is made, we will:

- Inform parents, carers, and schools/services.
- Co-ordinate with all parties to ensure a secure journey home.

In the event of delivery staff absences (e.g. due to illness), provisions are expected to secure appropriate cover. However, if cover cannot be secured, session cancellations may occur. J16 will notify you if any charges apply for the non-delivery of sessions.

Certificates

Schools will be notified upon receipt of student certificates for recording and distribution (including for Year 11 students who may have left). A signature will be requested upon receipt to acknowledge delivery.

Feedback & Contact

Feedback

We welcome and value your comments and suggestions regarding the J16 service and AP in general. Please provide feedback [here](#) or contact your allocated J16 Officer.

Contact Us

For further information on alternative provision, J16 service or any other query, please [contact us](#).