

Alternative Education Provision

Placement Policy

Last update: Sept 2026

Next update: Sept 2027

1. Purpose

This policy outlines the admissions process for students referred to URBOND Alternative Provision, as well as the agreements between URBOND, referring schools and parents or guardians, regarding attendance reporting, progress updates, safeguarding and payment arrangements.

2. Aims

URBOND's Alternative Provision aims to:

- Provide a supportive and structured environment for learners requiring an alternative to mainstream education.
- Work in partnership with schools to promote positive outcomes, attendance, and engagement.
- Provide complimentary support to enable the young person to develop skills, build confidence and return to mainstream education.
- Ensure transparency and accountability in communication, reporting, and financial arrangements which will support the quality of the experience the young person will receive.

3. Admissions Process for both URBOND onsite support and URBOND in school support

1. Enquiries can come from all parties such as parents, guardians, social workers etc. Referrals must come directly from a partner school or local authority.
2. The referring school must provide relevant background information, including academic records, behaviour logs, safeguarding information, and any known additional needs such as EHCP's.
3. All referrals are reviewed by URBOND's Admissions Panel to determine suitability and the most appropriate programme.
4. An Introduction Meeting between URBOND staff, the school, the student, and their parent or carer must be held before agreement for the young person to attend URBOND as an alternative provision.

5. A written Service Agreement must be signed by both the referring school and URBOND before the placement can start.
6. Funds must be processed prior to the start date of the placement.

4. Attendance and Information Sharing

- The referring school remains the student's main registered educational provider and retains legal responsibility for monitoring attendance.
- URBOND will record daily attendance and share attendance reports with the school each day/week (subject to Service Agreement), or more frequently if concerns arise.
- Where a young person attends another setting, including school. The school should inform URBOND of any changes in the young person's regular school attendance. This helps identify whether they may be disengaging and allow URBOND to provide additional support if needed.
- Both parties agree to share attendance information promptly to ensure accurate record keeping and early identification of non-attendance or disengagement.

5. Information sharing, regular updates and reviews

- Updates will be provided by URBOND including attendance data, academic progress, behaviour, wellbeing, and any safeguarding concerns.
- URBOND will provide written progress reports to the school at least once every half term, or as per the Service Agreement if different.
- URBOND also request regular updates from the school to help understand the experiences of the young person and help support and develop the work URBOND will do with the young person. This can be an email or telephone call to ensure both parties stay in touch regularly.
- Joint Review Meetings between URBOND and the school will take place termly to evaluate student progress, outcomes, and continuing suitability of the placement.
- URBOND and the school agree to maintain open communication at all times, sharing any relevant information that may impact the student's education or welfare at any relevant time, or amend any current risk assessments for the young person and URBOND staff.

6. Payment Terms

- Upon acceptance of a placement, URBOND will issue a formal Service Agreement and invoice based on the agreed cost of provision. Please note that all placement

slots are charged for the full term. This applies even in cases of non-attendance. Charges will continue until the placement is formally ended by either party, with the notice period payable.

- Payment should be received prior to the start of the placement, where this is not possible, it must be received termly.
- Failure to make payment by the due date may result in suspension or termination of the placement until payment issues are resolved.
- Continued non-payment may lead to withdrawal of the student from the provision, referral back to the main education placement and the non-acceptance of future young people.

7. Termination of Agreement

7.1 Ending the Agreement by the Referring School

If the referring school wishes to end the agreement with URBOND:

1. The school must provide written notice of termination, setting out clear reasons for ending the placement.
2. A minimum notice period of four weeks is required to allow for an appropriate transition plan for the student.
3. During the notice period, URBOND and the school will work collaboratively to ensure continuity of support and minimise disruption to the student's education.
4. Any outstanding payments for services already delivered and for the notice period must be settled in full before the contract ends.

8.2 Ending the Agreement by URBOND

If URBOND wishes to end the agreement with the referring school:

1. URBOND will provide written notice of termination, including the reason for ending the placement and a proposed end date.
2. A minimum notice period of four weeks will normally be given, except in exceptional circumstances such as significant safeguarding concerns, persistent non-payment, or behaviour that poses serious risk to safety and wellbeing.
3. Where possible, URBOND will liaise closely with the referring school to ensure that alternative arrangements or reintegration plans can be put in place for the student.
4. Any prepaid fees for services not yet delivered will be held in credit for future young people. If URBOND decide that future young people cannot be accepted, due to a breach in policy, then a refund can be requested by the school.

8.3 Mutual Agreement to End

URBOND and the school may mutually agree to end an agreement earlier than the stated notice period. In such cases, both parties must confirm this in writing, including agreed financial and transition arrangements, to ensure clarity and accountability.

If there are 3 consecutive weeks with no engagement – meaning no attendance and no contact from the young person or their guardian(s) – we may end the placement. URBOND reserves the right to amend the notice period, for example, providing only 1 week's notice, since the 3 weeks of non-engagement already count towards our usual 4-week notice period.

8. Safeguarding and Child Protection

URBOND is committed to safeguarding and promoting the welfare of all children and young people. The safety of every student placed at URBOND's Alternative Provision is the shared responsibility of URBOND staff, the referring school, and partner agencies. All staff have a duty to act immediately if they have concerns about a child's safety or wellbeing.

Please refer to URBOND's Safeguarding Children Policy for the URBOND's full processes. Please see the Service Agreement document to confirm any specific actions required between URBOND and Education Staff, tailoring it to individual needs if required.

A summary of Safeguarding processes whilst a young person holds a placement at URBOND Alternative Provision.

9.1 Reporting Concerns About a Child

If a member of URBOND staff has any new and/or immediate concerns that a child:

- May be at risk of harm, abuse, or neglect.
- Has made a disclosure that raises safeguarding concerns.

the following steps must be taken:

1. The URBOND staff member must record the incident and share it with URBOND's DSL.
2. The DSL will assess the information, seek any further details as required, and decide on the next appropriate action.
3. To ensure accurate data capture and avoid delays, where a safeguarding concern arises or is disclosed at a URBOND location, or while a young person is in the care of URBOND staff, and the concern is new, unrelated, or requires immediate action, URBOND will initiate the appropriate reporting procedures in line with statutory safeguarding guidance. Education Staff DSLs will be informed and copied into the reports to ensure information is appropriately shared. Unless otherwise stated in

the Service Agreement, Education Staff DSLs will lead the ongoing process sharing information with URBOND, subject to clarification and agreement between URBOND, Education Staff, and relevant safeguarding partners, this will be reviewed on a case-by-case basis.

4. Where a concern relates specifically to URBOND staff, a URBOND location, or an incident occurring within URBOND Alternative Provision, URBOND will take the lead in managing the matter, including any required LADO processes. Education Staff will be informed where the concern relates to or may impact the care or wellbeing of the young person.
5. Should Education Staff, young people or parents and guardians have a concern about URBOND practices, an incident at URBOND locations or staff, that requires reporting procedures in line with statutory guidance, Education Staff should follow their own safeguarding procedures.
6. All actions, communications, and decisions will be recorded securely and handled confidentially in accordance with URBOND's Confidentiality and Data Protection, Retention, and GDPR policies, which are available upon request.

9. Other policies:

Other URBOND policies are available on request, such as:

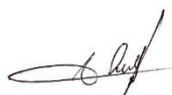
Safeguarding Children	Data Retention
Safeguarding Adults	CCTV
Safer Recruitment	Online Safety
Health and Safety	Equality, Diversity and Inclusion
Fire Evacuation	Code of Conduct Staff
Invacuation and Lockdown	Feedback, Compliments and Complaints
Confidentiality and Data Protection	Whistleblowing

10. Review and Governance

- The policy will be reviewed annually or when there are legislative changes.

This policy was last reviewed on: September 2026

Signed:



Ousmane Drame