



Harris Church of England Academy

Policy

Alternative Curriculum Policy

To be tabled at Full Governing Body for Approval

Date Tabled:	Spring 2025
Review Date:	Spring 2027

Aim

We recognise that there is a need to ensure that our curriculum is inclusive and offers opportunities for all to succeed. There is a need to provide provision for those that need support to achieve their potential outside of what is accessible within the school based classroom. To facilitate this individual learning pathway, the school works with a number of local providers to help those students succeed who may struggle to reach their potential in a school based environment.

The school is able to access a variety of alternative provision placements however there is a clear rationale in place to ensure that this provision is for the benefit of the student's academic progress. We currently work in partnership with various AP such as: Warwickshire College, Positive About Young People (PAYP), Nulogic, Leamington Vineyard Learning Centre, Shaftesbury, Circles Network, UNEEK Learning and Education for Children Out of School (Warwickshire Flexible Learning Team) to provide an array of Key Stage 3 and 4 courses. Alongside this the school runs its own internal alternative provision programme.

Recommendations for Alternative Placement

Where	When	Who	Criteria
Circles Network	As appropriate	Mrs Blackburn	Harris Church of England Academy identifies the students and/or offers the placements in partnership with the EIP. Academic referral as well as parental request for consideration. Health and safety concerns regarding behavior are also taken into consideration.
Ignition	As appropriate	Mrs Blackburn	Harris Church of England Academy identifies the students and/or offers the placements in partnership with the EIP. Academic referral as well as parental request for consideration. Health and safety concerns regarding behavior are also taken into consideration.
UNEEK Learning	As appropriate	Mrs Blackburn	Harris Church of England Academy identifies the students and/or offers the placements in partnership with the EIP. Academic referral as well as parental request for consideration. Health and safety concerns regarding behavior are also taken into consideration.
Warwickshire College	As appropriate	Mrs Blackburn	Harris Church of England Academy identifies the students and/or offers the placements in partnership with the EIP. Academic referral as well as parental request for consideration. Health and safety concerns regarding behavior are also taken into consideration.
Nulogic	As appropriate	Mrs Blackburn	Harris Church of England Academy identifies the students and/or offers the placements in partnership with the EIP. Academic referral as well as parental request for consideration. Health and safety concerns regarding behavior are also taken into consideration.
Dare 2 Dream	As appropriate	Mrs Blackburn	Harris Church of England Academy identifies the students and/or offers the placements in partnership with the EIP. Academic referral as well as parental request for consideration. Health and safety concerns regarding behavior are also taken into consideration.
Get Game Ready	As appropriate	Mrs Blackburn	Harris Church of England Academy identifies the students and/or offers the placements in partnership with the EIP. Academic referral as well as parental request for consideration. Health and safety concerns regarding behavior are also taken into consideration.

Lumen	As appropriate	Mrs Blackburn	Harris Church of England Academy identifies the students and/or offers the placements in partnership with the EIP. Academic referral as well as parental request for consideration. Health and safety concerns regarding behavior are also taken into consideration.
Fresh Start in Education	As appropriate	Mrs Blackburn	Harris Church of England Academy identifies the students and/or offers the placements in partnership with the EIP. Academic referral as well as parental request for consideration. Health and safety concerns regarding behavior are also taken into consideration.
Swift Learning	As appropriate	Mrs Blackburn	Harris Church of England Academy identifies the students and/or offers the placements in partnership with the EIP. Academic referral as well as parental request for consideration. Health and safety concerns regarding behavior are also taken into consideration.
Work Experience	As appropriate	Andrea Elwood/ Mrs Roberson	Students are placed on selective work experience in year 10 and 11 when opportunities are identified that meet their future aspirations.
Education for Children Out of School (Warwickshire Flexible Learning Team)	As appropriate	Mrs Blackburn	Parent/Carer self-referral. When a student's attendance falls below 90% and medical issues are identified as a barrier to regularly attending school.
Make Learning Work	As appropriate	Mrs Blackburn	
Wimbledon Schools	As appropriate	Mrs Blackburn	
Tute	As appropriate	Mrs Blackburn	
Bespoke Provision	As appropriate	Mrs Blackburn	Academic referral as well as parental request for consideration. Health and safety concerns regarding behavior are also taken into consideration.
Offsite Direction	As appropriate	Mrs Blackburn	Referral of students through the Fair Access Protocol (FAP)

Accountabilities

- Mrs Blackburn (Assistant Head)
Attainment and attendance at, UNEEK Learning, Ignition, Circles Network, Nulogic, Warwickshire College and students on OSDs, Tute, FreshStart in Education, , Make Learning Work, Wimbledon Schools, Lumen, Dare to Dream, Swift Learning and Get Game Ready
- Mrs Roberson (Business Manager, SLT)
Education for Children Out of School (Warwickshire Flexible Learning Team) or any other bespoke packages.
Attainment and attendance on work experience.

Establishing Provision

Once a recommendation for an alternative placement has been made and ratified, placement meetings are held as follows:

- Ignition: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Ignition coordinator
- Leamington Vineyard Learning Centre: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Leamington Vineyard Learning Centre coordinator
- Nulogic: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Nulogic coordinator
- Warwickshire College: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Warwickshire College coordinator
- Circles Network: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Circles Network coordinator
- UNEEK Learning: meeting between the Harris Church of England Academy Alternative Provision Coordinator and HOET coordinator
- Warwickshire Flexible Learning Team: meeting between the relevant Head of Year and Assistant Head with responsibility for Pastoral, SENCO and Warwickshire Flexible Learning Team coordinator
- Make Learning Work: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Make Learning Work coordinator
- Swift: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Swift coordinator
- Lumen: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Lumen coordinator
- Dare 2 Dream: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Dare to Dream coordinator
- Get Game Ready: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Get Game Ready coordinator
- Fresh Start in Education: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Fresh Start in Education coordinator

Monitoring

- Ignition: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Ignition coordinator
- Nulogic: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Nulogic coordinator
- Warwickshire College: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Warwickshire College coordinator
- Circles Network: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Circles Network coordinator
- UNEEK Learning: meeting between the Harris Church of England Academy Alternative Provision Coordinator and HOET coordinator
- Warwickshire Flexible Learning Team: meeting between the relevant Head of Year and Assistant Head with responsibility for Pastoral, SENCO and Warwickshire Flexible Learning Team coordinator
- Make Learning Work: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Make Learning Work coordinator
- Swift: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Swift coordinator

- Lumen: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Lumen coordinator
- Dare 2 Dream: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Dare to Dream coordinator
- Get Game Ready: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Get Game Ready coordinator
- Fresh Start in Education: meeting between the Harris Church of England Academy Alternative Provision Coordinator and Fresh Start in Education coordinator

Progress

- Targets communicated to 'receiving' institution on commencement of placement
- Regular reports received from all establishments on the progress of all
- Half termly visits to all establishments to carry out quality assurance and to check student progress.

Attendance

Monitored by the Harris Church of England Academy Attendance Officer (Mrs Fricker) and Mrs Blackburn (Assistant Head – Inclusion)/Mrs Roberson (Assistant Head – Attendance)

Pastoral

- All students on part-time timetable remain in a Harris Church of England Academy tutor group. They are supported through the school's tutorial programme and receive pastoral support via the appropriate house team.
- Half termly visits to each placement for quality assurance and to review placements.
- Quality assurance paperwork completed during the visit and submitted to the Assistant Head (Inclusion).
- Regular parent meetings/conversations take place to review placements and inform planning.
- Daily phone call to each provider to check on attendance and welfare of pupils.

Appendix 1 - Contact Details

Warwickshire College – Moreton Morrell Campus

Moreton Morrell College,
Moreton Morrell,
Warwick,
Warwickshire,
CV35 9BP

Chris Gately
Tel. 01926 884820

Warwickshire College – Wood Street

Unit 17/18
Webb Ellis Business Park
Wood Street
Rugby
Warwickshire
CV21 1NP

Chris Gately
Tel. 01926 884820

Warwickshire College – Rugby Campus

Rugby College
Technology Drive
Rugby
Warwickshire
CV21 1AR

Emma Richards
Tel. 01926 884820

Ignition

Unit 1, The Priory Gates Barn
Priory Road
Wolston
CV8 3FX

Suzi Miles
Tel. 07746 250 585

U-NEEK Learning

U-NEEK Learning Limited
Uneek House
4A Druid Street
Hinckley
LE10 1QH

Jay Treacy

<https://covmat.sharepoint.com/sites/Harris/Shared Documents/Policies/Word/Alternate Curriculum - Spring 26.docx>

Tel. 01455234611

Circles Network

The Penthouse
Coventry Road
Cawston
Rugby
CV23 9JP

Danielle Osborne
Tel. 01788 816671

Warwickshire Flexible Learning Team

OakField Park
32 Bilton Road
Rugby
CV22 7AL

Tel. 01926 742459

Nulogic

Nulogic Training
25 St Columbas Close
CV1 4BX

Paige Dutton
Tel: 01214 812773
Email: contact@nulogictraining.co.uk

Tute Education Limited

Halladale House
Lakeside
Chester Business Park
Chester
CH4 9QT

Tel. 0330 3309751

Wimbledon School of English

41 Warpole Road
Wimbledon
London
SW19 4JZ

Make Learning Work

Berrington Lodge
93 Tettenhall Road
Wolverhampton
WV3 9PE

<https://covmat.sharepoint.com/sites/Harris/Shared Documents/Policies/Word/Alternate Curriculum - Spring 26.docx>

Nicki Harris
Tel. 01902 426406
Ethical Inclusion Panel (EIP)
suerichardson@warwickshire.gov.uk

Sue Richardson
Tel: 07443345125

Dare 2 Dream
Unit 12 Albion Court
68 Attleborough Road
Nuneaton
CV11 4JJ

Jen Scarff
Tel: 07743931171

Fresh Start in Education
Main office:
2nd Floor, 32-33 Watling Street
Canterbury
Kent
CT1 2AN

Hetty Phillips
Tel: 0203 4096410

Swift Learning
The Jaguar Cars Sports and Social Club
Fenton Road
Coventry
CV5 9PS

Paige Dutton
Tel: 07934701808

Get Game Ready
Rugby Lions RFC
Webb Ellis Drive
Rugby
CV22 7AU

Gareth Llewlyn
Tel: 07305259847

Lumen
Warwisk House
Coton Road
Nuneaton
CV11 5TL

<https://covmat.sharepoint.com/sites/Harris/Shared Documents/Policies/Word/Alternate Curriculum - Spring 26.docx>

Monika Sethi
Tel: 07814495809/02475094179

Appendix 2 – Warwickshire College Protocol

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Warwickshire College, a phone call is made to the parent/carer
Behaviour	Warwickshire College informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TEDs, snow days	Warwickshire College planned closure, Warwickshire College to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: Warwickshire College to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Warwickshire College remains open (e.g. training days) students are still to attend Warwickshire College
Emergency medical / injury	Warwickshire College deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Warwickshire College' coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Warwickshire College schools' coordinator

Appendix 3 – Ignition, Protocol

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Ignition, a phone call is made to the parent/carer
Behaviour	Ignition informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TEDs, snow days	Ignition planned closure, Ignition to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: Ignition to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Ignition remains open (e.g. training days) students are still to attend Ignition
Emergency medical / injury	Ignition deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Ignition coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Ignition coordinator

Appendix 4 – Uneek Learning Protocol

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Uneek Learning, a phone call is made to the parent/carer
Behaviour	Uneek Learning informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TEDs, snow days	Uneek Learning planned closure, Uneek Learning to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: Uneek Learning to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Uneek Learning remains open (e.g. training days) students are still to attend Uneek Learning
Emergency medical / injury	Uneek Learning deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Uneek Learning coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Uneek Learning coordinator

Appendix 5 – Circles Network Protocol

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Circles Network, a phone call is made to the parent/carer
Behaviour	Circles Network informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TED's, snow days	Circles Network planned closure, Circles Network to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: Circles Network to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Circles Network remains open (e.g. training days) students are still to attend Circles Network
Emergency medical / injury	Circles Network deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Circles Network coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Circles Network coordinator

Appendix 6 – Flexible Learning Team Protocol

Attendance	Daily responsibility of Flexible Learning Team. A weekly summary is sent to Mrs Fricker.
Behaviour	Responsibility of Flexible Learning Team. They then notify the relevant Head of Year which may necessitate the withdrawal of their place.
College closure, TED's, snow days	Responsibility of Flexible Learning Team
School closure	Students follow Flexible Learning Team calendar, so are not affected by Harris CofE Academy training days or closures.
Emergency medical / injury	Responsibility of Flexible Learning Team
Selection of students for course	Harris Church of England Academy SENCO on recommendation of the relevant Head of Year (after production of medical evidence and with permission of parents/ carers)
Interviews (post selection)	Flexible Learning Team coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	N/A
Distribution of free school meal vouchers	N/A
Monitoring of student progress	Harris Church of England Academy SENCO
Certification	Responsibility of Flexible Learning Team

Appendix 7 – Nullogic Training

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Nullogic, a phone call is made to the parent/carer
Behaviour	Nullogic informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TED's, snow days	Nullogic planned closure, Nullogic to inform academy alternative provision coordinator - letter home to parents/carers via students. Snow day closure: Nullogic to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Nullogic remains open (e.g. training days) students are still to attend Nullogic
Emergency medical / injury	Nullogic deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Nullogic coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Harris Church of England Academy and Nullogic coordinator

Appendix 8 – Make Learning Work

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Make Learning Work, a phone call is made to the parent/carer
Behaviour	Make Learning Work informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TEDs, snow days	Make Learning Work planned closure, Make Learning Work to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: Make Learning Work to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Make Learning Work remains open (e.g. training days) students are still to attend Make Learning Work
Emergency medical / injury	Make Learning Work deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Make Learning Work coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Make Learning Work coordinator

Appendix 9 – Swift Learning

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Swift Learning, a phone call is made to the parent/carer
Behaviour	Swift Learning informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TEDs, snow days	Swift Learning planned closure, Swift Learning to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: Swift Learning to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Swift Learning remains open (e.g. training days) students are still to attend Swift Learning
Emergency medical / injury	Swift Learning deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Swift Learning coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Swift Learning coordinator

Appendix 10 – Get Game Ready

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Get Game Ready, a phone call is made to the parent/carer
Behaviour	Get Game Ready informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TEDs, snow days	Get Game Ready planned closure, Get Game Ready to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: Get Game Ready to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Get Game Ready remains open (e.g. training days) students are still to attend Get Game Ready
Emergency medical / injury	Get Game Ready deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Get Game Ready coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Get Game Ready coordinator

Appendix 11 – Dare 2 Dream

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Dare 2 Dream, a phone call is made to the parent/carer
Behaviour	Dare 2 Dream informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TEDs, snow days	Dare 2 Dream planned closure, Dare to Dream to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: Dare to Dream to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Dare to Dream remains open (e.g. training days) students are still to attend Dare to Dream
Emergency medical / injury	Dare to Dream deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Dare to Dream coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Dare to Dream coordinator

Appendix 12 – Fresh Start in Education

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Fresh Start in Education, a phone call is made to the parent/carer
Behaviour	Fresh Start in Education informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TEDs, snow days	Fresh Start in Education planned closure, Fresh Start in Education to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: Fresh Start in Education to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Fresh Start in Education remains open (e.g. training days) students are still to attend Fresh Start in Education
Emergency medical / injury	Fresh Start in Education deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Fresh Start in Education coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Fresh Start in Education coordinator

Appendix 13 – Lumen

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Lumen, a phone call is made to the parent/carer
Behaviour	Lumen informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TEDs, snow days	Lumen planned closure, Lumen to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: Lumen to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Lumen remains open (e.g. training days) students are still to attend Lumen
Emergency medical / injury	Lumen deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Lumen coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Lumen coordinator

Appendix 14 – Wimbledon School of Languages

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from Wimbledon School of Languages, a phone call is made to the parent/carer
Behaviour	Wimbledon School of Languages informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TEDs, snow days	Wimbledon School of Languages planned closure, Wimbledon School of Languages to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: Wimbledon School of Languages to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but Wimbledon School of Languages remains open (e.g. training days) students are still to attend Wimbledon School of Languages
Emergency medical / injury	Wimbledon School of Languages deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	Wimbledon School of Languages coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	Wimbledon School of Languages coordinator

Appendix 15 – Other Placements Sourced by Harris

Attendance	The Attendance Officer (Mrs Fricker) at Harris Church of England Academy monitors the students' attendance on a daily basis. If a student is absent from The other placement sourced by Harris, a phone call is made to the parent/carer
Behaviour	The other placement sourced by Harris informs alternative provision coordinator (Mrs Blackburn) who contacts the parents/carers directly
Closure, TEDs, snow days	The other placement sourced by Harris planned closure, The other placement sourced by Harris to inform academy attendance officer - letter home to parents/carers via students. Snow day closure: The other placement sourced by Harris to advise the academy's attendance officer. Students are notified via the Harris Church of England Academy procedures.
School closure	If the academy is closed but The other placement sourced by Harris remains open (e.g. training days) students are still to attend The other placement sourced by Harris
Emergency medical / injury	The other placement sourced by Harris deal with any medical emergencies and contact the Academy. The Head of Year to follow-up with the parent/carer
Selection of students for course	Mrs Blackburn on recommendation from the relevant Head of Year and from academic referrals
Interviews (post selection)	The other placement sourced by Harris coordinator
Funding	Harris Church of England Academy
Ordering uniform/special equipment	Harris Church of England Academy
Distribution of free school meal vouchers	Relevant Head of Year
Monitoring of student progress	Mrs Blackburn
Certification	The other placement sourced by Harris coordinator