Coventry Alternative Provision Systems Guidance

2025/26

Coventry Alternative Provision
COVENTRY CITY COUNCIL

Introduction

As part of our commitment to leading the delivery of Alternative Provision for Schools and Academies in Coventry, our service has embarked on a comprehensive approach to fostering collaborative success. This involves actively identifying and implementing the most effective strategies for sharing information and ensuring all stakeholders are empowered to access accurate statistical data relevant to their students.

We recognise that safe, secure, and reliable file transfer is not just a technical requirement—it is a foundational component of the trust and transparency we strive to uphold across our partnerships. Whether between Schools, Academies, or Delivery Providers, our priority is to protect student data while enabling smooth and timely exchanges of essential information.

Equally important to our mission is the consistent and meaningful recording of daily student engagement, learning outcomes, and overall progress. We believe that a strong data-driven approach allows us to continually evaluate and improve our service provision, ensuring that every student benefits from tailored, effective support.

To ensure all members of our extended team have a clear understanding of how best to utilise our systems and uphold our standards of practice, we have developed this guide. It serves as a detailed resource for both Schools/Academies and Delivery Providers, outlining the key processes, expectations, and tools designed to streamline our collective efforts and reinforce a shared vision of educational excellence within Alternative Provision.

Datalocker

This site is designed for transferring files to and from various services at Coventry City Council. When Schools/Academies and Delivery Providers work in partnership with Coventry Alternative Provisionthere will be a designated staff member, decided by the establishment, who will be issued with a log in to this system. The designated employee will then be responsible for the transferring of files to and from the Coventry Alternative Provision Service.

The transferring of files can be anything from; *(list is not exhaustive)*

- Student support plans
- Educational Health Care Plans
- Risk Assessments
- Updated Contact information
- Meeting Minutes
- Social Care reports
- Safeguarding Concerns
- Behaviour/Attendance concerns
- Financial Audits
- Invoices
- Tracking

There may be occasion where the secure transfer of other documents is required. It is recommended that Datalocker is used to replace encrypted emails.

Our service will use this system when sending any attachments to your establishment.

Please be mindful that Datalocker will only allow the transfers outlined below;

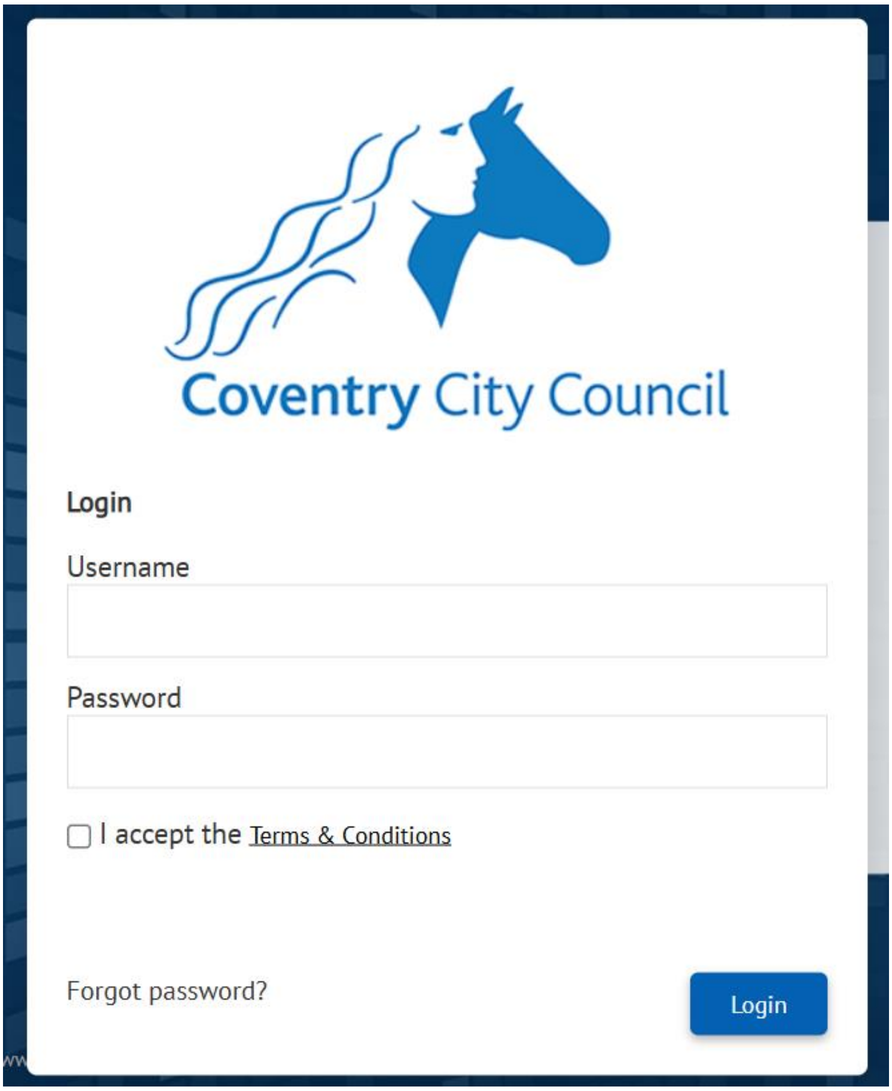
- Coventry Alternative Provision to Schools (CAP Coordinator or DSL)
- Coventry Alternative Provision to Providers (CAP Coordinator or DSL) Schools to Coventry Alternative Provision (CAP)
- Providers to Coventry Alternative Provision (CAP)

Please be mindful that Datalocker will NOT allow the transfers outlined below;

- Schools to Providers
- Providers to Schools

When you start working in partnership with Coventry Alternative Provision following your initial meeting/training session you will be provided with a log in to the system. This will be issued the Data locker Support Team and will be received into your work email inbox along with the link to the site. This is also provided below;
https://datalocker.coventry.gov.uk/Login.aspx

When you enter this site you will find the logging in page, see below;



Please use the Username and Password that has been provided by the Data Locker Support team.

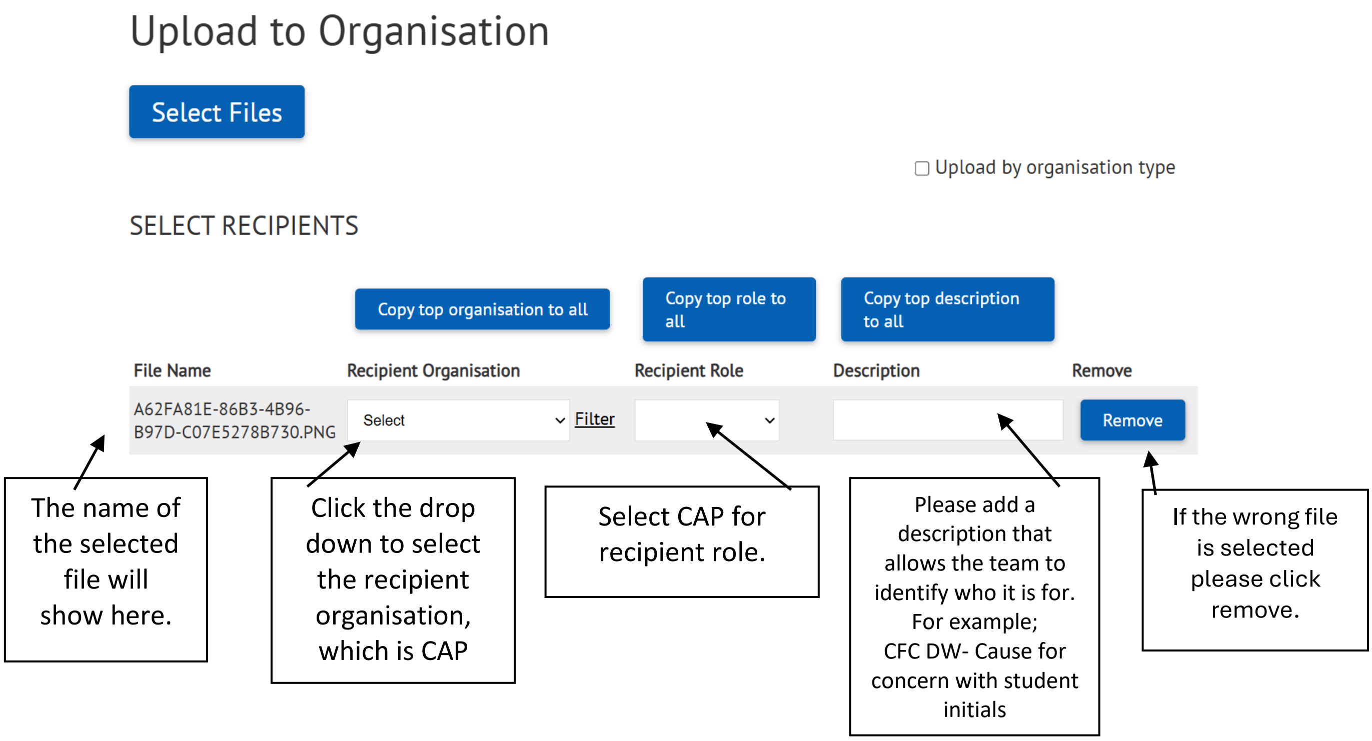
Upon logging into the system, you will always see the page above. Please note we have redacted this account information for the purpose of the example. Ordinarily your name will be in these areas.

Although there are a number of options on this page there are only 2 icons that you will be required to use for secure file transferring. These are;

Select Files – this is used to share documents with WRL
Download – this is used for WRL to share documents with schools/providers

Now let's look at how we complete these tasks;

Once you have selected the file the format of the page will change to this;



If you are transferring more than one file at a time you can use the icons at the top to autofill the fields in. See ‘Copy all top organisations to all’, ‘Copy top role to all’ and ‘Copy top description to all’.

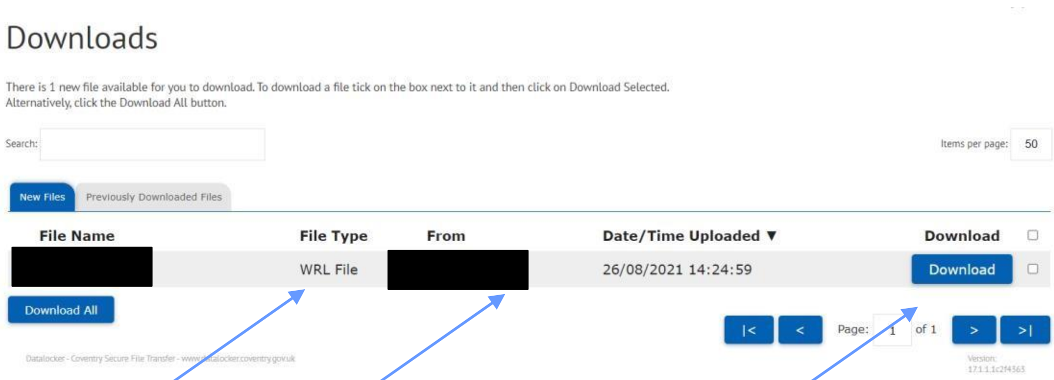
To add more files return to Select Files at the top of the page and these documents will appear below the first one in the format above.

Once you have selected your files and completed the transfer data please click upload files.

You will then be asked to confirm the transfer. Once this is confirmed the files have been transferred.

Receiving file(s) from CAP

Once logged into the system click the icon ‘Download File(s)’.



This will give you an idea of what the file is.

Here you will see who has sent the file and the file details.

Select the files you would like to download and then click download. Alternatively ‘Download all’ on the left-hand side.

Once you have downloaded a pop up will appear at the bottom of your screen with all downloads in.
You can now view and save these documents.

CLM

CLM, short for Collaborative Learning Manager is the current system used for all recording of attendance, achievement and student progress on a central platform enabling all schools, providers and WRL team to access the data. When a schools and providers start to work with WRL, designated staff will be provided access.

CLM should be completed each training day by providers and checked daily by schools who are then responsible for processing any absences. In this guidance to make each role easier to understand we will give an overview for school staff and provider staff separately.

Upon receiving your access details from WRL admin staff you will also be provided with the link to the website, this is also provided below;

Schools-

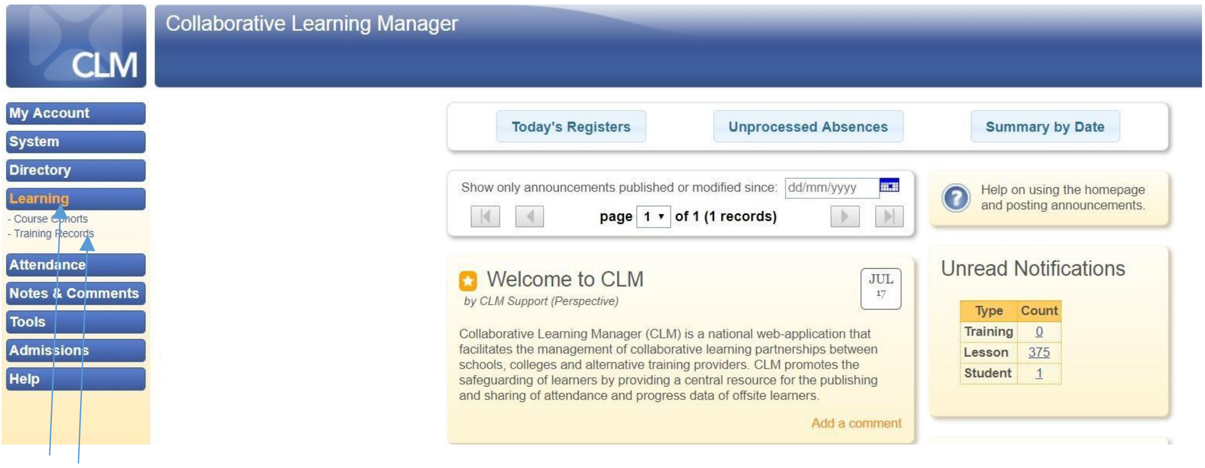
- How to check a learner training record /What's on the breakdown
- How to check daily attendance (register) – How to add a note to share information
- How to process absences
- How to check the Progress of units and Qual
- How to download reports on template
- Mail Merge the report

Providers –

- How to check a learner record/ where to find the emergency contacts etc.
- How to complete daily attendance
- How to add notes
- Contribution – optional
- How to update progress of units and qualification (check that qualification is correct)
- How to record an initial assessment
- How to record targets outside of a learner's qualification - optional

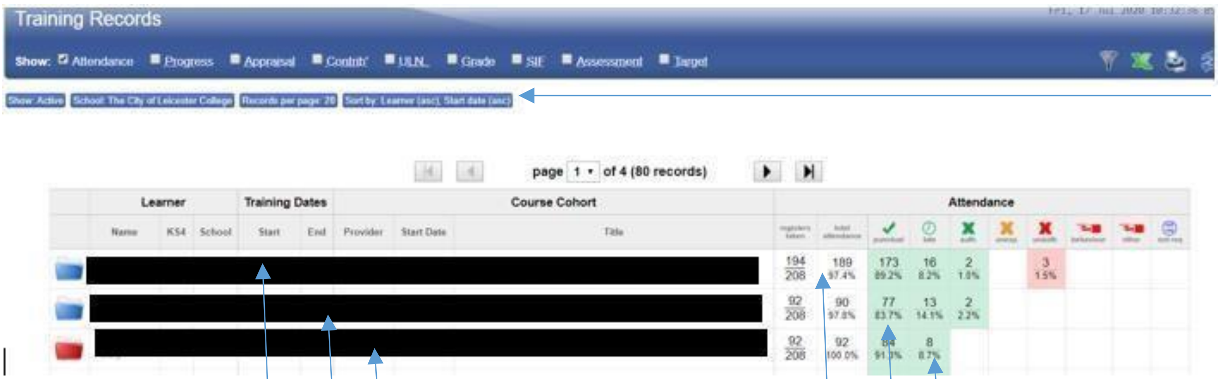
How to check a learner training record /What's on the breakdown

From the menu on the left, click on Learning and then on Training Records.



Click these

This will bring you to the Training Records page, on which you will see a list of students as well as details regarding the provider(s) they attend and an overview of their attendance. By default, this will list all of your students, however you can filter this list by clicking on the blue buttons at the top of the page. Alternatively, you can click on one of the training records to view that record.

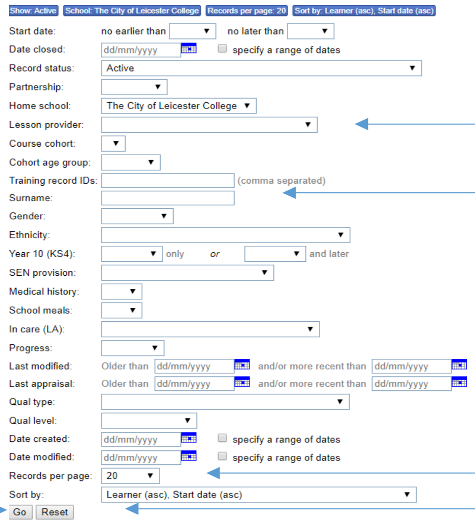


Filters

Training records

Attendance summary

After clicking on the blue buttons, you will be presented with a number of filters which can be used to search for a specific set of training records. Of particular note is the ability to search either by provider (to find all of the students attending that provider) or by surname (to find a specific student). By default, each page will only show 20 training records, however this can be changed using the records per page dropdown menu. Once you have selected your filters, clicking on the go button will load the relevant training records. If you wish to reset your filters to their default state, the reset button will allow you to do this.



Provider

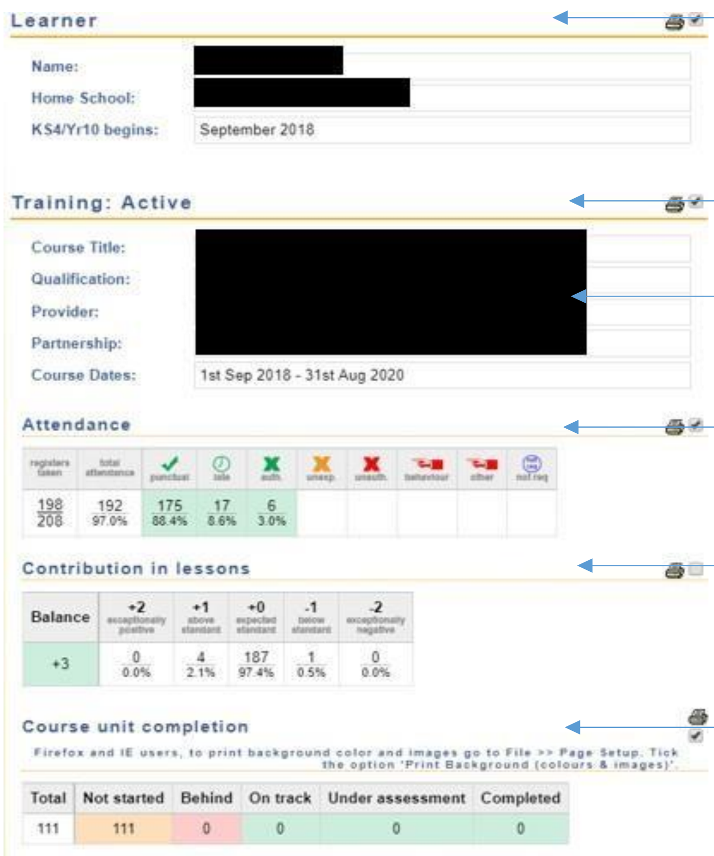
Surname

Records per page

Reset filters

Go

Once you click go, the list of training records will be filtered according to the options selected. Clicking on one of the records listed will take you to the training record that you selected.



Learner details

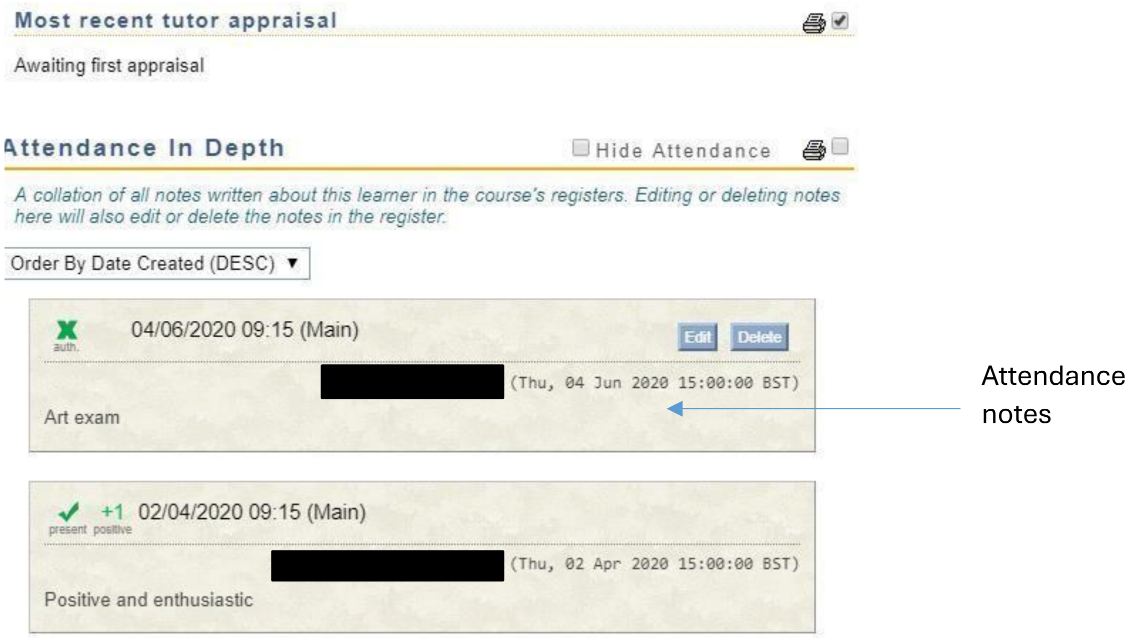
Training status

Course details

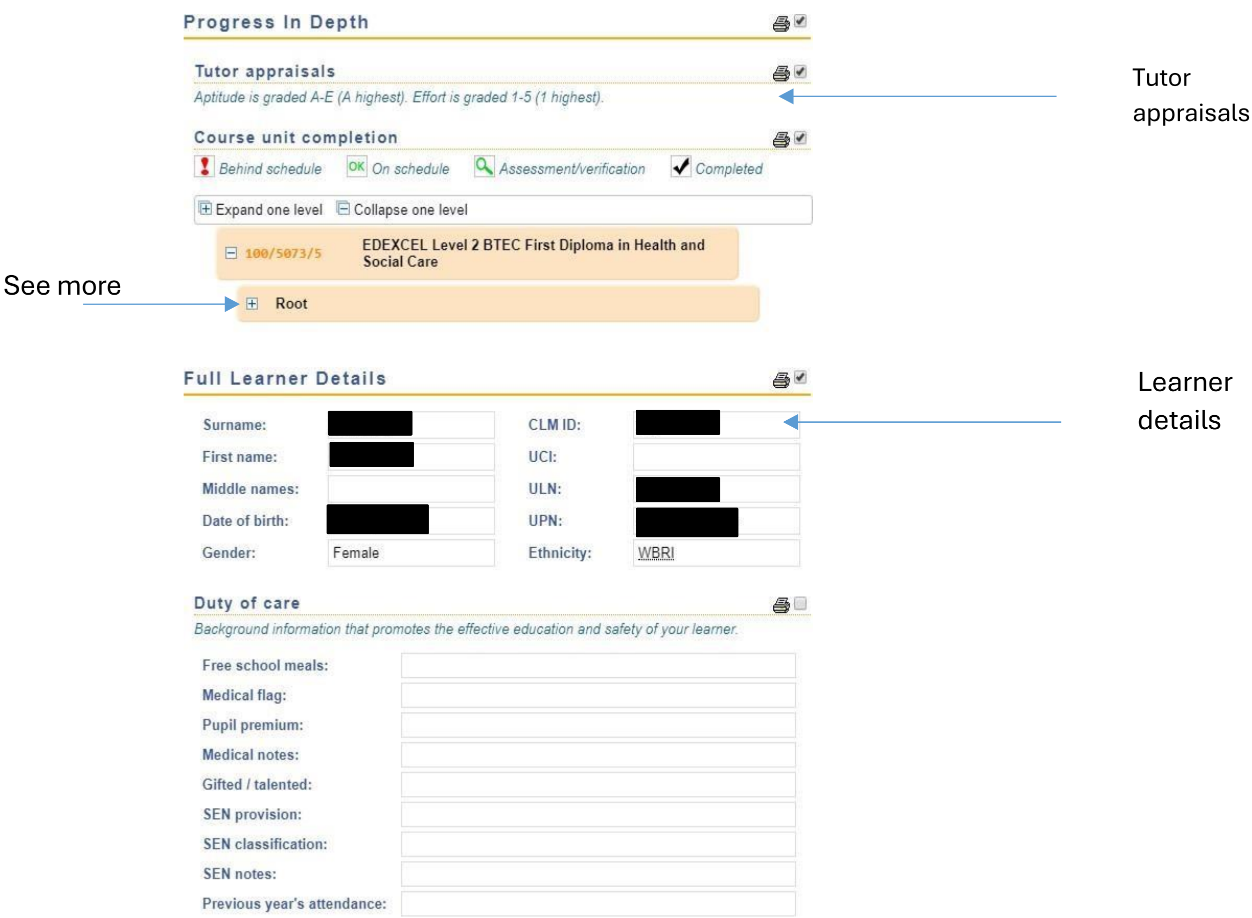
Attendance summary

Contribution

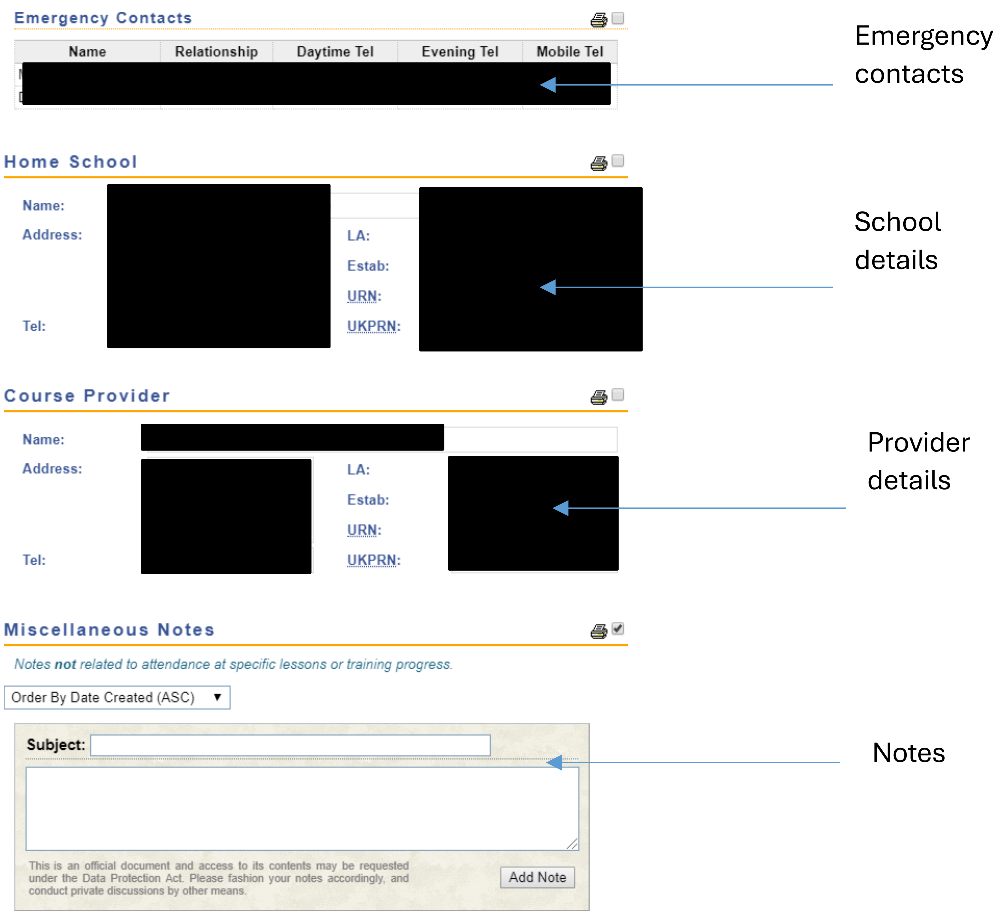
Unit completion



Most recent tutor appraisal
Awaiting first appraisal
Attendance In Depth
Hide Attendance
A collation of all notes written about this learner in the course's registers. Editing or deleting notes here will also edit or delete the notes in the register.
Order By Date Created (DESC)
auth.
04/06/2020 09:15 (Main)
Edit
Delete
[redacted] (Thu, 04 Jun 2020 15:00:00 BST)
Art exam
+1
present positive
02/04/2020 09:15 (Main)
[redacted] (Thu, 02 Apr 2020 15:00:00 BST)
Positive and enthusiastic
Attendance notes



Progress In Depth
Tutor appraisals
Aptitude is graded A-E (A highest). Effort is graded 1-5 (1 highest).
Tutor appraisals
Course unit completion
Behind schedule
OK On schedule
Assessment/verification
Completed
Expand one level
Collapse one level
100/5073/5
EDEXCEL Level 2 BTEC First Diploma in Health and Social Care
See more
Root
Full Learner Details
Learner details
Surname: [redacted]
First name: [redacted]
Middle names:
Date of birth: [redacted]
Gender: Female
CLM ID: [redacted]
UCI:
ULN: [redacted]
UPN: [redacted]
Ethnicity: WBRI
Duty of care
Background information that promotes the effective education and safety of your learner.
Free school meals:
Medical flag:
Pupil premium:
Medical notes:
Gifted / talented:
SEN provision:
SEN classification:
SEN notes:
Previous year's attendance:



The training record consists of a number of different sections. Starting at the top, you will find the name of the student as well as the school they attend. This is followed by the details of the course they attend, an attendance summary (the same as appears on the list of training records), a record of the student's contribution in lessons and a summary of completed units. The contribution section is optional and may not have been completed. Next is the most recent tutor appraisal for the student, however all of the tutor appraisals can also be found further down the page.

Following the tutor appraisal, you will find any attendance notes that have been made for the student. These can be added through the register, which will be covered later in this guide. Next on the training record is a record of all of the tutor appraisals that have been completed, as well as a section detailing the units the student is taking. Clicking on the + button to the left of each part of the course will reveal the units within.

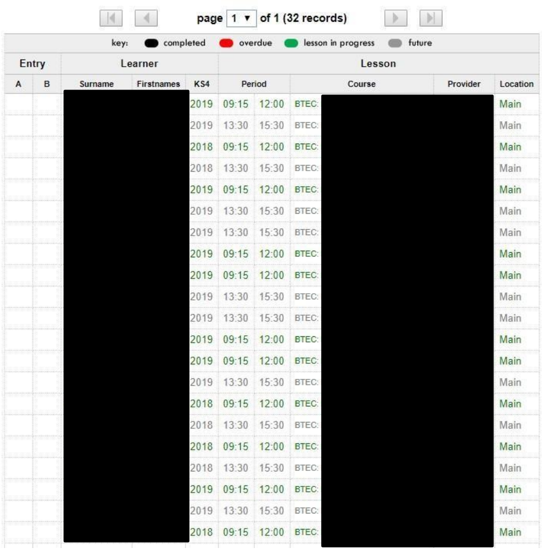
After the units come the learner details, including emergency contact details, the school details and provider details. If there are any errors in the learner or school details, please inform WRL so that they can be corrected.

Finally, there is a section for any notes not related to the learner's attendance or training progress. These can also be added here, by typing the note into the text box and clicking add note.

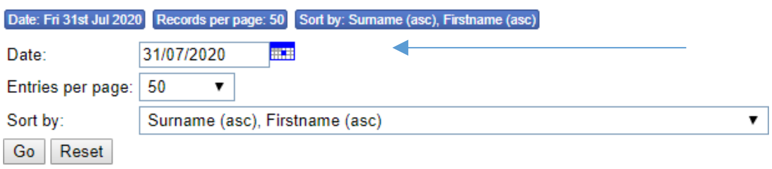
How to check daily attendance (register) – How to add a note to share information

Click these

From the menu on the left, click on Attendance and then on Today's Attendance.

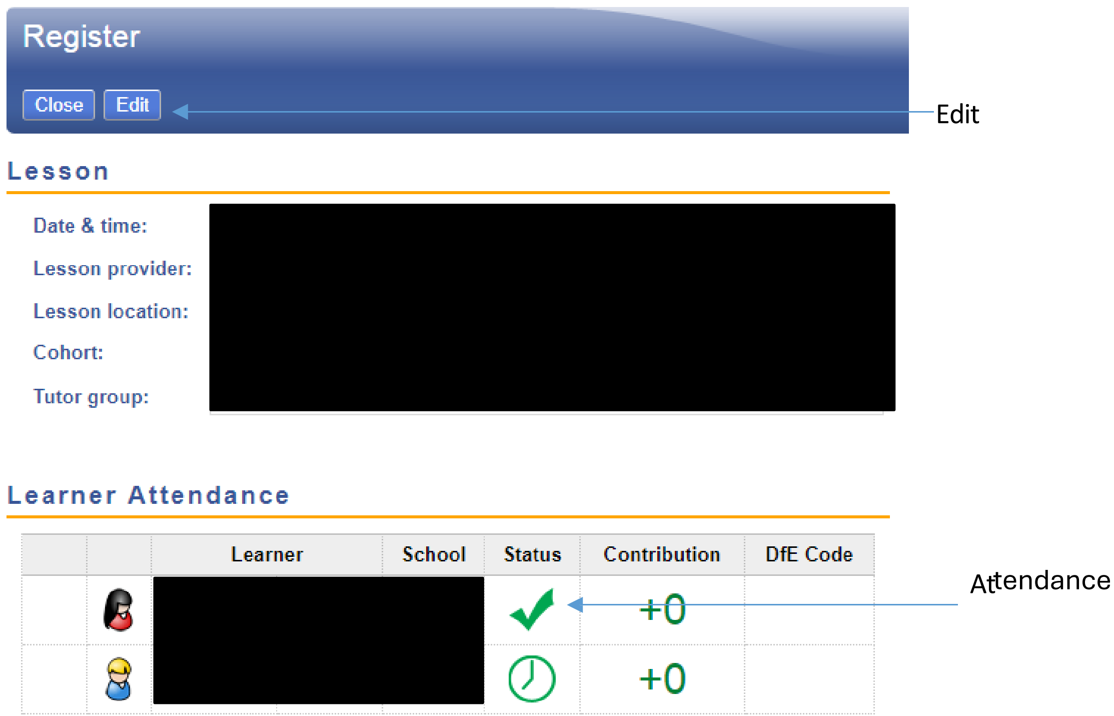


This page allows you to see all of the registers for the day, whether or not they have been completed yet. It is possible to select another day using the filters at the top of the page. When looking at registers that have already been completed, the register entry will be shown in the first column on the left. Clicking on one of the registers listed will take you to the register page.

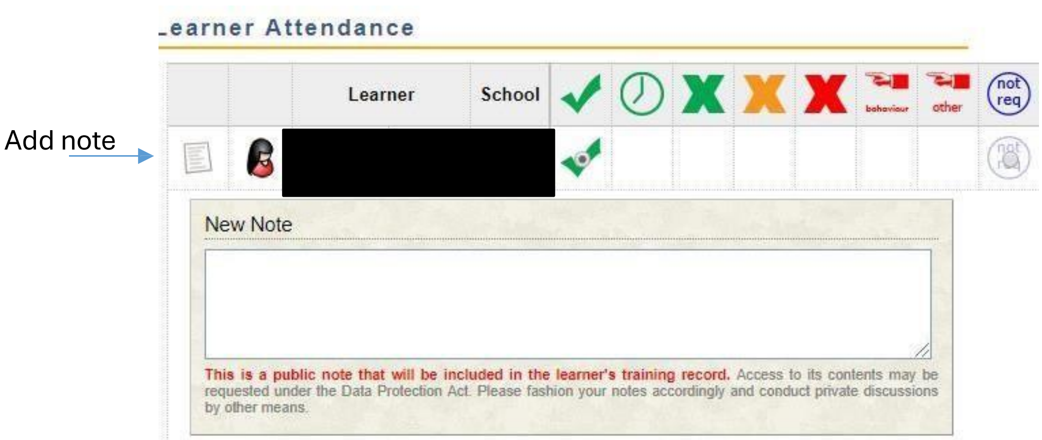


Date

Go



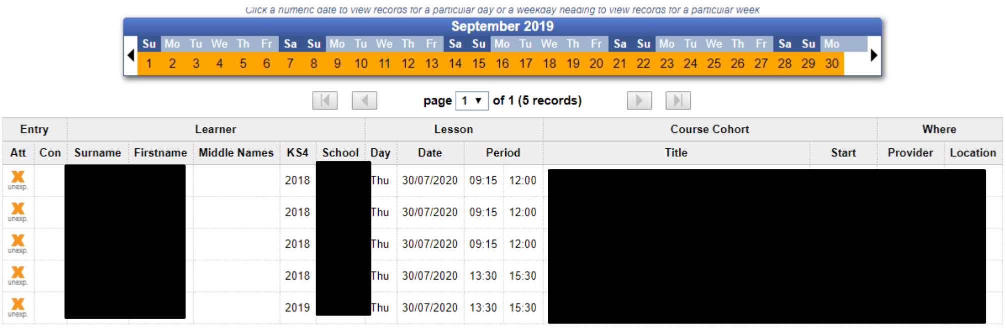
Once you click on the register, you will be taken to the register page where you can see the lesson that the register is for, as well as the student's attendance. You can also click on the edit button at the top of the page in order to add attendance notes. Please note that the edit button will not be present on a register for a lesson that has not been completed yet.



When you first enter this page, the new note section will not appear. To view this, you will first need to click on the add note button to the left of the attendance. To add the note, type it into the text box and then click on the save button at the top of the page. This note will then appear on the training record.

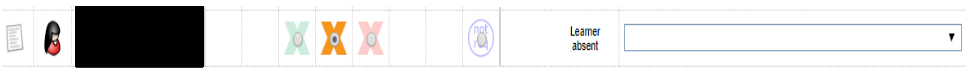
How to process absences

From the main page, click on the Unprocessed Absences button at the top of the page.



This takes you to a page listing all of your unprocessed absences. To process an unprocessed absence, click on it to go to the register.

Click the Edit button at the top of the register page.



Absences can either be authorised (green) or unauthorised (red), with the orange X that is currently selected representing unprocessed. Click on either the green or red X as appropriate, and then click on the save button at the top of the page. You may also wish to add a note regarding the absence at this time, which is covered in the previous section.

How to download reports on template / Mail Merge the report

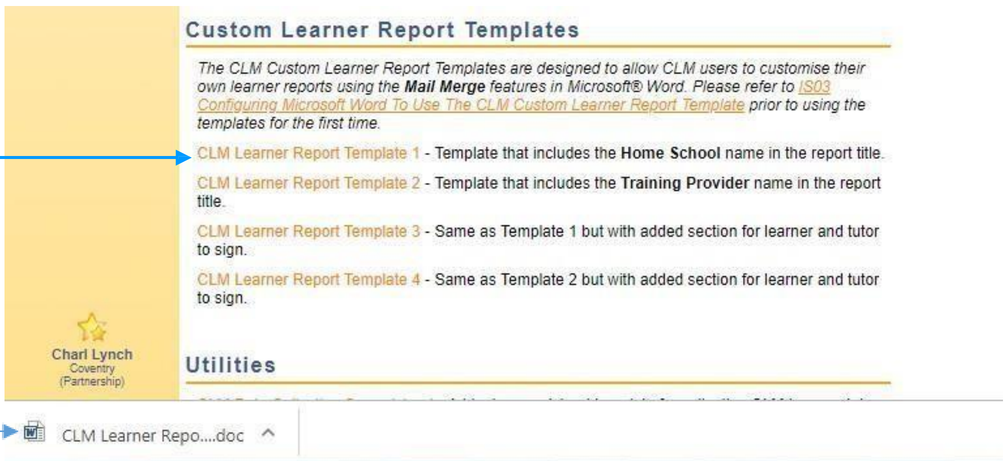
From the menu on the left hand side of CLM, click on the “Help” button and then on “How To Guides”.

Click these

Scroll down the “How To Guides” page until you reach the “Custom Learner Report Templates” section. Click on “CLM Learner Report Template 1” to download the template.

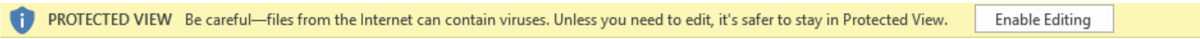
Report template

Click to open file



Open the downloaded file in word by clicking on it when it appears at the bottom of your internet browser.

It may be necessary to enable editing for this document once it is open. You will know that this is the case if you see the following yellow bar near the top of your screen.



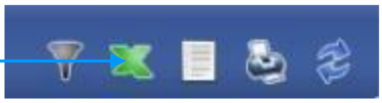
If you do see this, click on the button labelled “Enable Editing”. Otherwise, move on to the next step.

Returning to CLM, click on “Learning” and then “Training Records” from the menu on the left.

Click these

Click the export to Excel button at the top right of the page. It looks like a green “X”

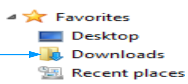
Report template



Wait for this file to download. Do not open it.

(Optional) Find this file and move it to an appropriate folder on your computer. By default, it will have been saved in your “Downloads” folder. Please note that the following image was created using Windows 8 and may differ if you are using a different operating system.

Downloads



Return to the currently-open template.

(Optional) Add your school’s logo to the template by double-clicking where indicated.

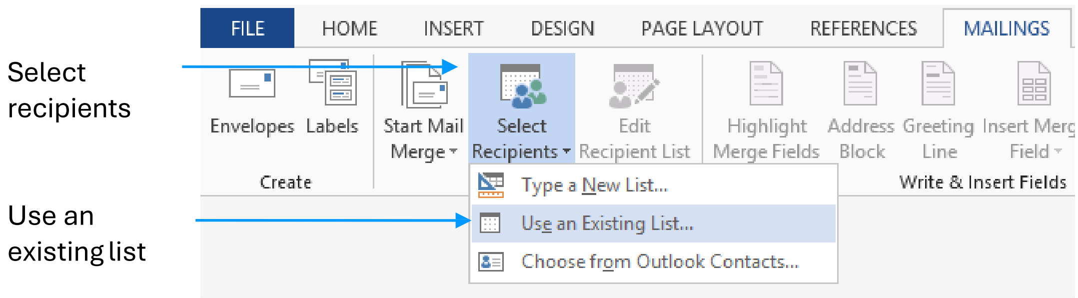
Double click to add logo

DOUBLE-CLICK HERE TO INSERT A LOGO

«school_legal_name»

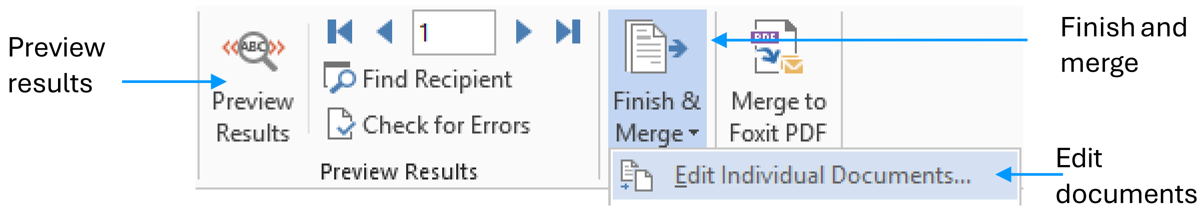
Learner Report for «firstnames» «surname» *(date-of-birth: «dob»)*

Begin a mail merge by clicking on the “Mailings” tab at the top of Word, followed by “Select Recipients”. From the menu which appears, choose to “Use an existing list”.

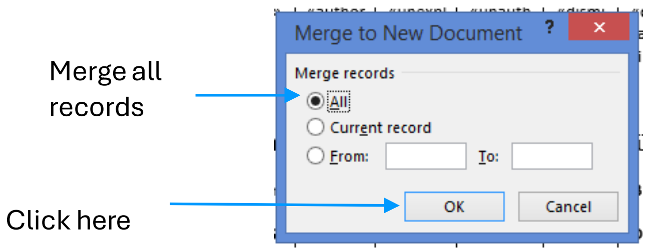


In the window which appears, navigate to the "Downloads" folder (or location to which you moved the file containing the exported training records) and select your training records. They should be in a file called "training-records.csv".

Click "Preview Results" in the "Mailings" tab and use the arrows to view each record. Once you are satisfied, press "Finish & Merge" and then "Edit Individual Documents". Please note that you may not have the merge to Foxit pdf button as this is added by another program which is installed on the computer used to create this guide.

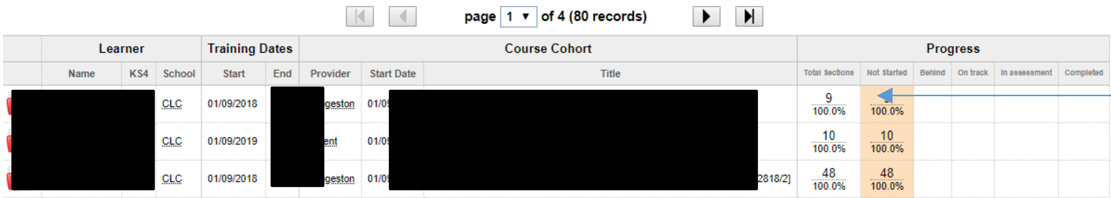


Ensuring that "All" in the resulting dialogue box, press "OK". A new document will be created, containing each of the merged reports. Save this document.



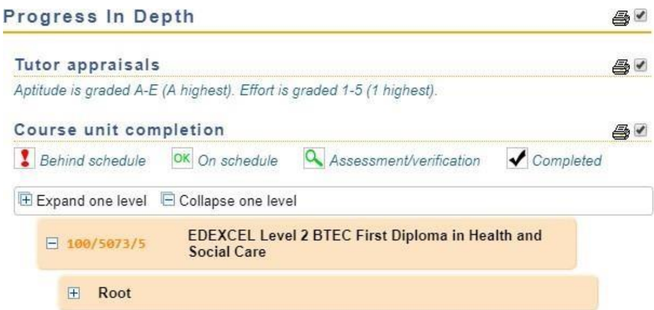
How to check the Progress of Units and Qualifications

Returning to the training records page, you will find a number of checkboxes at the top of the page (above the filters). Clicking on the Progress checkbox (and deselecting attendance if desired), will allow you to see a summary of unit progress listed alongside your training records.



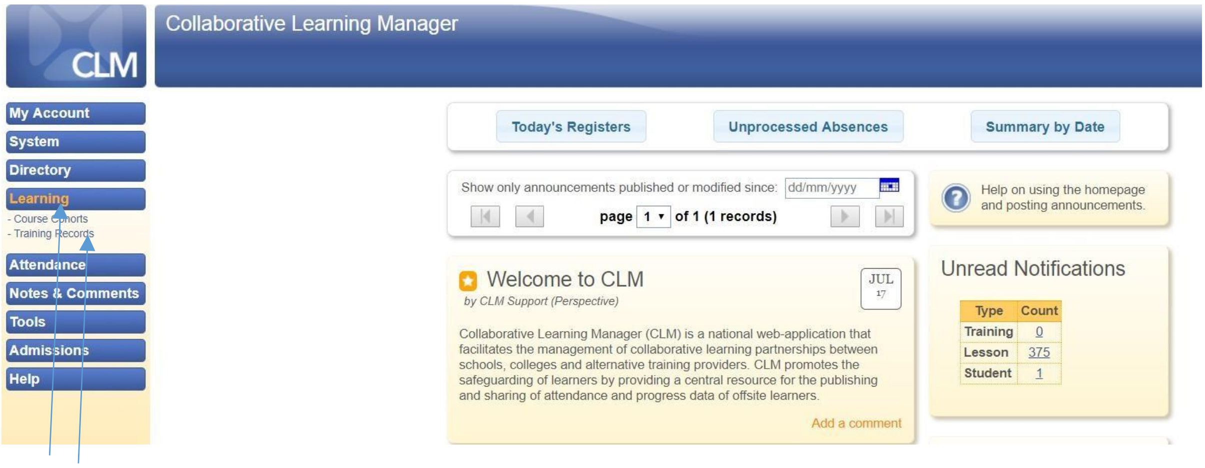
Unit progress

If you require more information regarding an individual student, you can view the individual units as well as any tutor appraisals that have been made by clicking into the training record. Clicking the + button next to each section of the unit completion will reveal the units within it.



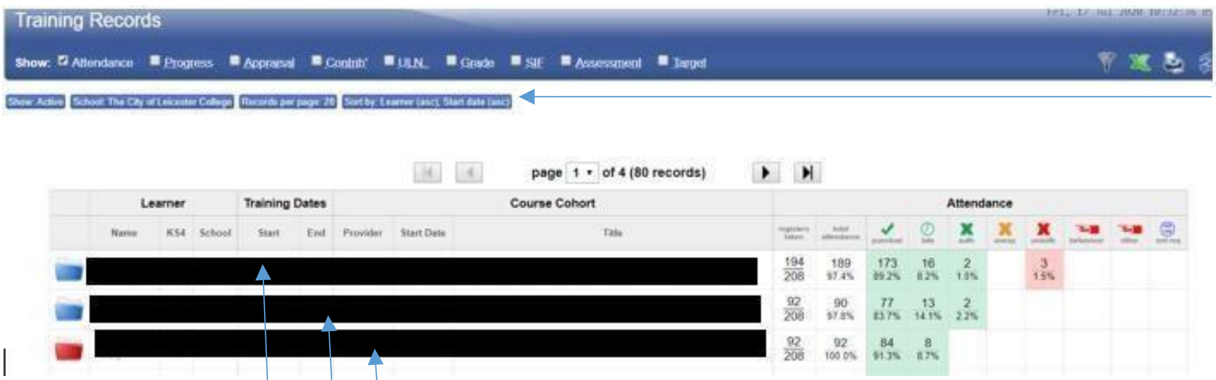
How to check a learner record/ where to find the emergency contacts

From the menu on the left, click on Learning and then on Training Records.



Click these

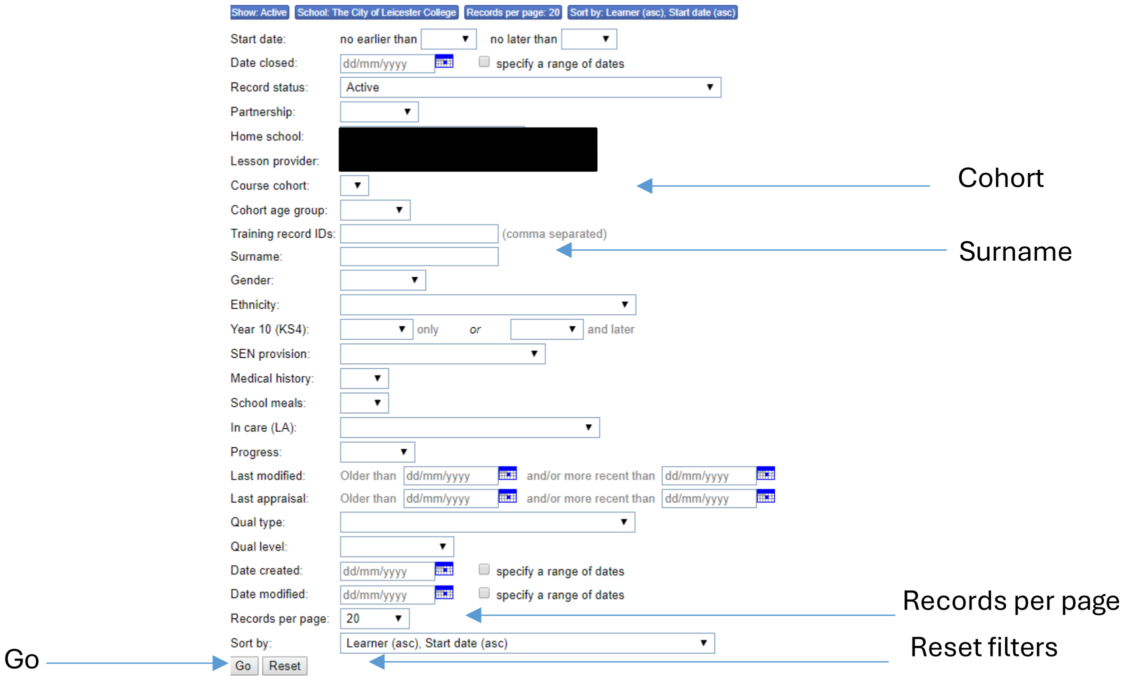
This will bring you to the Training Records page. By default, this will list all of your students, however you can filter this list by clicking on the blue buttons at the top of the page. Alternatively, you can click on one of the training records to view that record.



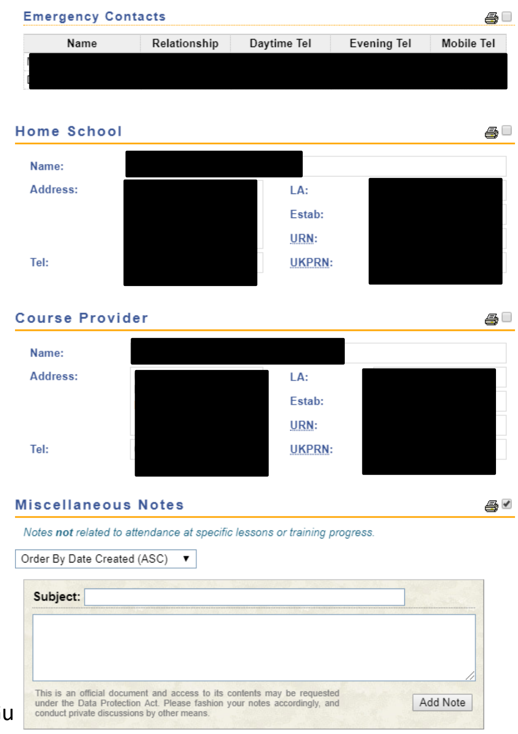
Filters

Training records

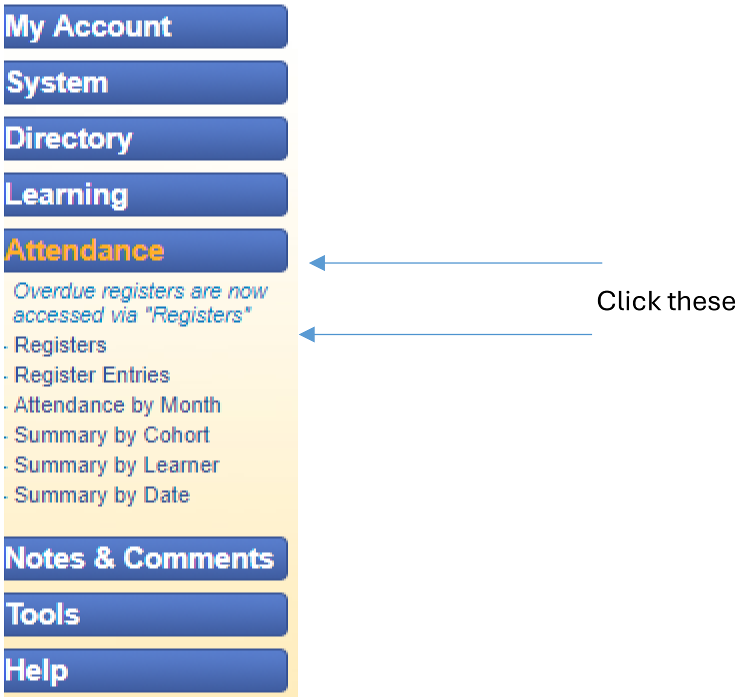
After clicking on the blue buttons, you will be presented with a number of filters which can be used to search for a specific set of training records. Of particular note is the ability to search either by cohort (to find all of the students in that cohort) and by surname (to find a specific student). By default, each page will only show 20 training records, however this can be changed using the records per page dropdown menu. Once you have selected your filters, clicking on the go button will load the relevant training records. If you wish to reset your filters to their default state, the reset button will allow you to do this.



Once you click go, the list of training records will be filtered according to the options selected. Clicking on one of the records listed will take you to the training record that you selected. Scrolling down towards the bottom of the page, you will find the emergency contact details for the student. This section also contains the provider's details. If either set of information is incorrect, please contact WRL so the details can be updated.



How to complete daily attendance

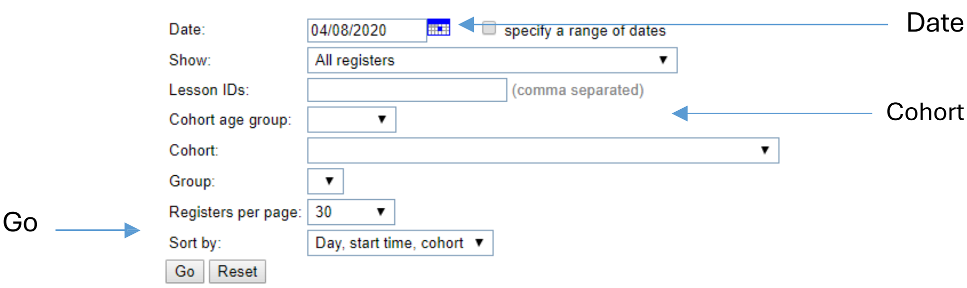


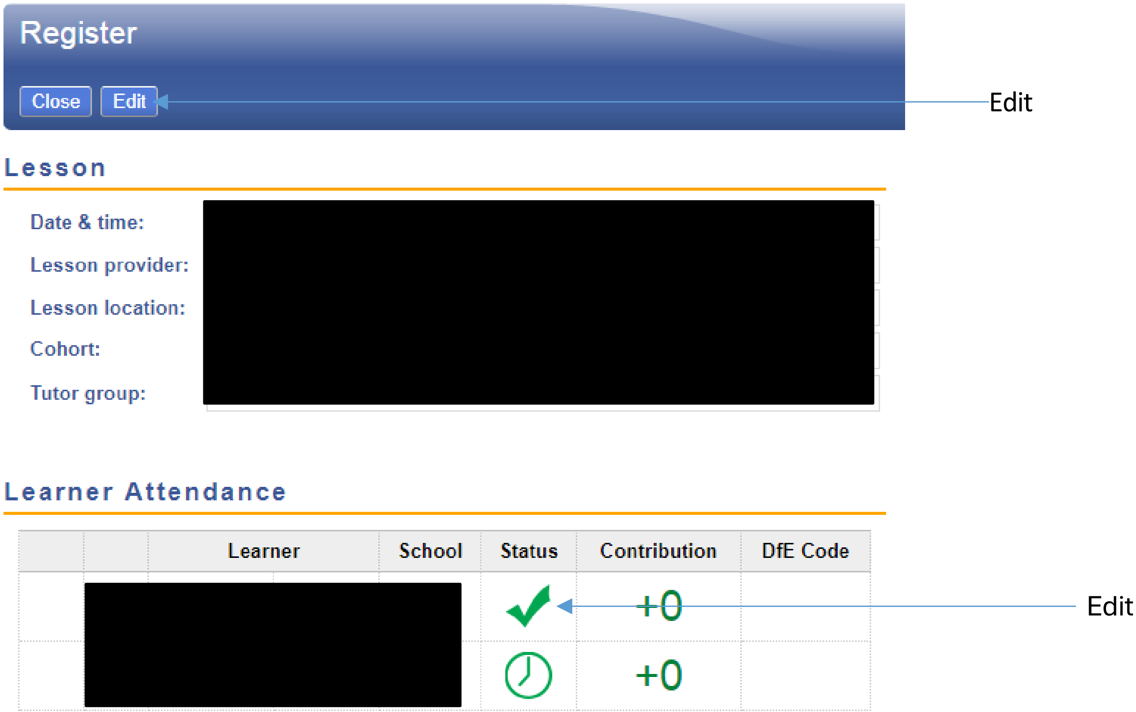
From the menu on the left, click on Attendance and then on Registers.

key: completed, overdue, lesson in progress, future

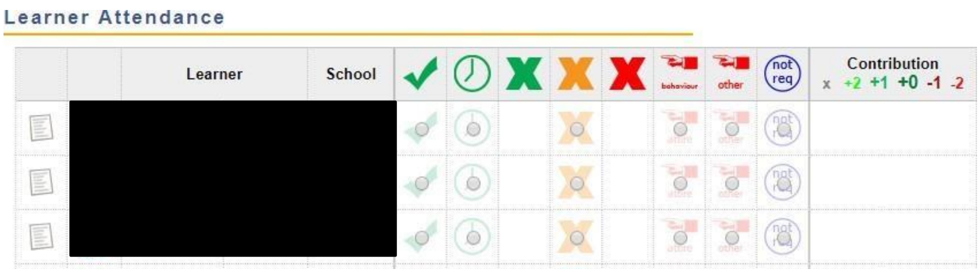
Date		Provider	Course Cohort	Entry	Group	Attendance Statistics: total attendance	punctual	late	auth.	unexp.	unauth.	behaviour	other	not req	Time to complete
Tue	09:15 - 12:00 4th Aug 2020	[redacted]		01/09/2018	A										
Tue	09:15 - 12:00 4th Aug 2020			01/09/2019	A										

This page allows you to see all of your registers for the day. It is possible to select another day using the filters at the top of the page. You can also choose to view the registers for a specific cohort. Clicking on one of the registers listed will take you to the register page.





Once you click on the register, you will be taken to the register page where you can see which lesson and students the register is for. You can also click on the edit button at the top of the page in order to complete the register.

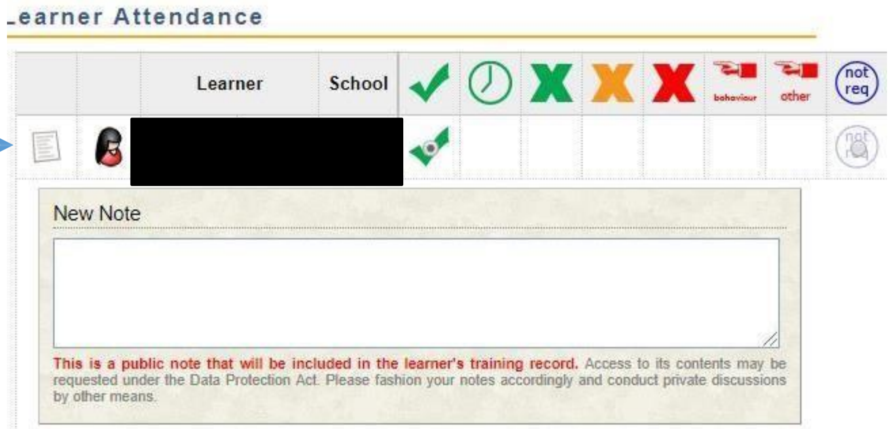


From this page, you can complete each register by clicking on the appropriate option. From left to right, the options are: present, late, authorised absence, unexplained absence, unauthorised absence, dismissed (behaviour), dismissed (other) and not required. Please note that you cannot mark an absence as being authorised or unauthorised. Instead, you would mark it as unexplained and then it would fall to the school to process that absence as being either authorised or unauthorised. Once you are done, click on the save button at the top of the page.

How to add notes

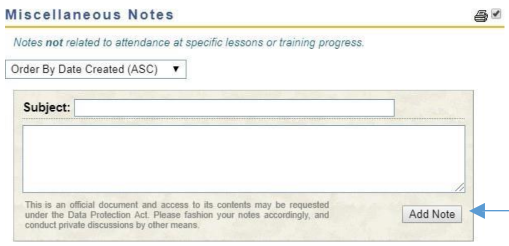
Following the previous instructions to edit a register, it is possible to add a note regarding a student's attendance by clicking on the add note button to the left of the register.

Add note



To add a note, type it into the text box and then click on the save button at the top of the page. This note will then appear on the training record.

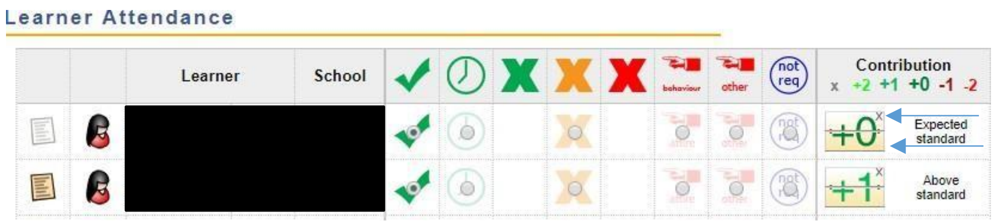
Alternatively, for notes that do not relate to attendance or a specific lesson, you can add a note to a student's training record. To do this, go to the training record in question and scroll to the bottom of the page where you will see a miscellaneous notes section. Enter your note into the text box there and then click on add note.



Add note

Contribution – optional

Returning to a register which has been completed as per the prior instructions, it is possible to record a student's contribution to the lesson. To do this, you must first click on the edit button at the top of the register page.



Increase

Decrease

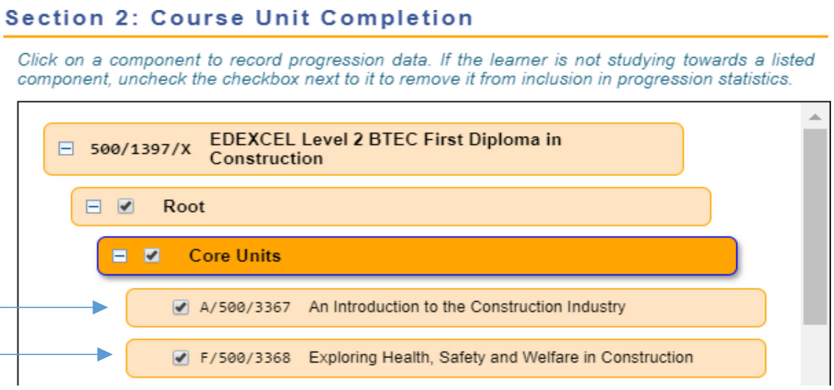
From here, it is possible to change a student's contribution. To the right of the register you will see the contribution, separated into two buttons (above and below the line). Clicking the top button will increase the contribution, while clicking the lower one will decrease it. There is a maximum contribution of +2 and a minimum of -2, as shown at the top of the register.

How to update progress of units and qualification

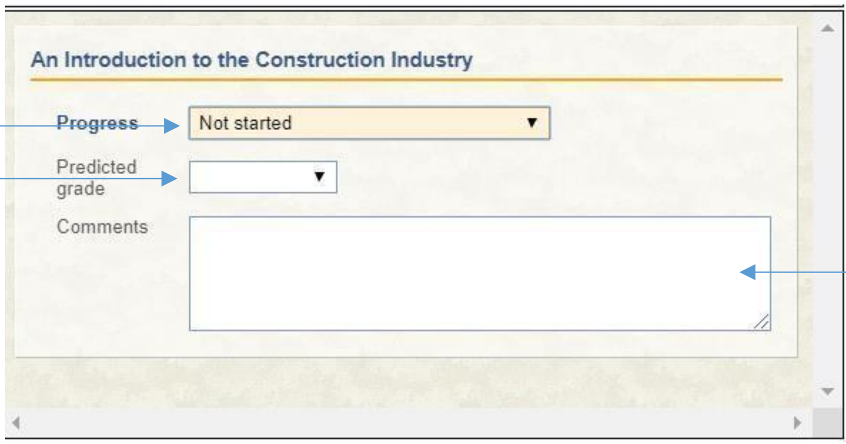
From a student's training record, it is possible to create a progress report to update which units have been completed, as well as the student's progress with the qualification as a whole. To do this, first click on the new progress report button at the top of the page.

This will take you to the new report page, from which you can complete a tutor appraisal or update the student's progress with their units. To update the course unit completion, first expand any unit groups by clicking on the + button to their left.

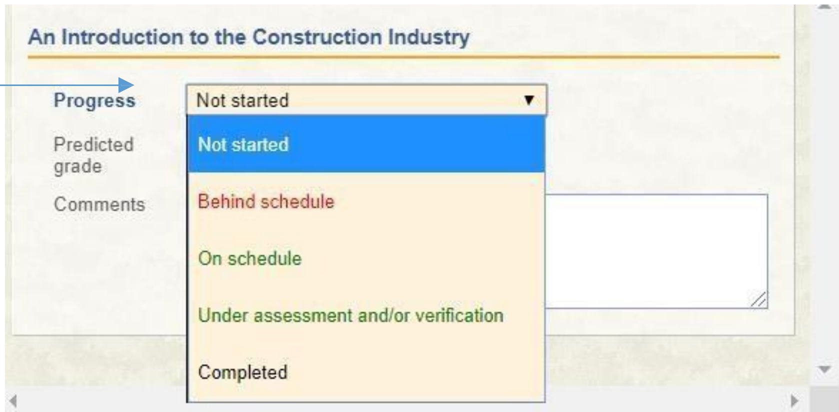
Doing this will allow you to see the individual units.



Clicking on one of the units will give you the option to report on the student's progress with the unit, as well as their predicted grade. You can also make comments. To complete this section, click on the dropdown menus and select the appropriate option, before entering any comments and clicking on the save button at the top of the page.



Progress
menu

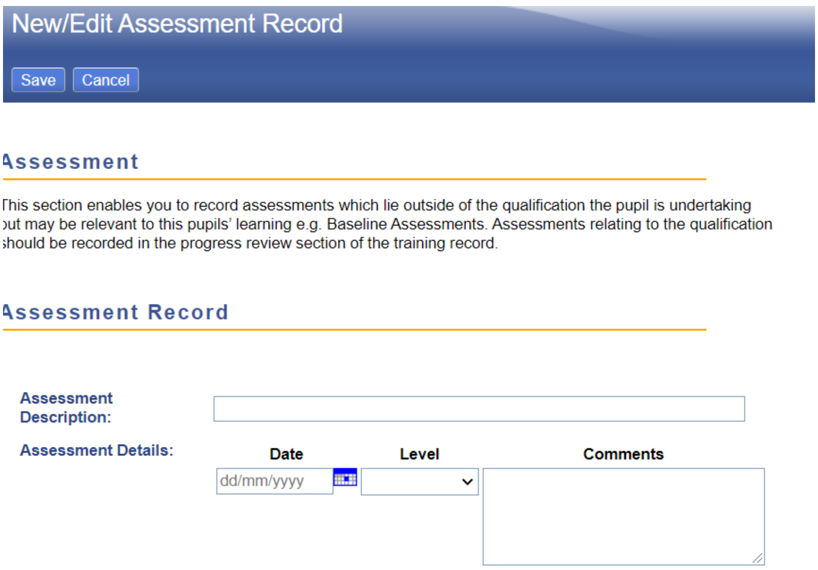


How to record an initial assessment

From a student's training record, it is possible to record the results of their initial assessment. To do this, first click on Manage Assessment at the top of the page and then click the New button on the following page.

Click these

This will take you to the New/Edit Assessment screen. On this screen, you will be able to create a new assessment record. Enter the assessment subject (e.g Mathematics, English) into the assessment description field and then select a date. Please provide the outcome in the comments box and leave the level field blank as the dropdown menu does not include the required options. Finally, click the save button at the top of the screen to save the record.



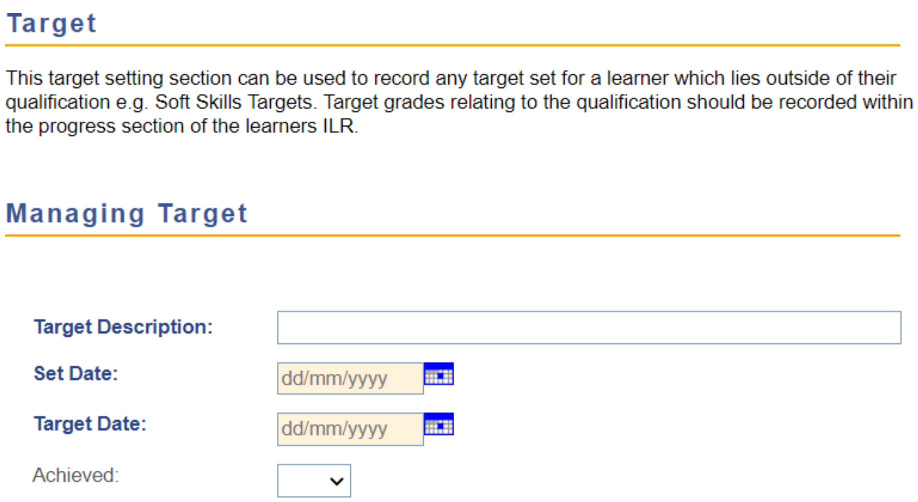
How to record targets outside of a learner’s qualification – optional

CLM can be used to record targets which lie outside of a learner’s qualification, for example targets relating to attendance or punctuality. To do this, click on the Manage Target button at the top of the page when you are on the learner’s training record. This will take you to the Manage Non Academic Targets screen.

Click here

Click here

Clicking the New button will allow you to create a new target.



On this screen, you can enter the target in the Target Description field. The Set Date should be the date on which you are setting the target, while the Target Date should be set to the date when the target should be completed. Finally, the Achieved drop-down menu should be set to no. This can be changed to yes when editing the target, if it has been completed.

Website

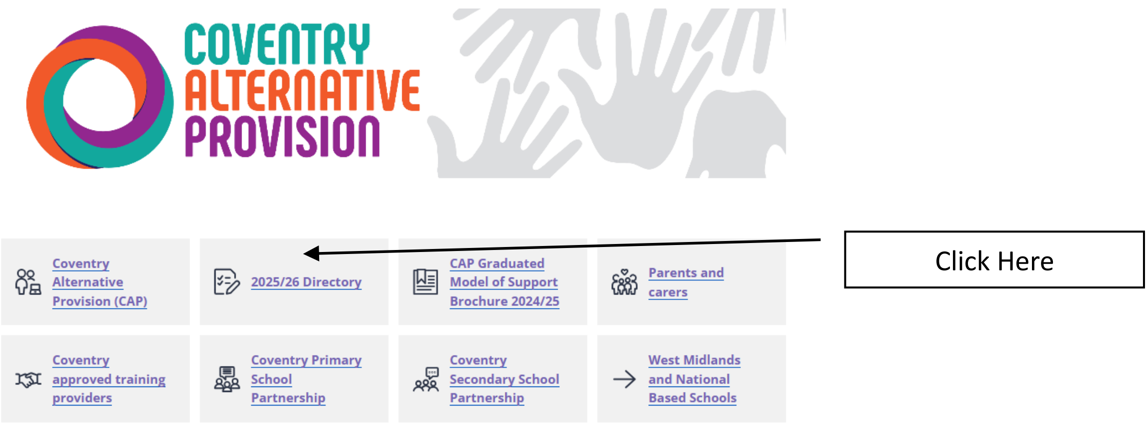
The Coventry Alternative Provision website can be found at https://www.coventry.gov.uk/wrl. On this website, you can find a directory of the provision offered by WRL, as well as the online forms needed to make an application or withdrawal.

This guide will cover the following topics:

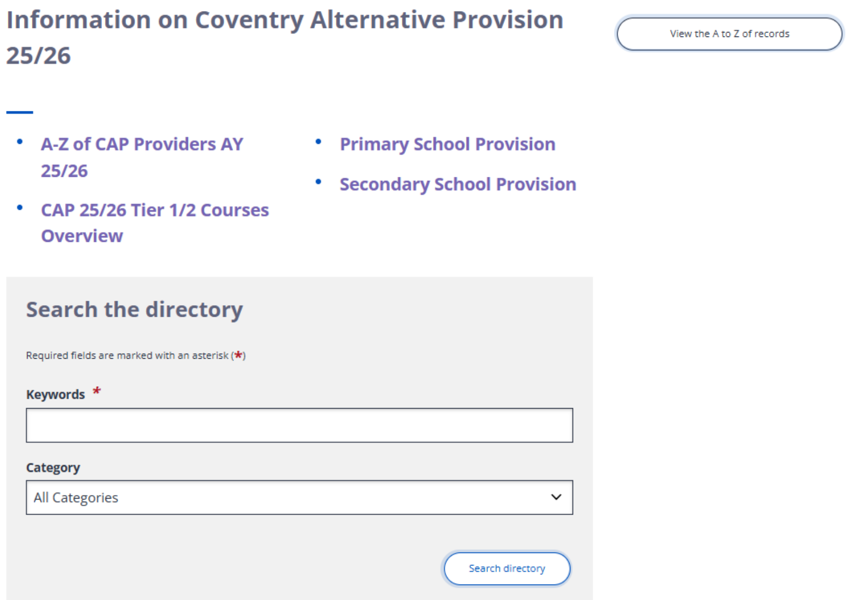
- **How to use the online directory to find a course**
- **How to download a copy of the directory**
- **Making an application**
- **Withdrawing a student from a provision**

<u>How to use the online directory to find a course</u>

To access the online directory, first go to the CAP website as given in the link above. Then, scroll down the page until you see the 2025-2026 Directory button.



Clicking this button will bring you to the front page of the directory. From here, you can view all of the courses in the directory or select a category to view. Alternatively, by scrolling down the page, you can search the directory in a variety of ways.



When searching for a specific course, you can use a combination of keywords, a category and student interest. Once you have set these, click on the Search button to search.

No matter which method you use, you will find yourself on the directory. The directory will show you courses which match the criteria you provided. Clicking on one of the courses will expand it, as well as providing a link to view the full details of the course.

Tier 1 Universal Qualification/Award Courses

Home | Schools, libraries and learning | Schools and schooling | Coventry Alternative Provision (CAP) | Coventry Alternative Provision 25/26 | Secondary School Provision | Tier 1 Universal Qualification/Award Courses

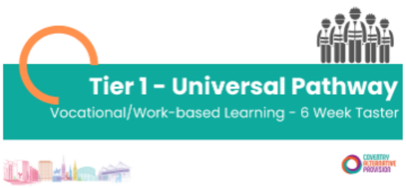
Categories in Tier 1 Universal Qualification/Award Courses

- Core Curriculum
- ESOL
- Personal Development
- POST 16 Pathways (Careers/Employability/Work Experience)
- Transition
- Vocational (Work Based Learning) and Practical Skills
- Vocational 6 week Taster Courses

Clicking on the course name displays the full details of the course. This includes the qualification (if applicable), as well as the availability, days, price and address.

Art and Design - Career Seekers Direct Limited - Coventry Alternative Provision 25/26

Home | Schools, libraries and learning | Schools and schooling | Coventry Alternative Provision (CAP) | Coventry Alternative Provision 25/26 | Secondary School Provision | Tier 1 Universal Qualification/Award Courses | Vocational 6 week Taster Courses | Art and Design - Career Seekers Direct Limited - Coventry Alternative Provision 25/26



	Art and Design - Career Seekers Direct Limited
Organisation fact sheet	https://www.coventry.gov.uk/downloads/download/8228/factsheet-csd-2526
Organisation Logo	
Address for Course Delivery	Coventry or Warwickshire location accessible by public transport
Lead Contact for Course	Eva Harrison
Lead Contact Number	07901517012
Lead Contact Email	eva@careerseekersddirect.co.uk
Course Name	Art and Design

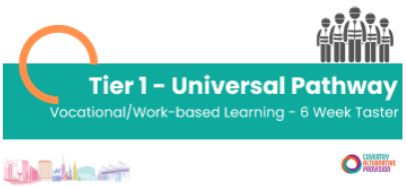
How see the factsheets of Providers

In addition to the online directory, it is possible to download a factsheet for each provider. To do this, click on the hyperlink on Organisation factsheet on the course page and this will allow you to download the information. The factsheets also contain further details about the providers including details of safeguarding and Health & Safety.

Art and Design - Career Seekers Direct Limited - Coventry Alternative Provision 25/26

Home | Schools, libraries and learning | Schools and schooling | Coventry Alternative Provision (CAP) | Coventry Alternative Provision 25/26 | Secondary School Provision | Tier 1 Universal Qualification/Award Courses | Vocational 6 week Taster Courses |

Art and Design - Career Seekers Direct Limited - Coventry Alternative Provision 25/26



	Art and Design - Career Seekers Direct Limited
Organisation fact sheet	https://www.coventry.gov.uk/downloads/download/8228/factsheet-csd-2526
Organisation Logo	CAREER SEEKERS DIRECT
Address for Course Delivery	Coventry or Warwickshire location accessible by public transport
Lead Contact for Course	Eva Harrison
Lead Contact Number	07901517012
Lead Contact Email	eva@careerseekersddirect.co.uk
Course Name	Art and Design

Career Seekers Direct Limited
Provider Fact Sheet
Central Coventry

Eva Harrison
0345 4580080
eva@careerseekersdirect.co.uk
www.careerseekersdirect.co.uk

Who we are

We have been an approved supplier for Personal & Social Development element of Coventry City Council's Alternative Provision programme since 2022. Most recently we designed and delivered a new Introduction to Bricklaying course which received this feedback from the first school to participate: "Feedback from the pupils is that they find it extremely rewarding. The course promotes teamwork, problem-solving skills and provides an invaluable insight into the world of construction by teaching practical skills. The CSD team are extremely knowledgeable and always on hand to support us if we have any queries".

In the past 3 years we have designed and delivered more than 50 vocational workshops in schools and colleges funded by the Warwickshire County Council Future Careers Fund. Many of them focus on supporting learners at most risk of becoming NEET. A number have been designed with and delivered for SEND schools.

As our name indicates, CSD was initially founded to provide excellent Careers, Education, Information and Guidance (CEIAG). The quality of our provision is illustrated by our Matrix Standard accreditation which we have held for 3 years and is subject to annual external review. Our CEIAG support spans Primary, Secondary and FE education settings and adults through community programmes.

What we offer

As a Matrix Standard accredited provider of CEAIG services we have substantial experience of working one-to-one with young people to help them understand their future options. All of our activities include an element of well-being support and we are aware of how and when to refer learners in need of support to appropriate agencies.

Student Outcomes

Our most recent success stories can be viewed on the home page of our website www.careerseekersdirect.co.uk. For example we recently ran a full day vocational tasters workshop for a whole year 9 group at The Nuneaton Academy featuring several sectors with employer involvement. We also recently ran a Toolkit for Life workshop for Woodlands SEND School. Through such workshops and our CEIAG work in schools we support more than one thousand young people in schools and colleges each year.

Safeguarding

DSL - Eva Harrison, eva@careerseekersdirect.co.uk, tel. 07901 517012
DDSL - Yvonne Matthews, yvonne@careerseekersdirect.co.uk, tel. 07496 875238
Enhanced DBS Staff
Safeguarding policy
Insurance Documents - Exp 04/03/2026

Specialisms
Vocational
Primary
Secondary
Mentoring

Mode of delivery
On-Site
In-School

Health and Safety

As our provision takes place at different places and can be in schools, we conduct a risk assessment for each course. This approach is explained in our Risk Assessment Policy which can be provided on request.

FSM Catered | No Transport | Quality Assured by CAP Documents on Sharepoint

Making an application

The online form to make an application can be found in each School area (i.e Primary/Secondary/West Midlands and national based Schools) it can also be found on the Key Forms and Documents page

CAP operates a Multi-Agency Application form for ease of use

Details for the application process is found in each Tier

Coventry Secondary School Partnership

Home | Schools, libraries and learning | Schools and schooling | Coventry Alternative Provision (CAP) | Coventry Secondary School Partnership

Contents

Just below this, you can find the CAP risk assessment, which will be required as a part of the application.

CAP student risk assessment

Coventry Alternative Provision provide a template Risk Assessment for schools to use if required.
Download and print the CAP student risk assessment.

If schools continue to use their own risk assessments they must be clear, detailed and relevant with updated information upon the point of referral.

We will not accept any risk assessments that have been completed longer than three months prior to the point of referral.

CAP referral form tiers 1 - 3

Privacy notice | CAP referral form | School details | Student details | Parent or carer details | Safeguarding | Attendance | Behaviour Summary | Academic attainment, curriculum, interests | CAP Provision | Agency involvement

We will use the information you provide to provide you with the necessary and appropriate training through our service.

We will share this information with your Coventry Alternative Provision Training Provider and any potential providers you may apply to and also internal Coventry City Council services such as Educational Entitlement and Government departments for statistical returns.

More information on how we handle personal information and your rights under the data protection legislation can be found in our full privacy notice.

We will keep all information you provide confidential and treat it in accordance with the requirements of Data Protection legislation.

✖ Cancel | Save | Next ›

At the top of the application, you can see the sections of the application form. As you complete each section, click Next to move to the next section.

CAP referral form tiers 1 - 3

Privacy notice | CAP referral form | School details | Student details | Parent or carer details | Safeguarding | Attendance | Behaviour Summary | Academic attainment, curriculum, interests | CAP Provision | Agency involvement

This form is intended to support professionals in decision-making, ensuring that provisions implemented are providing the right support at the right time and in the right place.

Submission of this form does not negate the school's responsibility in carrying out their duties to safeguard and promote the welfare of children, which includes following all relevant safeguarding practice and procedures.

This Multi-agency form has been created for schools to apply for provisions from our graduated model Tier 1-3. Please see Tier descriptions below;

- Tier 1 - Universal offer (Work-based Learning, Practical Skills, Core-Curriculum, Personal Development, Employability)
- Tier 2 - Targeted Support - (Insight/Flourish)
- Tier 3 – Time-limited placement (Supported transfer, Coventry Academy Re-focus Programme)

Which Tier are you applying for? *

- ◯ Tier 1 - Universal Support (Work-based Learning, Core-Curriculum, Personal Development, Employability)
- ◯ Tier 2 - Targeted Support - (Insight/Flourish)
- ◯ Tier 3 – Time-limited Support (Supported transfer, Coventry AP Academy Re-focus Programme, Year 11 bespoke)

‹ Previous | ✖ Cancel | Save | Next ›

Please note that a * next to a section indicates that it is mandatory. As a part of the application process, you will be asked to provide a risk assessment – this must have been completed within the last three months at the point of referral. At the end of the last section, click the Submit button.

Withdrawing a student from a provision

The form to withdraw a student can be found either in the School Area or through the following link: [Coventry Secondary School Partnership – Coventry City Council]

Withdrawal process

Submit a withdrawal form

- **Step 1** - School or Training Provider have identified a provision/student that they wish to withdraw from CAP.
- **Step 2** - School or Training Provider must consider the impact of this withdrawal on student achievement, health and well being.
- **Step 3** - If it is the Training Provider who are requesting the withdrawal a meeting must be arranged with CAP and School to discuss prior to the official withdrawal form being submitted.
- If the School are requesting the withdrawal, we encourage a discussion with our Monitoring Officers prior to the official withdrawal form being submitted.
- **Step 4** - School or Training Provider representative completes the online withdrawal form via the service website.
- **Step 5** - Withdrawal form is received by CAP.
- **Step 6** - CAP admin access the Withdrawal form and identify whether the request has come from a School or Training Provider.
- Admin also check if the student is being withdrawn from all provisions/days specific to that course and then proceed with the withdrawal on CLM and Capita.
- **Step 7** - Withdrawal form is sent to the Training Provider or School, dependant on who has requested the withdrawal.

To withdraw a provision, the referring School or Training Provider must submit a withdrawal form and allow 5 working days for this to be processed.

As with the application process, you can see each section listed at the top of the form. Click the Next button at the bottom of the page to move between the sections, and the Submit button when the form is completed. All of the questions on the Withdrawal form are mandatory.