

Coventry Alternative Provision

Schools Terms and Conditions for

Coventry Alternative Provision Graduated Model of Support (CAP GMOS)

When accessing Alternative Provisions through the Coventry Alternative Provision Framework, schools understand:

14.1 Alternative Provision Service Offer

- 1.1 Through the Coventry Alternative Provision (AP) Framework CAP, provides schools flexibility in offering a broad and balanced curriculum to students by procuring Training Providers who can offer a high-quality educational experience.
- 1.2 By purchasing the Coventry Alternative Provision Service Level Agreement, Schools will have access to the **AP Framework**. This includes access to, Work-based Learning, Curriculum Support, Employability and Personal Development and Interventions.
- 1.3 The CAP Service Level Agreement includes:
 - Commissioning and **procuring Training Providers**, enabling schools to commission AP placements.
 - An accessible **list of AP providers** covering, Work-based Learning, Curriculum Support, Employability and Personal Development and Interventions
 - **Providing Quality Assurance** checks for all approved Training Providers Reviewing and monitoring AP Quality Assurance in line with all relevant Central and Local Government policy and procedure including OFSTED, KCSIE & GEMS
 - Advice to schools on best **AP practice in line with OFSTED** when accessing Alternative Provisions with unregistered providers.
 - **Monitoring and reporting** on Attendance, Attainment, Progression and Behaviour of all students.
 - Support with School OFSTED Inspections and Training Provider preparation.
 - Key information and guidance for your Alternative Provision checklist in accordance with **Safeguarding** requirements
 - Access to all **CAP policies and procedures** which are reviewed and updated annually.
 - Access to our **secure file transferring system** in line with GDPR
 - **Coordinating** student placements
 - Providing **monitoring systems** to track student attendance and progress
 - Advising on Safeguarding and monitoring all required actions undertaken by Training Providers
 - **Facilitating meetings** where placements need to be reviewed.
 - Advising schools on suitable provisions that can **meet student's needs**.
 - **Training staff** on systems and Alternative Provision

- Supporting the **Risk Assessment process** for student placements based on a multi-agency approach of information sharing
- Access to **Information, advice and guidance** on post 16 placements
- Coordinating Network meetings
- **Training opportunities and CPD opportunities** for staff

This does not negate the school's responsibilities in ensuring any AP provision is appropriate and compliant.

14.2 SLA Payment – Band Paying Schools (Those not in Partnership SLA)

Multiple Provisions:

- 2.1 Service Level Agreements cover the period of **April – March** in any given year.
- 2.2 Multiple provisions are chargeable via allocated Bands.
- 2.3 A provision refers to an allocated placement ranging from 1 hour to a full day.
- 2.4 A Band relates to the **number of provisions**.
- 2.5 By purchasing a Band of provisions, schools receive a specified number of provisions allocated to them over the allocated period.

14.3 SLA Payment – Partnership SLA schools

Multiple Provisions:

- 3.1 Service Level Agreements cover the period of **April – March** in any given year.
- 3.2 Partnership SLA paying schools have access to CAP graduated model of support provisions.
- 3.3 For Tier 2 – Aspiration Pathway, Schools have access to **15 quality assured provisions** (a band of 15) at Non-School Alternative provision providers and **unlimited quality assured provisions for Tier 2 Therapeutic Pathway** as part of the Partnership SLA.
- 3.4 Schools wanting more than 15 quality assured provisions are required to purchase single provisions or additional band, this will be at a reduced rate.
- 3.5 A provision refers to an allocated placement ranging from 1 hour to a full day.
- 3.6 A Band relates to the number of provisions.
- 3.7 By purchasing a Band of provisions, schools receive a specified number of provisions allocated to them over the allocated period.
- 3.8 For Tier 2 – Aspiration Pathway, 14-16 Pathways with Purpose Partnership SLA schools have been granted £12,500 for the academic year. This funding may only be used towards approved courses delivered under this programme. The allocated funding will be deducted from the school's invoice each half term based on the number of pupils attending eligible courses. Once funding has been utilised the school will be charged thereafter for students who continue to attend this programme

3.9 Schools have access to Tier 2 Aspiration and Engagement courses ran by Coventry Alternative Provision Academy (Aspire 16, Refocus and Finish 11) as part of the SLA.

3.10 For Tier 2 – Engagement Pathway, schools have access to the Partnership 12-week preventative placement provisions.

14.4 **Single Provision SLA Payments: (Schools not purchasing a band from SLA)**

4.1 A single provision SLA can be purchased as a **half termly payment**.

4.2 These charges will not be pro-rotated for purchases made part way through a half term.

4.3 Invoices will be raised at the end of **each half term** in line with course fees.

14.5 **Course fees**

5.1 All course fees are charged through the Coventry Alternative Provision Framework.

5.2 For Core Pathway Course referrals, once a start date has been agreed following the student interview, schools are committing to a **minimum half termly charge**. This will be confirmed by receipt of a commitment agreement from the Training Provider.

5.3 Students who have never attended provision will be recorded as a non-starter and a withdrawal clause shall apply to the minimum half termly charge.

5.4 For referrals to the **Targeted Pathway or short-term engagement programmes** within the Core Pathway the cost of the course will be charged for in **full on the first payment run**, following commencement of the course.

5.5 Invoices will be raised at the end of **each half term**.

5.6 The cost of **Free School Meals** shall be charged alongside the course fees each half term.

5.7 In the event of a student transferring schools during a provision, the **referring school shall bear the cost of the provision until the end of the half-term** in which the transfer occurs. Novation of the placement and costs to the new school can only occur when they have authorised the continuation of the provision and assume financial responsibility from the new half-term.

5.8 If the new school does not have an existing SLA, they will be charged the single provision fee for any accrued course fees from the new half term.

5.9 **CAP will not be responsible for additional Provider charges** resulting from placements changed without following the established processes with CAP, which may incur costs directly charged by training providers.

14.6 **Commissioned and procured training providers.**

6.1 This SLA does not apply to provisions **commissioned outside of the CAP framework**.

6.2 While supported by the CAP framework and Service Level Agreement, **the school is the named commissioner for all placements through CAP.**

- 6.3 **The school are responsible** for ensuring that commissioned placements meet the individual student's needs and are suitably matched.
- 6.4 Schools must ensure that any commissioned placements do not **preclude a child of compulsory school age from attending their designated school** by providing all, or substantially all, of their education.
- 6.5 Schools must **not make direct referrals** to a procured CAP Training Provider; all referrals must be made through the CAP framework.
- 6.6 Schools are responsible for **providing details of any other AP provision accessed** by a student during the referral process to CAP, to ensure that the school remains the main education provider.

14.7 Quality Assurance

- 7.1 Schools should ensure that they are familiar with the **Quality Review process** that is implemented by Coventry Alternative Provision.
- 7.2 Schools should ensure that they **undertake an initial visit** to all accessed Training Providers when a referral is made, to assess suitability and compliance with their own processes and procedures.
- 7.3 Schools should **report any concerns** regarding Quality Assurance to Coventry Alternative Provision at the earliest opportunity.
- 7.4 Schools should ensure that the CAP framework and processes are in line with the schools' own policies.
- 7.5 Schools are responsible for **review of provider risk assessment** ensuring all appropriate measures are in place for the students they are sending.
- 7.6 Whilst Coventry Alternative provision provides the platforms and systems for quality assurance **schools ultimately remain responsible** for ensuing provisions are compliant and can meet the needs of the students they are sending.

14.8 GDPR, Data Protection and Information Sharing

- 8.1 Schools shall guarantee the **accuracy, currency, and comprehensiveness** of the information provided when applying for Alternative Provision.
- 8.2 Schools must **maintain a copy of the application form** on record in accordance with their GDPR policy.
- 8.3 Schools are obligated to **respond to Subject Access requests** received from Training Providers. All Subject Access Requests made to a training provider or CAP will be directed to the relevant School. Training Providers, in turn, must promptly notify schools and CAP about any such requests to ensure compliance with information sharing guidelines.
- 8.4 Schools shall diligently manage Subject Access Requests made to a Provider through the Schools' Subject Access Request Process, ensuring compliance with applicable data protection regulations.
- 8.5 Schools shall promptly **notify the Coventry Alternative Provision team of any changes or updates** to student information and data to ensure the accuracy of all records.

- 8.6 All student documentation, including original application forms and incident or safeguarding forms received from CAP, shall be handled in strict adherence to the School's GDPR policy.
- 8.7 Schools shall **designate users (CAP Coordinator/DSL) for the Secure File** Transfer system (Datalocker).
- 8.8 Schools shall identify staff members who require access to the **CAP Data Recording System (CLM)**. These users must undergo training to fully comprehend their roles within the system.
- 8.9 Schools will allow a **share contract on CPOMS** with providers. If the school does not currently use CPOMS, you agree that you will do so for the students accessing AP.
- 8.10 Schools shall promptly inform the Coventry Alternative Provision Team of any **changes to user access** by reporting through the designated website (link).
- 8.11 Schools shall actively **participate in networking** and marketing events to foster staff comprehension of the Coventry Alternative Provision Service and its available offerings.
- 8.12 All **sensitive information** must only be shared via our Secure Transfer system (Datalocker).

14.9 **Staffing**

- 9.1 The school shall designate an individual who will assume responsibility for communication and contact concerning Alternative Provision, referred to as the **Coventry Alternative Provision (CAP) Coordinator**. This designated person will act as the primary liaison between the school, the Coventry Alternative Provision Team, and Training Providers, as necessary, and allow them the time to attend meetings and training.
- 9.2 The school shall **promptly provide contact details for the designated staff members**, namely the CAP Coordinator and the Designated Safeguarding Lead (DSL)/Deputy DSL, to the Coventry Alternative Provision Team. Any updates or amendments to these contact details shall also be promptly communicated via the online form.
- 9.3 The school shall ensure its **representation at CAP meetings**, ensuring active participation and effective dissemination of all relevant messages to the school staff team.
- 9.4 The school shall actively seek, and access training opportunities made available to its staff members by the Coventry Alternative Provision service.
- 9.5 The CAP **School Coordinator shall assist their school colleagues** in gaining a comprehensive understanding of Coventry Alternative Provision (CAP) and its purpose for accessing Alternative Provision.

14.10 **Communication**

- 10.1 The school shall ensure that **parents/carers possess a comprehensive understanding** of Coventry Alternative Provision and provide their agreement to accessing the service for their child.
- 10.2 The school shall promptly communicate any school closures or important dates, such as examinations, to the Coventry Alternative Provision team. This communication should occur in advance to facilitate the necessary arrangements within the broader collaboration.

- 10.3 The school shall promptly notify the Coventry Alternative Provision team of **any changes to a student's Risk Assessment** or circumstances.
- 10.4 The school shall provide **updated Risk Assessments** as required or whenever significant changes or incidents occur that impact the student's situation.
- 10.5 The school shall inform the Coventry Alternative Provision team if a **student is transferring** to another school or accessing a placement at a different educational institution.
- 10.6 The school shall clarify and confirm the party **responsible for funding** in the event of a school transfer involving a student accessing Coventry Alternative Provision.
- 10.7 Ensure that Coventry Alternative Provision are informed if a student is returning to their original school from a supported transfer.
- 10.8 The school shall ensure that **no changes are made to a student's provision without informing** the Coventry Alternative Provision team. It is explicitly understood that Coventry Alternative Provision will not assume responsibility for monitoring the provision and charges if changes are made without following the official communication channels established with the Coventry Alternative Provision team.
- 10.9 The school should always inform the Coventry Alternative Provision team in advance of any **stakeholder meetings are scheduled** regarding a CAP student to allow the team's attendance, when deemed necessary.

14.11 Policies and Procedures

- 11.1 The school shall diligently adhere to and fulfil the prescribed minimum standards of the Coventry Alternative Provision (CAP) policies and practices. These policies can be readily accessed on the [CAP website](#).
- 11.2 The school shall actively support the effective **implementation of all CAP policies**, demonstrating a commitment to their application and enforcement.
- 11.3 The school shall ensure that all relevant staff members possess a comprehensive understanding of the Coventry Alternative Provision Website, process and procedures. They should be proficient in navigating the website to access essential features, including applications, withdrawals, directory, safeguarding information, policies, and the welcome pack.
- 11.4 The school shall grant **access to the Terms and Conditions** of the Coventry Alternative Provision program to staff members who bear responsibility for Coventry Alternative Provision-related matters.

14.12 Withdrawals/Termination From provisions

- 12.1 Please refer to the **withdrawal process** for more information. Appendix D.
- 12.2 For Aspiration Pathway referrals, upon agreement of a start date subsequent to the student interview, schools are committed to a **minimum half-termly charge**. Following the initial half term, a student may be withdrawn from a provision at any time; however, schools must provide a minimum notice period of 5 clear working days for withdrawals. A working day is defined as the period from 8:00 am to 4:00 pm. Schools will incur a termination **fee of £99* per withdrawal**, which shall be charged accordingly.

- 12.3 In the case of withdrawals from a Therapeutic Pathway (6-12 weeks) prior to the scheduled end date, the **full payment for the booked duration** shall still be expected. However, the termination fee will not be applicable to these courses.
- 12.4 In the event that a school intends to withdraw a provision, it shall undertake a **thorough assessment** of the progress achieved and carefully evaluate the potential impact of such withdrawal on the young person. The school acknowledges and assumes full responsibility for ensuring that the students have satisfactorily completed all necessary qualifications and/or awards prior to initiating the withdrawal process.
- 12.5 Students who have not commenced the agreed provision by their third allocated session shall be **recorded as non-starters**. To exempt schools from the minimum half-termly charge, the official withdrawal process must be completed at least 5 clear working days before the third provision date.
- 12.6 Withdrawals may be initiated by a Training Provider on grounds of behavioural concerns, inability to meet the student's needs, or a change in the Risk Assessment. In such cases, the Training Provider shall convene a meeting with CAP, the referring school, and any involved parties to discuss the matter. This decision must align with the established policies of CAP, particularly the Behaviour Policy. Upon agreement, the Training Provider shall follow the prescribed official withdrawal process. The school shall be only liable for the provision costs from the agreed start date indicated in the commissioning agreement until the date of withdrawal, without applying the 6-week minimum fee.

14.13 **OFSTED**

- 13.1 Prior to referring students for Alternative Provision, schools shall ensure their familiarity with the comprehensive process outlined in the **OFSTED guidance** provided by CAP. This comprehensive framework encompasses the following key aspects:
- Mapping
 - Identifying student needs
 - Student Risk Assessments
 - Student Input
 - Choosing the correct course/s
 - Parental/Carer involvement
 - Pre interviews
 - Application Process
 - Induction Process
 - Attendance
 - Measuring success
 - Partnership approach
 - Safeguarding

- 13.2 As part of the referral process, schools must **complete a commissioning agreement**, thereby ensuring a thorough consideration of the ways in which Alternative Provision will support the young person. Schools bear the responsibility of assessing whether the offered Alternative Provision, along with its customised curriculum, adequately caters to the student's individual needs. This evaluation is an integral part of the application process through the commissioning agreement.
- 13.3 Schools are required to **retain a copy of the Training Providers Insurance details and Risk Assessments** provided by Coventry Alternative Provision in preparation for an Ofsted inspection.
- 13.4 Schools must possess a comprehensive understanding of Coventry Alternative Provision's Quality Assurance practices, accessible through our website.
- 13.5 Schools are obligated to adhere to the actions and commitments outlined in the response received from Coventry Alternative Provision upon securing a placement.
- 13.6 School shall promptly notify the Coventry Alternative Provision Team of any scheduled OFSTED inspections.
- 13.7 Schools shall inform the Coventry Alternative Provision Team if the OFSTED inspector expresses interest in visiting any of the Training Providers.
- 13.8 Schools must provide accurate and precise information regarding whether a student is accessing any provision with an unregistered provider which is not on the CAP Framework.
- 13.9 Schools must provide accurate and precise details concerning the days and hours of education that are being provided by the school to the students accessing Coventry Alternative Provision.
- 13.10 Schools must file any provider information (including Provider Insurance and Risk Assessments) in compliance with the Schools GDPR Policy.
- 13.11 It is the responsibility of the school to schedule and undertake visits to the training providers where students are accessing provision.
- 13.12 Upon request, CAP can arrange a meeting to assist in the preparation for an Ofsted Inspection specially related to Alternative Provision.
- 13.13 Schools have access to the Alternative Provision Quality Statement provided by CAP, serving as a valuable guide to support Ofsted inspections.
- 13.14 Schools will be accountable for providing a concise section of feedback on an impact report each term, contributing to the evaluation and monitoring of the Alternative Provision's effectiveness.

14 Risk Assessments

- 14.1 Schools must ensure that all students referred to access Alternative Provision have an **accurate personalised Risk Assessment** in place that has been completed or reviewed within **3 months** of the provision being requested.
- 14.2 Schools must diligently assess the risks associated with educating a student offsite.
- 14.3 Providing updated Risk Assessments whenever necessary- this must happen if a significant change or incident occurs.
- 14.4 Ensure staff have **risk assessed the course** that is being applied for.
- 14.5 Understand that the providers **reserve the right to reject** an application if they deem the course or location too high risk.

- 14.6 Understand that the providers reserve the right to reject an application if they cannot meet the students' needs outlined upon application.
- 14.7 Ensure that even if the school considers a student to have no risk, a blank risk assessment must still be provided demonstrating this. It must be dated and signed.

15 Travel Arrangements

- 15.1 Prior to making a referral, **schools must engage in open discussions with parents/carers concerning travel arrangements**. These dialogues should ensure that the proposed arrangements are both feasible and sustainable.
- 15.2 Schools are responsible for conducting thorough risk assessments of the travel arrangements made for students accessing Alternative Provision. This measure ensures the safety and well-being of the students during their journeys.
- 15.3 **If transportation poses a hindrance** for a student to access their Coventry Alternative Provision (CAP) education, schools must take appropriate and proactive steps to address the situation adequately. Implementing necessary adjustments and accommodations is essential to support students in their learning journey.
- 15.4 In situations where a student is required to leave the school premises due to illness or behavioural reasons (and not limited to these factors), it becomes the **responsibility of the school or parents/carers to make suitable travel arrangements for the student**.
- 15.5 On permission of the school and/or parent, in cases where external services, such as taxis, are arranged due to a student's removal from provision and the school or parents/carers are unable to collect them, any associated charges incurred will be borne by the school.

16 Collaborative Learning Manager System and Software (CLM)

- 16.1 Upon approval of a placement, it is imperative for schools to ensure that the student training record is accurately and promptly updated on CLM with all relevant details.
- 16.2 In the event of any discrepancies or inaccuracies identified in the student training record on CLM, **schools are required to promptly notify CAP to facilitate necessary corrections**.
- 16.3 Daily monitoring of student attendance on CLM, encompassing both morning (am) and afternoon (pm) sessions, is mandatory for schools to track and maintain accurate records.
- 16.4 Schools are expected to **diligently pursue and address instances of absenteeism** in accordance with the school attendance policy.
- 16.5 Schools are required to efficiently **process any reported absences** on CLM by classifying them as either 'Authorised' or 'Unauthorised,' adhering to the prescribed criteria for each classification.
- 16.6 The accurate recording of student attendance on **CLM must be mirrored on the school's attendance** systems to ensure consistency and alignment.
- 16.7 Schools are encouraged to annotate CLM registers with relevant notes, elucidating the reasons for student absences, should such reasons be known.

- 16.8 Access to Training Records on CLM is essential for schools to review and evaluate student attendance and progress in the course.
- 16.9 On a six-weekly basis, it is incumbent upon **schools to download the progress reports** from CLM and duly disseminate them to parents/carers.
- 16.10 Schools are expected to **periodically review the qualification and unit updates available on CLM**, with particular attention given to these updates on a half-termly basis.

17 Safeguarding

- 17.1 Schools must demonstrate a comprehensive understanding of the Coventry Alternative Provision Safeguarding Policy and actively support its implementation.
- 17.2 Schools are obliged to conduct **safeguarding visits to Training Providers** before provisions commence to assess the suitability and safety of the environment.
- 17.3 It is essential for schools to promptly provide Coventry Alternative Provision with student safeguarding updates on **CPOMS via the shared contract agreement**.
- 17.4 School Designated Safeguarding Leads (DSLs) must collaborate with Coventry Alternative Provision DSLs providing timely updates and feedback concerning safeguarding incidents or concerns.
- 17.5 Schools are responsible for ensuring **staff have access to Training Provider DSL** contact details which can be facilitated through the CAP Website.
- 17.6 Coventry Alternative Provision must be **invited to any safeguarding review meetings** that are deemed pertinent to the provision of services.
- 17.7 Schools must attend meetings convened by Training Providers and/or CAP regarding safeguarding matters.
- 17.8 Any **changes to student Risk Assessments** based on safeguarding concerns must be promptly communicated to Coventry Alternative Provision.
- 17.9 Schools are required to inform Coventry Alternative Provision of the involvement of Social Workers, Youth Criminal Justice System, and other relevant agencies in the student's welfare.
- 17.10 To complete safeguarding visits to Training providers prior to provisions commencing.
- 17.11 Schools must **actively support the implementation and use of CPOMS (Child Protection, Online Monitoring System)** and comply with any relevant changes to the Safeguarding policy.
- 17.12 Schools should note that Coventry Alternative Provision staff can only discuss safeguarding matters with the designated school DSL and/or Deputy DSL or Headteacher.

18 Student meetings

- 18.1 Schools must **designate representatives to attend review meetings** concerning attendance, progress and behaviour on behalf of the school.
- 18.2 Schools are encouraged to support and ensure that parents/carers and students participate in review meetings.
- 18.3 Minutes of these meetings will be **recorded on a CAP meeting form** and uploaded to CPOMS.
- 18.4 It is crucial to inform Coventry Alternative Provision whenever a meeting is scheduled to allow a member of team to attend, where deemed necessary.

19 Student / Provider Interview

- 19.1 **Schools are responsible for arranging interviews directly with the Training Provider** once a provision has been applied for.
- 19.2 Alternatively, schools may **arrange a visit to the Training Provider** before making the application and include these visit details in the application.
- 19.3 Schools must facilitate and ensure the student's attendance at the interview.
- 19.4 It is the school's responsibility to **ensure parents/carers are fully informed** of the interview details and purpose.
- 19.5 Schools must ensure that the student thoroughly comprehends the interview process and its significance.
- 19.6 Schools should ensure **students are made aware of the expectations and Code of Conduct** established by Coventry Alternative Provision.
- 19.7 After the interview has taken place, schools should await the Application Response Form-commitment agreement from the Training Provider to confirm the start date.

20 Post 16 - Information, Advice, and Guidance (IAG)

- 20.1 Schools should liaise with the Coventry Alternative Provision team regarding Information, Advice, and Guidance (IAG) matters and **explore support that can be offered** through the service.
- 20.2 Schools should **actively participate in any meetings regarding POST 16 Pathways** for Year 11 students with the view to supporting next steps and reducing the risk of NEET.

Appendix A

Coventry Education Partnership

CAP Service Level Agreement

The CAP SLA 2026-27 provides access to:

- All CAP tiers through a single SLA.
- CAP quality assurance & compliance framework.
- Monitoring systems for Attendance, Progress, Safeguarding and Behaviour.
- Support with remaining compliant when accessing Alternative Provision and preparation for Ofsted.
- The CAP Multi-Agency Panel for quality assurance of the CAP Graduated Model and oversight of referrals.
- The Education Engagement Team for advice and guidance
- An Education Engagement Practitioner in school half a day per week
- Network and training events for Behaviour Leads, Pastoral Leads, SENDCos, CAP Coordinators.
- Collaborative leadership support.
- Continued subscription to 'When The Adults Change Behaviour Programme' (up to January 2027).

New developments for 2026-27

Programme	Target pupils
Refocus 10-weeks at CAPA	A short-term intervention (10 weeks) for KS3 pupils showing the early signs of disaffection with mainstream secondary education. Referred to and approved by the CAP Multi-Agency Panel.
Aspire 16 2 days per week at CAPA	Longer term support for KS4 pupils who require an individualised timetable to complete and maximise their secondary education. Pupils referred to this programme will be aiming for a level 1 education, and a vocational post-16 offer. Referred to and approved by the CAP Multi-Agency Panel.
Finish 11 4 days per week at CAPA	A two-term programme for Year 11 pupils during the last two terms of year 11 (from January to July 2027). The programme aims to ensure that pupils can attain qualifications that enable them to access their post 16 destination. Referred to and approved by the CAP Multi-Agency Panel.

Pathways with Purpose Various days at CAP framework providers in partnership with Coventry College	An integrated Tier 1 provision commissioned directly by schools for KS4 pupils. As part of this, each school will be allocated: • Financial contribution towards specific Tier 2 Aspiration Pathway vocational course fees for learners in Years 10 and 11 • Access to a coordinated vocational and academic programme, designed in partnership with Coventry College and Adult Education • A structured pathway that includes employability, wellbeing, mentoring, and early college transition support • The programme includes: ○ academic and vocational learning (including functional skills and English/maths support) ○ careers, employability and employer engagement ○ wellbeing, mentoring and therapeutic support ○ early college experiences, applications, handovers and induction
CAPA Lite	A Tier 1 provision commissioned directly by schools for KS4 pupils who have completed a Refocus, Focus 11 or Sixth- Day Provision assessment placement. Home school have assessed that they required continued access to the therapeutic and practical curriculum.

Tier 2: Aspiration Pathway (applications can be made at any time)

Open access to:

- Pathways with Purpose **(new for 2026/27)**
- CAPA Lite **(new for 2026/27)**
- **Aspire 16 for KS4 pupils** at the Coventry AP Academy x 40 placements available **(New for 2026/27)**
- Work-based learning, curriculum and employability courses, qualifications and awards.
- 15 paid for QA placements at Tier 1 and unlimited at Tier 2 as part of the SLA (course fees still apply)
- course/placement co-ordination and monitoring via dedicated personalised learning and outreach officers
- monitoring systems for attendance, progress, safeguarding and behaviour.

Tier 2: Therapeutic Pathway

Priority access to:

- **Insight and Flourish Placements**, i.e. priority over schools who do not have the SLA (course fees still apply)
- course/placement co-ordination and monitoring via dedicated personalised learning and outreach officers
- monitoring systems for Attendance, Progress, Safeguarding and Behaviour

- funded external mentors via the Youth Justice Service (YJS).

Tier 2: Engagement pathway

Exclusive access to:

- **12-week Preventative Placements** and the associated Headteacher Panel
- **Outreach support** from an Education Engagement Practitioner for pupils participating in 12-week Preventative Placements during period of the placement.
- **Refocus Placements for KS3 pupils** at the Coventry AP Academy x 30 placements over the year (10 places available per term) **(New for 2026/27)**
- **Finish 11 for Year 11 pupils** at the Coventry AP Academy during the last two terms of year 11 (from January to July 2027). 10 places available. **(New for 2026/27)**
- **Outreach support and training** from Coventry AP Academy
- funded external mentors via the Youth Justice Service (YJS)
- an Early Help Supporting Families Worker
- additional advice and guidance from the Education Engagement Team
- monitoring systems for Attendance, Progress, Safeguarding and Behaviour.

Collaborative Leadership Support

Exclusive access to:

- Specialist multi-agency support from the local authority to identify support pathways for students.
- Opportunities to meet confidentially on a 1:1 basis with a successful and highly skilled educational leader who understands the context and challenges in Coventry. This aims to support headteachers to develop and crystallise their decision-making approaches when dealing with complex behaviour management issues.

Behaviour and Belonging Training Pathway

Continued access to 'When The Adults Change Behaviour Programme', which includes

- Access to WTAC Behaviour Change Course
- Access to WTAC Behaviour for Leaders Course
- Access to WTAC Parent Coach Course
- Invitations to attend virtual INSETs and virtual training with the WTAC team
- Access to a video library that allows you to engage in training at any time

Appendix B

CAP Application process

Schools to use the CAP Support and Guidance document to take relevant measures prior to applying for Alternative Provision through CAP.

- **Step 1** - School submit application form via the multi-agency application form.
School to consider the quality measures that are displayed on screen upon submission.
- **Step 2** - All Applications are received into the CAP inbox.
All Tier 2 – Aspiration Pathway – Aspire 16 Applications, Tier 2 – Therapeutic Pathway - ‘Flourish’ Applications, and Tier 2 – Engagement Pathway – Refocus/Finish 11 applications will be kept on hold and presented at the next Panel meeting.
- **Step 3** - Admin to review all submitted applications (Tier 2 Aspiration and Tier 2 Therapeutic - Insight). If there is any missing data, they will contact the school to confirm details. CAP admin to check the date on Risk Assessments (must be within 3 months of date of application), if CAP require any changes CAP admin will email to request from the referring school. School will be informed that the application will be on hold until the requested Risk Assessment is received.
- **Step 4** - Once all of the data has been received, the application documentation (EHCP, Risk Assessments and any other supporting paperwork) will be sent to the training provider on Datalocker.
- **Step 5** - Training Provider will review all documentation and discuss any changes to delivery days with the referring school. Training Provider and school to arrange and hold a pre interview with the student supported by school or parent/carer) if this has not already been completed within a week of receiving the referral.
- **Step 6** - Training Provider must then complete the ‘Application Response’ and send back to CAP inbox.
- **Step 7** - Once the application response is received and the Training Provider has confirmed agreement to the provision, CAP Admin will process the provision within two working days, based on the details provided in the ‘Application Response’, including the confirmed start date and delivery days.
- **Step 8** - If the Training Provider indicates they are unable to commit to the placement (excluding cases related to availability), the response will be escalated to CAP SLT for review. Where a placement is declined due to identified need, Monitoring Officers will contact the school to explore alternative options.
- **Step 9** - Admin to add successful courses to CLM.
- **Step 10** - Confirmation email sent to school with Application Response and a reminder of quality measures that should be taken by the school, if the placement was successful.
- **Step 11** - Student starts provision on the date outlined on the Application Response.

Appendix C

CAP Change to commission Process

On occasions, there may be a requirement to make changes to an already commissioned student's AP placement.

This could include:

- Change of time or day
- Change of Supervision
- Increasing hours
- Increasing Days

This must be agreed by both the School and Training Provider

- **Step 1** - School/Training Provider have identified a need to change a student's commissioned placement at AP, this may be due to a number of reasons.
- **Step 2** - School/Training Provider must consider the impact of this change of commission on student achievement, health and well-being.
- **Step 3** - Both the school and training provider must agree to the change of commission for it to take effect.
- **Step 4** - School representative completes the online change to commissioned place request form via the service website.
- **Step 5** - Change to commissioned place request form is received by CAP who then send it to the Training Provider for review.
- **Step 6** - Training Provider completes the application response form confirming they can still meet need of student and accept the change to commission.
- **Step 7** - CAP admin to update CLM to reflect the change in commission.

Please allow 5 working days for this to be processed.

Note:

Where a students hours or days are being reduced or completely withdrawn from a provision, a withdrawal form must be completed.

Appendix D

CAP Withdrawal process

- **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 wellbeing.
- **Step 3** - If it is the Training Provider who is 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 checks if the student is being withdrawn from all provisions/days specific to that course and then proceeds with the withdrawal on CLM and Capita.
- **Step 7** - Withdrawal form is sent to the Training Provider or School, dependent 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.