



Coventry  
City  
Council

Coventry City Council



# 2024-25

## A GRADUATED MODEL OF SUPPORT

### Understanding Tiers 1 to 3



Coventry Education Partnership  
Secondary Schools



COVENTRY  
ALTERNATIVE  
PROVISION















# The CAP Graduated Model of Support 2024 – 2025

The Coventry Education Partnership believes that every child deserves an education that enables them to fulfil their potential, whatever their background, individual needs or location within the city.

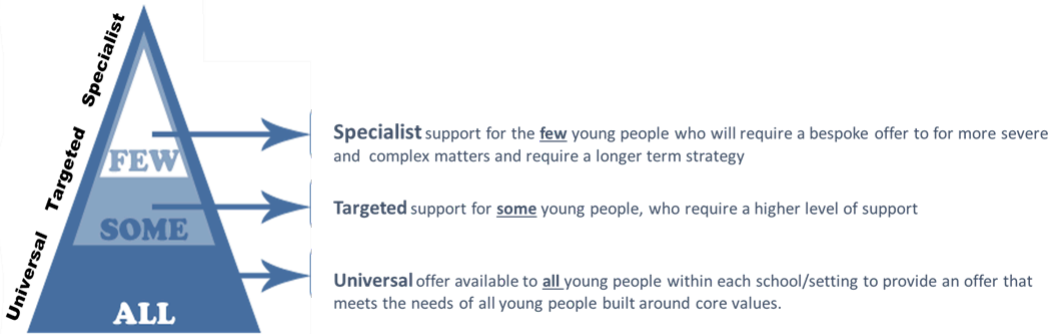
The partnership recognises that alternative provision can provide support to children at challenging moments in their lives, above and beyond support already made available in their school.

## Contents

 <b>Right Support, Right Place, Right Time</b>	 <b><u>Tier 1</u></b>	 <b>Application and Panel Meetings</b>
 <b>Government Approach to AP</b>	 <b><u>Tier 2</u></b>	 <b>CAP Service Support</b>
 <b>Coventry Approach to AP</b>	 <b>Tier 3</b>	 <b>Quality Assurance</b>
 <b><u>Graduated Model</u></b>	 <b>Early Help</b>	 <b>Referral Deadlines and Panel dates</b>

# Right Support, Right Place, Right Time

The concept follows an established model of support & intervention, beginning with a universal support offer which is available to all. Some children and young people, who require a higher level of support, may also need targeted support and a few children and young people will require specialist support.



## Government approach to Alternative Provision

The Government 'Green Paper' titled "The SEND Review" outlined their vision for creating a system that empowers children and young individuals to thrive. This involves providing them with the right support at the right time in the right place to help them reach their full potential and lead fulfilling adult lives. The paper's main aim is to establish a consistent national standard for both SEND (Special Educational Needs and Disabilities) and alternative educational options.

The Government recognises that Alternative Provision is an important aspect of our reforms and will be used as an intervention, not a destination. High-quality alternative provision, including for social, emotional and mental health needs, will create additional capacity for mainstream school leaders and staff to address challenging behaviour earlier and re-engage pupils in education.

Interventions will be based on a three-tier model with a focus on targeted support whilst children are in mainstream school, to deal with needs early and reduce preventable exclusion. Time-limited or transitional placements into an alternative provision setting will provide more intensive intervention or longer-term support where it is needed, before these young people return to a new mainstream setting or progress to a sustainable post-16 destination.

# Coventry Alternative Provision

## Aim and Approach

### Education Partnership Aim:

To equip children and young people with the vital skills, qualifications, knowledge and experiences which assist them to flourish through education and in their transition to adulthood.

### Education Partnership Approach :

A graduated model to support **each young person to remain in Mainstream Education** wherever appropriate, through universal, targeted and specialist provisions that are suitable for the assessed need of the individual and which provide the right support in the right place at the right time.

This will be achieved through:

- **Universal support** as part of a broad and balanced curriculum.
- **Targeted support** programmes.
- **Time-Limited support** placements in an alternative provision setting.
- **Transitional Support** return to mainstream or suitable Post-16 destination

The model is underpinned and supported by a bespoke training pathway on behaviour and SEMH as part of the Coventry SEND workforce strategy.

## Graduated Model of support



**For the purposes of this operational guidance this brochure will cover Tiers 1-3 only**

The model assists schools to provide a diverse alternative provision offer as part of a broad and balanced curriculum supporting children and young people to flourish through,

- Character Education and Personal Development
- Bespoke core curriculum and functional skill qualifications
- Vocational based qualifications and awards

At KS3 the focus is on aspiration, prevention, intervention, allowing continued access to mainstream.

At KS4 the focus is on aspiration, next steps, and transition to post 16 destinations



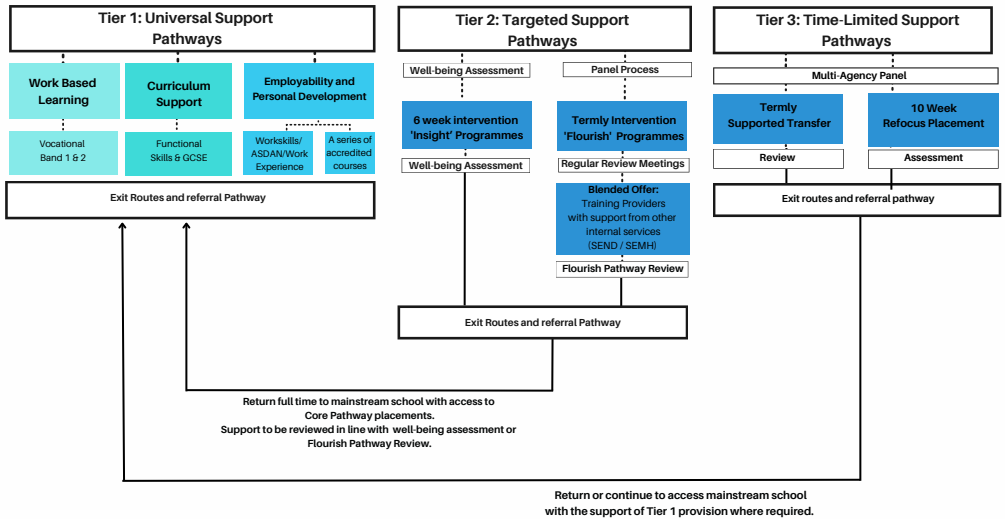
# Multi-Agency Child-Centred Approach



# Coventry Alternative Provision (CAP) Model

## Pilot Septemper 24- August 25

### Tiers 1 – 3



# Coventry Education Partnership

## CAP Service Level Agreement

### General

- Access to all tiers through a single SLA (Tiers 1, 2, 3)
- CAP quality assurance, & compliance framework
- Support with remaining compliant when accessing Alternative Provision and preparing for Ofsted readiness
- Advanced SEND/Behaviour specialist training courses and sessions (in development)
- Access to CAP Multi-Agency Panel for quality assurance of application to Tiers 2 and 3 and oversight of the model.
- Exclusions / Behaviour Lead Officer – Oversight of data and support for schools

### Tier 1: Universal Support

- Open access to Tier 1 Work Based Learning, Curriculum and Employability courses, Personal development, qualifications and awards
- CAP co-ordination and monitoring via dedicated personalised learning and outreach officers.
- Includes access to 15 paid for QA Placements at Tier 1 & unlimited at Tier 2 as part of the SLA (course fees still apply)
- Applications can be made at any time
- No CAP Multi-Agency Panel application required

### Tier 2: Targeted Support

- Priority access to Tier 2 Insight and Flourish Placements, i.e. priority over schools who have not bought in (course fees still apply)
- CAP co-ordination and monitoring via dedicated personalised learning and outreach officers.
- Access to funded External Provider Mentoring at Tier 2 via the Youth Justice Service (YJS)
- CAP Review and Authorisation Panel required for Flourish Applications

### Tier 3: Time-Limited Support

- Exclusive access to Supported Transfer Panel and Coventry Specialist SEMHL Team Key Workers
- Exclusive access to Tier 3 Time-Limited Refocus Placements at the Coventry Academy (CELC) x 25 placements per term (Pilot)
- Access to funded Prevention & Diversion Project via the YJS (if appropriate)
- Access to an Early Help Supporting Families Worker (if appropriate)
- CAP Multi-Agency Panel required for all Tier 3 provisions

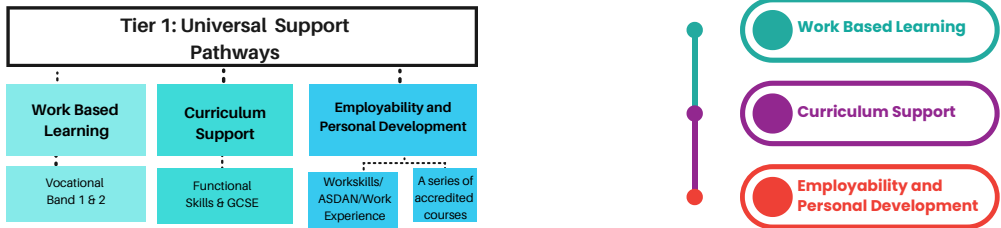
# Tier 1: Universal Support

Students will remain on roll at their home school whilst accessing Tier 1 Universal Support

Schools can benefit from a diverse range of over 80 courses available through the CAP Directory as part of our Universal Support offer. Coventry Alternative Provision collaborates with more than 30 procured Training Providers, delivering an array of courses across three key categories: Work-Based Learning, Curriculum Support, and Employability and Personal Development.

The Universal Support offer provides schools with access to programmes designed to assist young people through various practical, supportive, and character-building initiatives.

These programmes are carefully crafted to align with a broad and balanced curriculum, aiming to facilitate the attainment of qualifications, accreditations and awards.



## Referral considerations

School considerations when making an application on behalf of a student:

- Does the student need a bespoke curriculum to meet their learning needs ?
- Does the curriculum offer meet the students interests, passions and aspirations ?
- How will the course / vocational qualification enhance the students educational journey ?
- Would an application to Tier 1 provide the right support at the right time in the right place ?

### CAP Single Application Form

The duration of these courses may range from half a term to a full academic year, with provisions for progression into a second year as necessary.

**Coventry Alternative Provision accepts applications for these programmes year-round**, without any restrictions on submission timing.

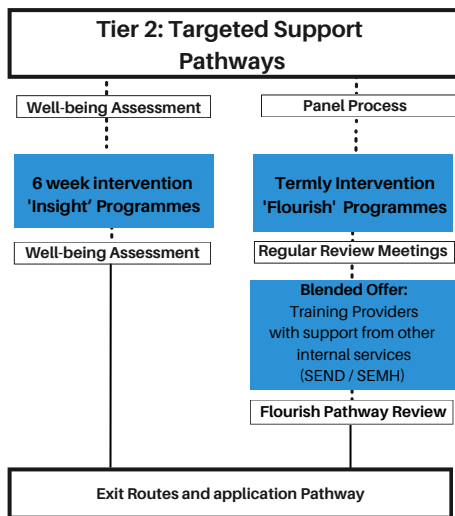
Schools are encouraged to finalise a Commissioning Agreement as part of the application process to evidence why the programme is considered the most suitable for the student.

## Referral Pathway



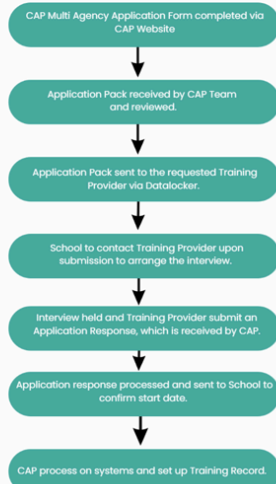
# Tier 2: Targeted Support – Insight

Students will remain on roll at their home school whilst accessing Tier 2: Targeted Support



All Panel outcomes will be communicated with the referring school via email within 3 working days.

## Referral Pathway



**Insight** Specialist 6 week social development courses , 1 day per week, designed to address specific areas of concern impacting student development. The providers offer high-quality courses aimed at raising awareness for young people around specific topics e.g. organised crime, substance mis-use etc.

All Insight programmes must be applied for via the single CAP Application Form

**CAP Single Application Form**

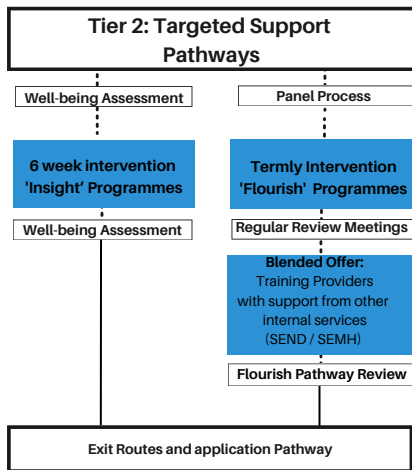
## Referral considerations

School considerations when making an application on behalf of a student:

- What behaviours or actions is the young person demonstrating which lead you to be concerned?
- Started an Early Help offer to family ? Gained consent from parents and recorded on EHM ?
- School has a designated case-worker (significant adult) assigned to the student?
- School commitment to support young person with exit routes following the referral?
- If other key agencies have previously been involved, have the recommended strategies been implemented and what are the impact/outcomes of these ?
- (If appropriate) How does provision meet the EHCP requirements ?

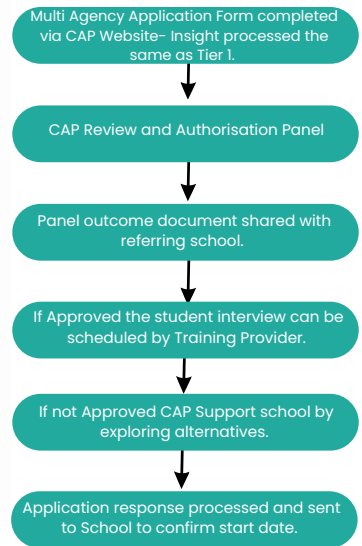
# Tier 2: Targeted Support – Flourish

Students will remain on roll at their home school whilst accessing Tier 2: Targeted Support



All Panel outcomes will be communicated with the referring school via email within 3 working days.

## Referral Pathway



Flourish

**Termly intervention programmes, 2 days per week, designed to support young people with their social, emotional, and mental health needs through the use of therapeutic approaches. Assessments and final reports are completed as part of the programme, which assist schools in creating or updating a 'My Support Plan' and implementation of recommendations and interventions. Schools are required to provide a caseworker and attend regular review meetings.**

**All Flourish programmes must be applied for via the single CAP Application Form which will go to the CAP Review and Authorisation Panel for approval.**

[CAP Single Application Form](#)

## Referral considerations

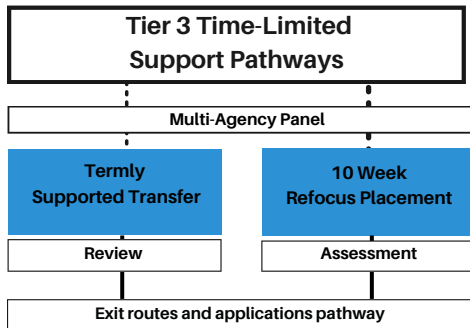
Questions the CAP Review & Authorisation Panel will consider:

- School has a designated case-worker (significant adult) assigned to the student ?
- School commitment to attend review meetings ?
- School reviewed and adapted the student curriculum / timetable ? (Tier 1 ?)
- If other key agencies have previously been involved, have the recommended strategies been implemented and what are the impact/outcomes of these ?
- How will the school create capacity to implement any suggested strategies from the programme?
- (If appropriate) How does provision meet the EHCP requirements ?
- Started an Early Help offer to family ? Gained consent from parents and recorded on EHM ?

# Tier 3: Time-Limited – Supported Transfer

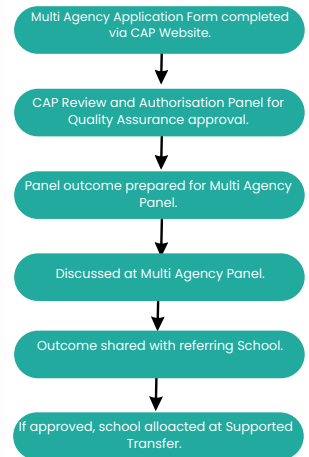
Students will remain on roll as main at their home school and subsidiary with the receiving school

## Termly Supported Transfer



All Panel outcomes will be communicated with the referring school via email within 3 working days.

## Referral Pathway



## Supported Transfer

**Supported transfers provide Time-Limited Support to students who participate in a termly placement at another designated school within the city. This support aims to equip them with the necessary skills to successfully transfer permanently to a new school OR successfully return to their home school.**

**During this Supported Transfer period the student will need to remain on roll registered as main with their home school and subsidiary with the receiving school (that is facilitating the Supported Transfer).**

**All Supported Transfers must be applied for via the single CAP Application Form which will go to the CAP Multi-Agency Panel for approval.**

[\*\*CAP Single Application Form\*\*](#)

## Referral considerations

Questions the CAP Multi-Agency Panel will consider:

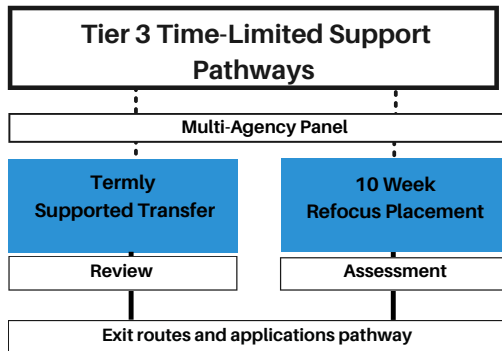
- Is the application linked to a one-off incident ?
- Is the application being made for persistent disruptive behaviour ?
- Will the student be able to meet the same expectations in a different school ? Rationale?
- Will the student genuinely benefit from a fresh start ?
- Started an Early Help offer to family ? Gained consent from parents and recorded on EHM ?
- Gained parental consent for the application to the CAP Multi-Agency Panel ?

# Tier 3: Time-Limited Support – Refocus

Students will remain on roll as main at their home school and subsidiary with Coventry AP Academy

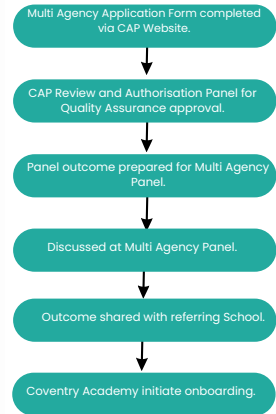


## 10 Week Refocus Placement



All Panel outcomes will be communicated with the referring school via email within 3 working days.

## Referral Pathway 10 Week Refocus



**A 10 week Time-Limited Placement delivered by Coventry Alternative Provision Academy, initially identifying students' needs through a rigorous 360 degree assessment. Individual bespoke plans are devised to address barriers that are preventing students from accessing or engaging with their education. All students will have SEMH Intervention during this placement.**

**The placement combines core curriculum and vocational subjects with SEMH targeted interventions to equip students for a successful return to school upon completion.**

**Students will need to remain on roll registered as main with their home school and subsidiary with Coventry AP Academy.**

Refocus

[CAP Single Application Form](#)

## Referral considerations

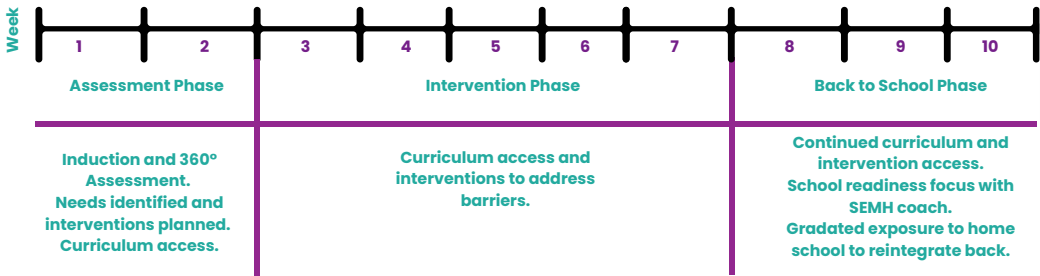
Questions the CAP Multi-Agency Panel will consider:

- Has the school reviewed and adapted the students curriculum / timetable ? (Tier 1 ?, Tier 2?)
- Other strategies and interventions implemented by school and the impact/outcomes of these ?
- Involvement of other professionals and the impact/outcomes of these ?
- Exploration and identification of contributing factors to the student needs ?
- Student voice and perception of their own strengths and what they would like support with ?
- Partnership work with parents and the impact/outcomes of this work ?
- Engaged with EHAC, completed an Early Help Assessment and Plan, recorded on EHM ? (Essential)
- Gained parental consent for the application to the CAP Multi-Agency Panel ?

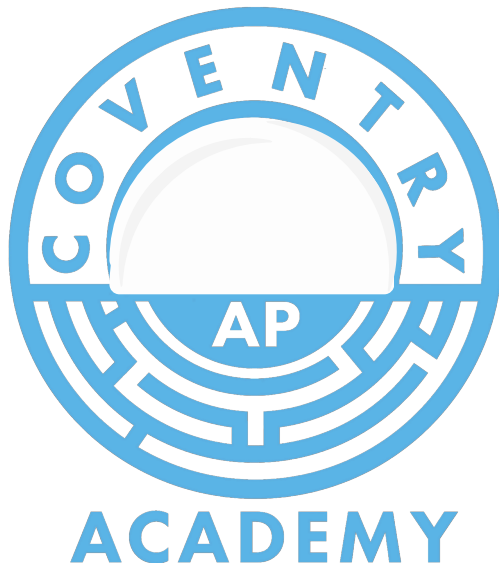
# Refocus Placement Overview

Students will remain on roll as main at their home school and subsidiary with Coventry AP Academy

## Placement Overview



- During the initial 7 weeks, the student will attend Coventry Academy for 4 days weekly, with attendance at their home school scheduled for Mondays.
- Transitioning back to their home school occurs during the final 3 weeks, known as the "Back to School Phase".
- Upon returning full time to their home school, the anticipated course of action involves the implementation of the designated plan and strategies by the school.
- Training will be provided for a designated member of the school staff to offer support to the student upon their return to the home school setting.





# Early Help

Early Help is a partnership of organisations that provide help, advice and support to children, young people and families.

The aim of Early Help is to help you as soon as possible and prevent problems from getting worse by providing you support, as early as possible. Early Help services can help families, children and young people - pre-birth to 19 years old and 25 years old where there are special educational needs or disabilities.

## Requirements at each Tier

### **Tier 1 – Universal Offer.**

School should be raising awareness of and promoting the universal Early Help offer. Using the Coventry Families App - [www.coventryfamilies.co.uk](http://www.coventryfamilies.co.uk) and sharing the family hub offer with parents.

### **Tier 2 – Targeted Support.**

Schools should be gaining consent from the identified families and recording on EHM, making an early help offer to the families and, where suitable, include the completion of an early help assessment and plan – this is likely to be partnership led

### **Tier 3 – Time-Limited Placement.**

Schools proactively gaining consent from families as part of the Tier 3 process and the early help offer is integral to those families not already on a plan with Children's Services – this could be Supporting Families Team or Partnership led.


### **Tier 4 – Transitional Placement.**

The needs of the families and the young person at Tier 4 is likely to be indicative of the necessity for a plan; families not supported through a CP plan or a CIN plan will need a proactive Early Help offer with an assessment and plan. The Early Help offer at this stage is likely, but not exclusively, to be Supporting Families Team led.



# CAP Single Application Process



 <a href="#">Coventry Alternative Provision (CAP)</a>	 <a href="#">2024/25 Directory</a>	 <a href="#">Parents and carers</a>	 <a href="#">Students</a>
 <a href="#">Coventry approved training providers</a>	 <a href="#">Coventry Primary School Partnership</a>	 <a href="#">Coventry Secondary School Partnership</a>	 <a href="#">West Midlands and National Based Schools</a>

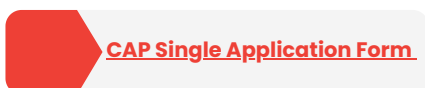
For more information on courses, programmes and placements within each Tier, please click on the links below:

- [Tier 1 Work Based Learning, Curriculum, Employability](#)
- [Tier 2 Insight](#)
- [Tier 2 Flourish](#)
- [Tier 3 Supported Transfer](#)
- [Tier 3 Refocus](#)
- [Tier 3 Year 11 Bespoke](#)

The CAP Single Application Form will request the relevant information based on the relevant Tier and answers provided.

Access to the application can also be accessed from the CAP website, within the school section.

We recommend all schools ensure they are registered when on the Council Website as this will allow for any application forms to be saved throughout, to avoid any loss of data input, due to time out (Data Protection measure).



# Introducing the CAP Panels

## Panel 1: CAP Review & Authorisation Panel

## Panel 2: CAP Multi-Agency Panel



## Panel Priorities

- Improved opportunities (e.g., academic, enrichment, social emotional development) for all students
- Reduction in suspensions and permanent exclusions
- Improvement in successful reintegration into mainstream school after alternative provision intervention
- Reduced numbers of student missing out on full time education
- Reduction in persistent and severe absence
- Reduced risk of children missing from education
- Reduced number of FAP 'hard-to-place' referrals

## CAP Review and Authorisation Panel Purpose

- Review and approve all Tier 2 Flourish applications
- Review all Tier 3 applications and supporting documentation
- Provide professional insight, data and information on current/previous support and interventions to the CAP Multi-Agency Panel

## CAP Multi-Agency Panel Purpose

- Oversight and evaluation of the Graduated Model of Support
- Oversight and quality assurance of all Tiers
- Approval of all Tier 3 Supported Transfers
- Approval of all Tier 3 Refocus placements
- Approval of all Tier 4 placements (excluding PEX)

## Panel Members

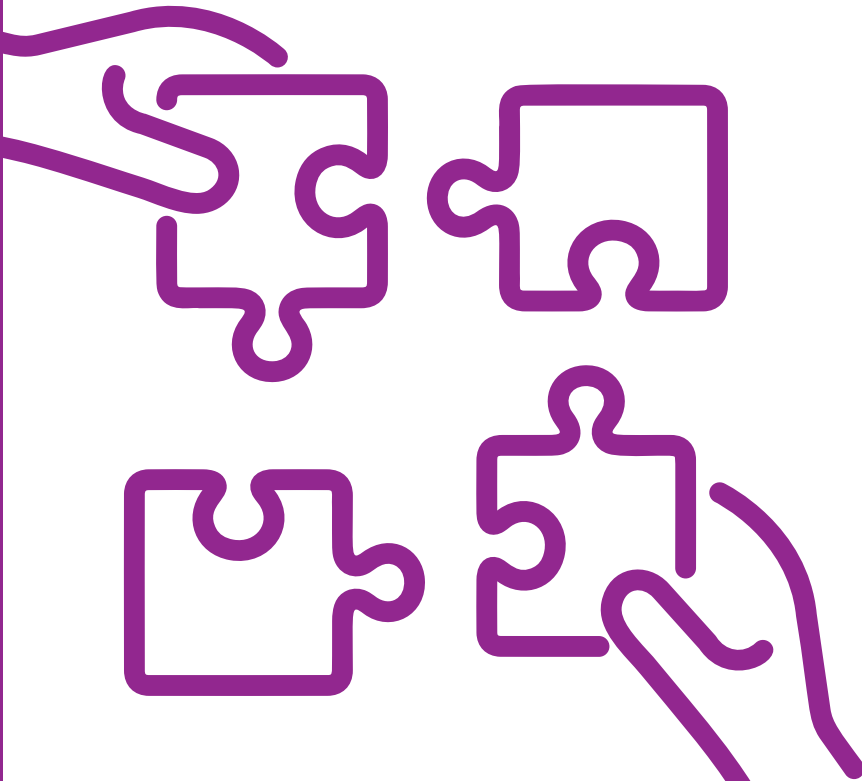
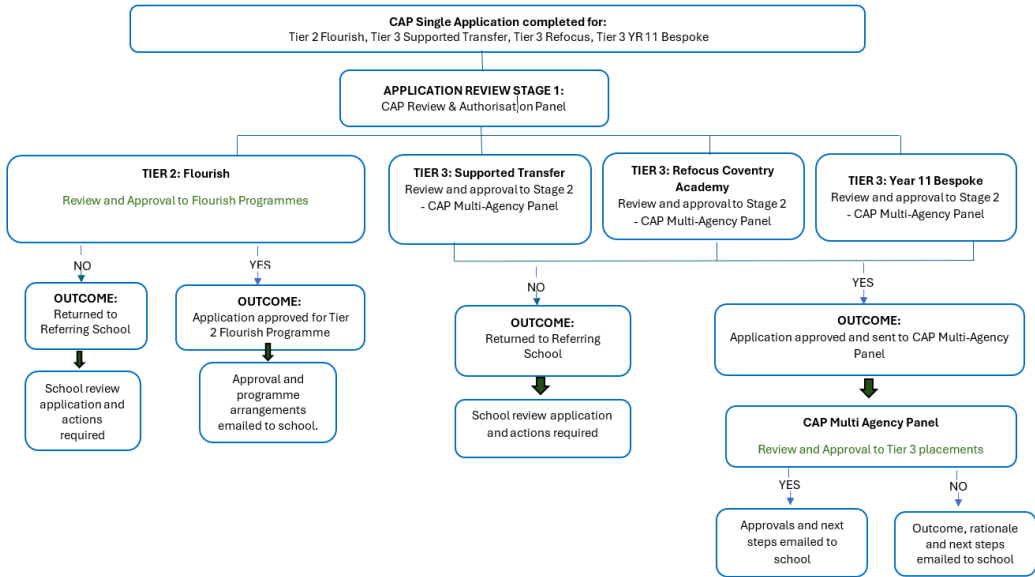
- LA Officer Chair
- LA Officer Vice Chair
- Tier 2 External Training providers
- Coventry Alternative Provision
- Attendance
- Specialist SEMHL
- Early Help
- Youth Justice Service
- Behaviour and Reintegration
- SEND & Ed Psych
- Schools Violence Reduction
- Virtual School

## Panel Members

- Independent Chair
- Vice Chair
- Secondary Headteachers x 2 (rotation)
- Headteacher of Coventry AP Academy
- Coventry Alternative Provision
- Attendance
- Specialist SEMHL
- Early Help
- Youth Justice Service
- Behaviour and Reintegration
- SEND & Ed Psych
- Schools Violence Reduction
- Virtual School

# Tiers 2 and 3

## Application and Approval Flowchart



# CAP Service Support: Tiers 1 and 2



## Overview

- Strategic and daily support from a highly experienced alternative provision team
- Access to all systems and software
- Coordinating student placements
- School access to CAP network for termly updates and information sharing
- Training and CPD opportunities for staff
- Benefit from One Coventry Partnership Approach



## Courses and Programmes

- Approved training providers and courses
- Advising schools on suitable provisions that can meet student's needs.
- Work-based Learning vocational qualifications
- Curriculum Support and exam preparation
- Employability and Soft Skill qualifications & awards
- Character and Personal Development Interventions (Insight and Flourish)
- Co-ordination of placement meetings.
- Information, advice, and guidance on post 16 placements



## Student Monitoring and Reporting

- Students assigned a CAP Personalised Learning Monitoring Outreach officer.
- Data Management System for monitoring Attendance, Attainment and Behaviour
- Co-ordination of attendance, attainment, and behaviour meetings
- Termly Student Reports
- Termly School review meeting
- Support with student Risk Assessments
- Evidence based assessment tools for social, emotional and mental development



## OFSTED and Quality Assurance

- Support with School OFSTED Inspections and Training Provider preparation
- Training Providers quality assured in line with OFSTED, KCSIE, ESFA, GEMS and GDPR
- Access to CAP Policies, Procedures and Documentation
- Secure file transferring system in line with GDPR
- Regular Training Provider site visits
- Termly Training Provider compliance review
- Advice and guidance on Alternative Provision best practice
- Monitoring hours of AP access to ensure compliance.



## Safeguarding

- CPOMS software system for monitoring and reporting
- Training on collaborative partnership safeguarding
- Co-ordination of Safeguarding reviews
- Multi-agency referral and review approach
- Coordinating Network meetings

# CAP Quality Assurance: Tiers 1 and 2

Training Providers are commissioned and procured by Coventry Local Authority. This guarantees that all provisions adhere to a stringent quality assurance framework. See below for the key components included within the framework and monitored by the CAP Team.



## Procurement and company details



## KCSIE/Safeguarding



## Policies



## Transport



## Teaching and Learning



## Systems and Monitoring



## GDPR



## Health and Safety



## OFSTED and Quality Assurance



## GEMS

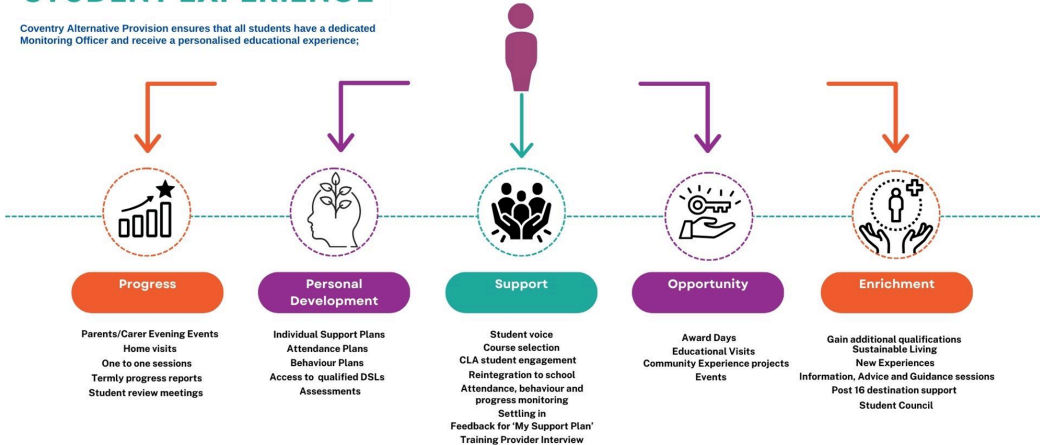
# CAP Student Experience

Coventry Alternative Provision's mission is to guarantee that every student enrolled in our programmes is assigned a dedicated Monitoring Officer, receiving a tailored educational experience. See the name areas of focus below;

## COVENTRY ALTERNATIVE PROVISION STUDENT EXPERIENCE



Coventry Alternative Provision ensures that all students have a dedicated Monitoring Officer and receive a personalised educational experience;



## PLACEMENT MONITORING AND REPORTING

### Collaborative Learning Manager (CLM)

- attendance, progress, behaviour



### Data Locker

- Transfer of sensitive and secure files



### CPOMS

- Safeguarding & reporting



# Referral Deadlines and Panel Dates

Programme Referral Items	Referral Deadline	Supported Transfer Headteacher Placement Meeting	Tier 2 Start Date (Flourish)	Tier 3 Start Date (Refocus)
Tier 3 – Refocus (for 7th October Start Date) Tier 3 – Year 11 Bespoke Tier 3 – Supported Transfer to follow normal process i.e. no panel oversight	Wednesday 18th September	Tuesday 24th September Thursday 26th September	Monday 16th September	
Tier 3 – Refocus (for 4th November Start Date) Tier 3 – Year 11 Bespoke Tier 3 – Supported Transfer	Wednesday 9th October	Tuesday 22nd October Thursday 24th October		Monday 7th October
Tier 3 – Year 11 Bespoke Tier 3 – Supported Transfer	Wednesday 13th November	Tuesday 26th November Thursday 28th November		
Tier 2 – Flourish (for 13th January Start Date) Tier 3 – Refocus (for 27th January Start Date) Tier 3 – Year 11 Bespoke Tier 3 – Supported Transfer	Wednesday 4th December	Tuesday 17th December Thursday 19th December		
Tier 3 – Year 11 Bespoke Tier 3 – Supported Transfer	Wednesday 15th January	Tuesday 28th January Thursday 30th January	Monday 13th January	Monday 27th January
Tier 3 – Year 11 Bespoke Tier 3 – Supported Transfer	Wednesday 12th February	Tuesday 25th February Thursday 27th February		
Tier 2 – Flourish (for 28th April Start Date) Tier 3 – Refocus (for 6th May Start Date) Tier 3 – Year 11 Bespoke Tier 3 – Supported Transfer	Wednesday 12th March	Tuesday 25th March Thursday 27th March		
Tier 3 – Year 11 Bespoke Tier 3 – Supported Transfer	Wednesday 2nd April	Tuesday 29th April Thursday 1st May	Monday 28th April	Tuesday 6th May
Tier 3 – Year 11 Bespoke Tier 3 – Supported Transfer	Wednesday 7th May	Tuesday 20th May Thursday 22nd May		
Tier 2 approval (For September 2025 start) Tier 3 approval (For September 2025 start)	Wednesday 2nd July	N/A		