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The Linden Centre

**Alternative Provision Information for schools**

*Thank you for choosing to send your pupil to the Linden Centre as a part time pupil. In line with Keeping Children Safe in Education 2025 and Department for Education documents and legislation, we would like to confirm the below arrangements:*

* The Linden Centre DFE number is 894/1100
* All staff members are subject to ID checks, Enhanced DBS, overseas, qualification and right to work checks, as required. This information is stored on the Schools Central Record which is checked and signed by the Headteacher (Mr D Lennon) every month and Management Committee members. The Linden Centre will notify you promptly of staff changes so you can assure new checks.
* All of The Linden policies including safeguarding/child protection, low-level concerns, allegations, whistleblowing, and child-on-child abuse, behaviour (incl. suspension/exclusion and reasonable force), online safety (incl. filtering/monitoring), anti-bullying, health & safety, first aid/medical needs, trips, complaints, data protection, and information sharing. policies are on The Linden Centre website to be viewed.

[Policies and Protocols | The Linden Centre](https://www.lindencentre.co.uk/about-us/policies-and-protocols)

* The Centre has 1 named DSL, and 6 Deputy DSL staff members in addition to a safeguarding auditor and a named Safeguarding Governor on the Management Committee.

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| Safeguarding Auditor | Mr Darren Lennon | 01952 385626 |
| Safeguarding Governor | Mrs Michelle Salter | [Michelle.Salter@telford.gov.uk](mailto:Michelle.Salter@telford.gov.uk) |
| DSL | Claire Bowen | 01952 385604 |
| DDSL | Karen Harvey | 01952 385604 |
| DDSL | Amy Heath | 01952 385601 |
| DDSL | Helen Stewart | 01952 385601 |
| DDSL | Wendy Hollands | 01952 385604 |
| DDSL | Henry Groome | 01952 385601 |

* 7 members of staff have completed safer recruitment training.

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| Mr Lennon |
| Mrs Bowen |
| Miss Hollands |
| Mrs Stewart |
| Mrs Steed |
| Mrs Heath |
| Miss Hughes |
| Mr Ryder |

* A register for all pupils held on Bromcom and a paper copy is kept in the centre where the pupil attends. It is the responsibility of the home school to make contact with the Linden Centre each day to check attendance of their pupils in order to attendance code them.
* All pupils have parents’ permission before being given access to the school internet. The Linden Centre have filters to keep pupils safe online. Staff monitor pupils always use of technology.
* Partner schools are expected to visit the centre at least once every half term.
* Any safeguarding concerns regarding a part time pupil will be immediately reported to a DSL at the home school this will be phoned and followed with an email. We use CPOMs to record any concerns. A copy of pupil records for Safeguarding should be sent (or access to CPOMS) at the start of the placement in order that the pupils records are shared – this is the responsibility of the home school.
* Transport is the responsibility of the home school and if a taxi is required the school will arrange this.
* Staff, parents and pupil voice is completed during placement.
* A risk management plan for each pupil is completed by Linden centre staff and will be shared with the home school if requested.
* Home schools and parents MUST have signed a copy of the Home, School and School agreement alongside Linden Centre Colleagues. Without both the Home, School and School document and the welcome pack, a pupil will not be allowed to start their placement.
* If the home school need to contact the Linden Centre out of hours they should email [Darren.Lennon@telford.gov.uk](mailto:Darren.Lennon@telford.gov.uk) or telephone: 07968229013

**The Linden Centre Alternative Provision Quality Assurance Statement**

The Linden Centre is committed to providing high-quality, personalised provision that supports the academic, social, and emotional development of pupils who require an alternative to mainstream schooling. Our intent is to ensure that every placement offers a safe, inclusive, and purposeful environment where pupils can re-engage with learning, develop resilience, and make positive progress toward their long-term goals.

As part of our quality assurance processes, we confirm that:

* Each placement is carefully matched to meet the individual pupil’s needs, ensuring appropriate curriculum, support, and opportunities for personal development are in place.
* The Linden Centre recognises the additional vulnerabilities and risks commonly associated with Alternative Provision cohorts (including safeguarding, attendance, wellbeing, and community engagement). Proportionate controls and safeguards are embedded within our policies, daily practice, and monitoring systems to mitigate these risks effectively.
* Ongoing reviews between The Linden Centre, the commissioning school, the pupil, and their family ensure that provision remains responsive, supportive, and aligned to the pupil’s educational plan.

This assurance demonstrates our commitment to providing a safe and effective learning environment that meets both the statutory requirements and the holistic needs of each pupil.

**The Linden Centre Attendance & Safeguarding Assurance Statement**

The Linden Centre places the highest priority on pupil safety, wellbeing, and engagement. Daily attendance is monitored rigorously to ensure that the home school always knows where their pupil is during school hours.

As part of our quality assurance processes, we confirm that:

* Daily attendance is reported to the home school in line with agreed protocols.
* First-day absence notifications are made immediately to the home school, with follow-up contact to parents/carers where required.
* Agreed escalation procedures are in place if a pupil’s whereabouts cannot be confirmed, including safeguarding checks and contact with relevant agencies as appropriate.

Our systems ensure that at all times, the home school is fully informed of the pupil’s attendance and safety, supporting shared responsibility for safeguarding.

This commitment guarantees robust communication, accountability, and safeguarding practice, ensuring that no pupil is ever “unknown” during the school day.

The Linden Centre Site Information & Notification Assurance Statement

The Linden Centre is committed to transparency and safeguarding in all aspects of its provision. As part of our Quality Assurance responsibilities, we confirm that:

* The full address of The Linden Centre and details of any satellite or sub-contracted sites used for pupil placements are provided to the commissioning school prior to placement.
* Any changes to the site of delivery (including the introduction of new satellite/sub-contracted sites or cessation of use) will be communicated to the commissioning school immediately and in writing.
* No pupil will be placed at a site until the commissioning school has been notified and assured of the site’s suitability and compliance with safeguarding and health & safety standards.

This ensures that the home school is always fully informed of where education is being delivered and that pupils are placed only in safe, approved, and quality-assured environments.

Secondary Address: Webb Crescent, Telford, TF4 3DU

Primary Address: King Street, Dawley, Telford, TF4 2AA

**The Linden Centre Attendance Reporting & Data Assurance Statement**

The Linden Centre is committed to maintaining transparent, accurate, and timely attendance information for all pupils placed in our provision. As part of our Quality Assurance arrangements, we confirm that:

* Attendance coding and reporting are agreed in advance with the commissioning school and are fully consistent with statutory guidance, including *Working Together to Improve School Attendance* (DfE, August 2024).
* Where applicable, the home school has access to near-live attendance data, enabling prompt monitoring and intervention if required.
* Procedures are in place to ensure that attendance records are accurate, auditable, and shared in a timely manner to support safeguarding, accountability, and statutory reporting obligations.

This ensures that all parties have clear, consistent, and up-to-date information on pupil attendance, supporting proactive engagement and safeguarding.

**Placement planning, review & reporting**

**Personalised Pupil Plan – The Linden Centre Alternative Provision**

At The Linden Centre, every pupil receives a fully personalised plan designed to meet their individual needs, promote engagement, and support positive outcomes. Each plan outlines clear objectives, a tailored curriculum and qualification pathway, appropriate support and therapeutic interventions, as well as reintegration or post-16 progression options.

Our bespoke planning approach is structured across three stages: Plan 1, Plan 2, and Plan 3, which are implemented at Week 1, Week 6, and Week 12, respectively. This staged approach allows for careful assessment and adjustment:

* Plan 1 (Week 1): Initial assessment of the pupil’s academic, social, and emotional needs. Short-term objectives and baseline curriculum/qualification pathways are set, alongside immediate support and therapeutic interventions. Initial reintegration or post-16 considerations are explored.
* Plan 2 (Week 6): Review and refinement of objectives and curriculum pathways based on the pupil’s progress. Support strategies and therapeutic input are evaluated for effectiveness, and adjustments are made to optimise learning and wellbeing outcomes. Clear timelines for reintegration or post-16 pathways are established.
* Plan 3 (Week 12): Final review of personalised plan outcomes. Achievements are recorded, and next steps are formalised, including reintegration into mainstream settings where appropriate, or progression to post-16 provision. The plan ensures continuity of support and a clear pathway for the pupil’s onward development.

This structured, staged planning ensures that each pupil receives highly individualised provision, responsive to their evolving needs, and aligned with the expectations of their mainstream school or post-16 destination.

**Baseline Assessment and Induction – The Linden Centre Alternative Provision**

At The Linden Centre, every pupil undergoes a comprehensive baseline assessment upon entry to the provision. This assessment captures key areas including academic attainment, literacy and numeracy levels, SEND needs, medical considerations, safeguarding context, and prior attendance and engagement patterns. This holistic understanding ensures that each pupil’s learning, support, and wellbeing needs are fully recognised from the outset.

Alongside the baseline assessment, an induction record is completed to formally document the pupil’s orientation to The Linden Centre, including their understanding of routines, expectations, and available support. The induction process also provides pupils with a clear introduction to their personalised plan, curriculum pathways, and the support framework available to them.

Together, the baseline assessment and induction record ensure that The Linden Centre can provide a tailored, safe, and responsive learning environment from the very first day, supporting pupils’ engagement and progression back into mainstream education or onward pathways.

**Half-Termly Review Reporting – The Linden Centre Alternative Provision**

The Linden Centre provides updates every six weeks to the pupil’s home school, ensuring ongoing communication about attendance, academic progress, behaviour, safeguarding updates, and an assessment of whether the placement remains safe and effective. These reviews are conducted through six-weekly planning meetings involving the pupil, their parent or carer, home school representatives, and Linden Centre staff.

In addition to scheduled reviews, an immediate review is triggered if any concerns arise regarding the pupil’s safety, wellbeing, engagement, or progress. This approach ensures that interventions are timely, collaborative, and responsive, maintaining a safe and effective placement that supports the pupil’s ongoing development and reintegration into mainstream education.

**Curriculum, SEND & wider provision**

**Curriculum Offer – The Linden Centre Alternative Provision**

The Linden Centre provides a broad and personalised curriculum designed to meet the academic, social, and emotional needs of each pupil. The curriculum offer includes core subjects, additional therapeutic and enrichment activities, and pathways to appropriate accreditation and qualifications aligned with the pupil’s age and prior attainment.

A clear timetable and teaching hours are established for each pupil, ensuring structured learning and consistent engagement. The curriculum is carefully aligned with the home school’s provision, supporting continuity in learning and facilitating smooth reintegration into mainstream education where appropriate.

Through this approach, pupils receive a cohesive and accredited educational experience that promotes progress, engagement, and long-term success, while maintaining strong links with their home school curriculum and expectations.

**SEND Support and EHCP Delivery – The Linden Centre Alternative Provision**

The Linden Centre ensures that all pupils with SEND needs receive tailored support to access the curriculum effectively. This includes reasonable adjustments, targeted interventions, and access arrangements to meet individual learning requirements and promote engagement.

For pupils with an Education, Health and Care Plan (EHCP), all specified outcomes are carefully planned for, implemented, and monitored regularly to track progress and ensure compliance. SEND support is integrated into the pupil’s personalised plan, with progress shared with the home school and relevant stakeholders, ensuring that each pupil receives appropriate, effective, and evidence-based support throughout their placement. Pupils with an EHCP should receive the support from their home school through a member of staff attending alongside the pupil for their time in school.

**Part-Time Timetable Arrangements – The Linden Centre Alternative Provision**

Where pupils are placed on a part-time timetable, The Linden Centre ensures there is a clear, personalised plan outlining the timetable, learning objectives, and support in place. Each part-time arrangement includes a defined review timeline to monitor progress and engagement, with the explicit goal of gradually returning the pupil to full-time education.

Regular reviews involve the pupil, parent or carer, home school representatives, and Linden Centre staff to ensure the arrangement remains safe, effective, and responsive to the pupil’s needs. Adjustments are made as necessary to support reintegration and maintain continuity of learning, safeguarding, and wellbeing.

**Free School Meal (FSM) Arrangements – The Linden Centre Alternative Provision**

The Linden Centre ensures that Free School Meal (FSM) eligibility and arrangements are confirmed for all pupils where applicable. This includes verifying entitlement with the home school, recording FSM status on the pupil’s file, and ensuring that meals are provided consistently and in line with statutory requirements.

This process guarantees that all pupils entitled to FSM receive appropriate and timely provision, supporting their wellbeing, nutrition, and engagement while attending The Linden Centre.

**Policies, premises & risk management**

**Site Risk Assessments – The Linden Centre Alternative Provision**

The Linden Centre maintains up-to-date risk assessments for the main site and any planned off-site activities. These assessments address safety hazards, supervision arrangements, staff-to-pupil ratios, and emergency procedures, ensuring a secure environment for all pupils and staff.

The provision also ensures that appropriate insurance and public liability coverage is in place for both on-site and off-site activities. Risk assessments are regularly reviewed and updated to reflect changes in site use, activities, or pupil needs, ensuring that all learning experiences are conducted safely and responsibly.

Risk Assessments can be viewed at the school centre.

**Registration and Inspection Status – The Linden Centre Alternative Provision**

The Linden Centre maintains a clear statement of registration and inspection status, confirming its categorisation (e.g., Alternative Provision academy, Pupil Referral Unit, Further Education/college provision, or unregistered part-time AP).

Where applicable, The Linden Centre ensures that placements do not cause the provision to exceed thresholds that would require independent school registration, maintaining compliance with statutory requirements. This information is regularly reviewed and documented to provide assurance to home schools and regulatory bodies that the placement remains legally compliant and appropriately registered.

**Information sharing & records**

Data Sharing and Safeguarding – The Linden Centre Alternative Provision

The Linden Centre operates under a formal data-sharing agreement with each pupil’s home school, ensuring that personal and educational information is shared lawfully, securely, and appropriately. The Centre is committed to following Department for Education (DfE) guidance on information sharing, adhering to principles of lawful basis, necessity, and proportionality in all data exchanges.

This approach ensures that information is shared to safeguard and promote the welfare of pupils, while maintaining compliance with relevant data protection legislation. All data-sharing practices align with GOV.UK safeguarding assets and statutory guidance, providing clarity and reassurance to home schools and regulatory bodies.

**Secure Data Transfer and Safeguarding – The Linden Centre Alternative Provision**

The Linden Centre ensures that all safeguarding notifications, child protection files, and routine progress or attendance data are transmitted and stored using secure, encrypted channels. Clear protocols are in place for the transfer and secure holding of child protection files, ensuring confidentiality and compliance with statutory safeguarding requirements.

Routine data sharing with home schools is conducted through these secure and controlled channels, supporting effective monitoring of pupil progress, attendance, and welfare while maintaining the highest standards of data protection and safeguarding.

**Commissioning/contract essentials (embed in SLA/PO)**

Scope and Duration of Provision – The Linden Centre Alternative Provision

The Linden Centre provides a clearly defined scope of provision for each pupil, including start and end dates, scheduled review dates, and agreed success criteria. Each placement is planned with explicit exit or reintegration objectives, ensuring a structured pathway either back into mainstream education or onward to appropriate post-16 provision.

Regular reviews monitor progress against the agreed criteria, allowing for timely adjustments to support successful outcomes. This approach ensures that every placement is purposeful, measurable, and outcome-focused, with clear timelines and expectations for all stakeholders.

**Notification and Safeguarding Provisions – The Linden Centre Alternative Provision**

The Linden Centre has clear notification clauses in place to ensure that home schools are promptly informed of key developments, including staffing changes, premises changes, serious incidents, exclusions or suspensions, and safeguarding referrals. All notifications are made in accordance with GOV.UK guidance and safeguarding best practice, ensuring transparency and timely action where required.

In addition, the Centre maintains termination or suspension provisions to address situations where safeguarding standards are not met. These provisions ensure that the placement can be safely paused or ended to protect the pupil, maintain compliance with statutory requirements, and uphold high standards of welfare and safety.