



**Life Skills
Enterprise**

6th Day Provision Placement Policy

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Owner: Paul Barrett

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1. Purpose

This policy outlines the procedures and guidelines for Life Skills Enterprise when receiving students as part of a 6th-day exclusion provision from another school. The policy aims to ensure that students on fixed-term exclusions from other schools receive high-quality education, safeguarding, and welfare support while placed at Life Skills Enterprise as required by the *Education and Inspections Act 2006*.

2. Legal Framework

This policy adheres to the following legislation and guidance:

- *Education and Inspections Act 2006*
- *Exclusions from maintained schools, academies, and pupil referral units in England* (DfE guidance)
- *Safeguarding and Child Protection Statutory Guidance* (including *Keeping Children Safe in Education*)
- *General Data Protection Regulation (GDPR)*

3. Scope

This policy applies to all students who are temporarily placed at Life Skills Enterprise from another school due to a fixed-term exclusion lasting more than 5 days. The policy applies to:

- The process of receiving and integrating students.
- Safeguarding and monitoring while the student is attending Life Skills Enterprise.
- Communication with the home school.

4. Roles and Responsibilities

- **Headteacher of Life Skills Enterprise:** Responsible for ensuring the placement and education provided comply with statutory guidance and safeguarding requirements.
- **Designated Safeguarding Lead (DSL):** Ensures the safeguarding and welfare of the students placed on 6th-day provision.
- **Home School:** Remains responsible for the overall management of the student's exclusion and ensuring appropriate communication and information sharing with Life Skills Enterprise.

5. Procedure for Accepting Students

- **Notification:** The home school must notify Life Skills Enterprise of the need for 6th-day provision as soon as the exclusion is confirmed.
- **Documentation:** The home school must provide all necessary documentation, including:
 - Exclusion letter and details of the incident.
 - Any special educational needs (SEN) or healthcare plans.
 - Safeguarding concerns, including relevant child protection plans (if applicable).
 - Attendance records and prior behavioral history.
- **Consent:** Parents or guardians of the excluded student will be informed by the home school about the 6th-day provision placement and the arrangements for attending Life Skills Enterprise.

6. Educational Provision

- **Full-Time Education:** Life Skills Enterprise will provide full-time, age-appropriate education, which may include:
 - Classroom-based lessons in core subjects.
 - Supervised independent learning or catch-up work from the home school.
 - Vocational or alternative curriculum activities, where available.
- **Individual Needs:** The educational provision will take into account the student's individual needs, including SEN support and any behavioural interventions required.

7. Safeguarding and Welfare

- **Safeguarding Measures:** All students placed in 6th-day provision will be safeguarded in line with the *Keeping Children Safe in Education* guidelines. This includes:
 - **Induction:** A short induction process will be conducted to introduce the student to Life Skills Enterprise, explain rules and expectations, and assess any immediate needs.
 - **Supervision:** The student will be supervised at all times during their placement.
 - **Attendance Monitoring:** The student's attendance will be monitored, and any concerns will be immediately reported to the home school and parents.
- **Safeguarding Checks:** The home school is responsible for sharing relevant safeguarding information, and Life Skills Enterprise will conduct its own risk assessments where appropriate.

8. Monitoring and Reporting

- **Daily Monitoring:** Life Skills Enterprise will monitor the student's behavior, engagement, and progress during their time at the school. Daily feedback will be provided to the home school.
- **Incident Reporting:** Any incidents of concern, including behavioural issues or safeguarding concerns, will be reported immediately to the home school's headteacher and DSL.
- **Progress Reports:** A written progress report will be shared with the home school at the end of the student's placement. This will include an overview of their academic work, attendance, behaviour, and any recommendations for further support.

9. Communication with Parents and Home School

- **Parental Engagement:** The home school is responsible for maintaining contact with the parent or guardian during the exclusion. Life Skills Enterprise will collaborate with the home school to ensure that parents are informed about the student's placement and progress.
- **Home School Liaison:** Life Skills Enterprise will ensure regular communication with the home school to facilitate the successful reintegration of the student upon completion of the exclusion period.

10. Review and Reintegration

- **End of Placement:** Upon completion of the exclusion period, the student will return to their home school. A reintegration meeting will be arranged by the home school to ensure a smooth transition.
- **Feedback and Evaluation:** After the placement, Life Skills Enterprise will evaluate the provision offered and seek feedback from the home school to improve future collaboration.

11. Policy Review

This policy will be reviewed annually by the leadership team and governing board to ensure compliance with updated legislation and best practices.

12. References

- *Education and Inspections Act 2006*
- *Exclusions from maintained schools, academies, and pupil referral units in England* (DfE)
- *Keeping Children Safe in Education* (DfE)

This policy ensures that students excluded from their home school still receive high-quality education in a safe and supportive environment while placed at [School Name] for their 6th-day provision.

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