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# SERVICE LEVEL AGREEMENT

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## SERVICE LEVEL AGREEMENT

**Between:** .....School/Academy  
**and Raedwald Trust.**

**Pupil Name:** .....

The support and provision of education for pupils with additional needs requires a partnership approach, with each partner agreeing to certain roles and responsibilities.

Once the signed form has been received by the Pedagogical Lead at Raedwald Trust, support for the pupil can commence subject to appropriate medical advice and according to the arrangements for dual registration and procedures outlined in the Charging Policy for Schools and Academies (2018).

All pupils entering Raedwald Trust must have a clear “path” that has been agreed through collaborative working with the Local Authority and any referring educational establishment. This may or may not include a plan for further Alternative Provision education or a return to a new mainstream setting (through a managed move or reintegration process).

The Raedwald Trust agree to:

- Make personalised educational provision for individual pupils, ensuring continuity of educational provision;
- Provide direct teaching, individually or in groups, to pupils with SEMH/medical needs as agreed at set up meeting;
- To undertake appropriate educational assessments to ensure personalised programmes are designed to meet individual pupil needs;
- Monitor and evaluate the effectiveness of provision for individual pupils who cannot attend school due to a medical and/or mental health need or who are on an integration programme, and support the school in the development of an appropriate and sustainable integration plan;
- To enter pupils for external examinations where appropriate;
- Work with other colleagues to develop reintegration plans into mainstream school/academy/college;
- Support and advise schools/academies on the impact of a pupil’s additional needs on the ability to access education;
- Contribute to Education, Health and Care plan assessments according to the new SEN Code of Practice;
- Support and advise schools/academies in maximising the achievements and attainment of pupils with SEMH/medical needs;
- Facilitate the greater involvement of pupils in making decisions about their own educational options, setting their own targets for learning and other priority health and social needs and in monitoring their own progress;

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- Work closely with parents/carers to ensure that their views are always taken into account and that the rights of children are paramount;
  - Ensure parent/carer permission is gained before discussing any pupil issue with other colleagues and to respect the professional rules of confidentiality;
  - Provide regular information to school regarding pupil progress and attendance as per the Dual Placement Agreement (DPA)
  - Attend reviews with school staff to discuss educational arrangements;

It is expected that Schools/Academies and their Governors will:

- Maintain the pupil on the school roll.
- Ensure that there is a named person as a contact for pupils attending any site.
- Work with Raedwald Trust staff to plan and implement Individual Learning Plans for pupils with SEMH needs who may also have special or additional educational needs.
- Provide all relevant work, assessments and plans necessary for planning and creating a personalised learning plan for the pupil while attending Raedwald Trust site.
- Arrange/apply for transport arrangements with the LA where the pupil will be required to travel to a Raedwald Trust site that is further than 3 miles from the pupil's home address for pupils in KS2 – KS4. For children in EYFS/KS1, transport will be available for pupils more than 2 miles from the school site. This will be coordinated through the Raedwald Trust school.
- Implement the school's policy on Inclusion, Equalities and Special Educational Needs, taking into account the Code of Practice, DfE statutory guidance and Raedwald Trust policies for pupils with additional needs.
- Maintain close contact with parents and carers, helping them to understand the educational provision that may be suitable.
- Arrange, in collaboration with Raedwald Trust staff, and attend an initial meeting in addition to review meetings for the pupil. Work with Raedwald Trust to ensure that pupil, parents/carers, and appropriate professionals are in attendance.
- To minute the meetings and distribute the minutes to all professionals.
- Ensure that pupils are entered for appropriate external examinations and that predicted performance targets, appropriate coursework expectations and curriculum resources are communicated to the Raedwald Trust teaching team.
- Ensure that general school information for pupils, parents/carers is sent home to all pupils even if the pupil is not attending school in order to include the pupil in the life of the school as far as possible.
- Plan and implement individual healthcare plans in line with DfE statutory guidance where required.
- Make effective and appropriate arrangements to meet the needs of children and young people with additional educational needs due to medical or mental health difficulties in line with the DfE statutory guidance 'Supporting pupils at school with medical conditions'.
- Make alternative arrangements, or be flexible where possible, in order to include the pupil in the life of the school.
- Inform the school(s) where siblings of the pupil attend if there are any particular circumstances that they need to be aware of.

Please ensure the following are returned with this form:

	<b>Please tick:</b>
<b>Baseline Assessment information and progress data</b>	
<b>Copies of any SEND paperwork (EHCP, EP reports, SALT involvement, OT, etc.)</b>	
<b>Details of any previous referrals to specialist services (if not included on IYFAP form)</b>	
<b>% Attendance information and copy of timetable offer prior to starting with Raedwald Trust</b>	
<b>Copy of the Schools Safeguarding Policy and Behaviour Policy</b>	
<b>Confirmation that pupil remains on School roll</b>	

- I agree to the terms and condition of educational support as outlined in this service level agreement:

Signed:

Angela Ransby  
CEO  
Raedwald Trust

- I agree to the terms and conditions of educational support as outlined in this service level agreement:

Signed: .....  
Head Teacher

Print Name: .....

Date: .....

***Please sign, take a copy of the agreement and return the copy to Raedwald Trust.***