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**DUAL  
PLACEMENT  
AGREEMENT**

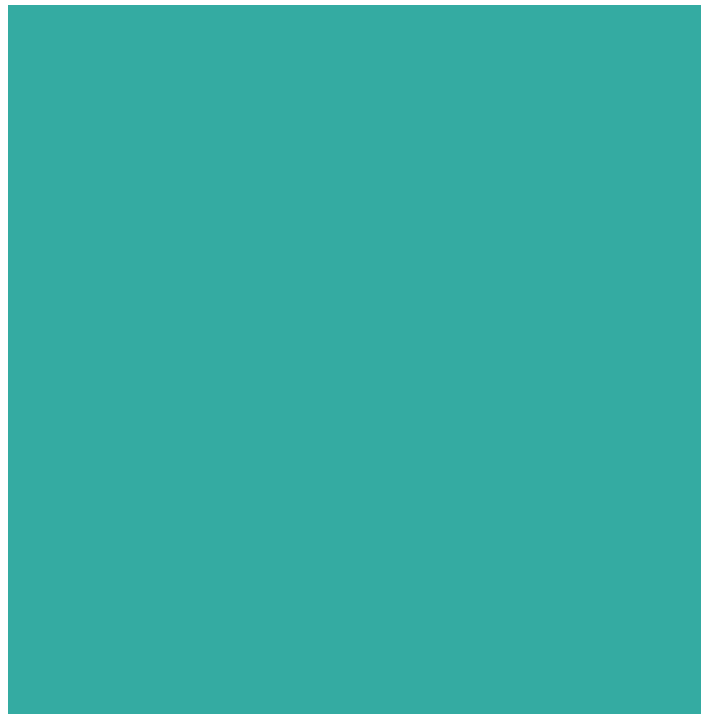
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**RÆDWALD**  
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## DUAL PLACEMENT AGREEMENT

Between: \_\_\_\_\_ and Raedwald Trust.

Placement Start Date: \_\_\_\_\_

Placement End Date: \_\_\_\_\_

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.

Upon acceptance of referral, the Raedwald Trust will determine which provision will best meet the needs of the pupil. This will be established through:

- School observations and/or home visits
- Discussions with school staff and/or Family Support services at the Local Authority
- Review of documentation provided at time of referral

If it is determined that a pupil's needs cannot be met in one of our current provisions, a separate agreement may be negotiated (in exceptional cases).

For the purposes of this document, "home school" refers to the mainstream setting where the pupil is on-roll or, for pupils who have been permanently excluded, by the Local Authority. Placement end date is set for the maximum length of time the pupil should be educated at a particular Raedwald Trust site. This end date may be brought forward if Raedwald Trust teams feel that an earlier reintegration is appropriate for the child/young person.

The Raedwald Trust agree to:

- Notify the Local Authority of the date of admission of pupil (confirmed by the RT Pedagogical Lead) once educational "pathway" has been determined.
- Work in partnership with home school to determine use of B, C or D attendance coding while attending a Raedwald Trust site.

- **Code D:** Dual Registered [Used when the pupil is attending the Alternative Provision (AP), on a temporary basis, for all sessions that the pupil is expected on the AP site].

- **Code B:** Off-site educational activity [Used when the pupil accessing AP attends another off-site activity organised but not supervised/delivered through the AP setting or home school].

- **Code C:** Leave of absence authorised by the home school or AP setting.

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- Fulfil Raedwald Trust dual registration responsibility to home school which includes:
    - Weekly timetable update
    - Weekly report on pupil attendance
    - Attendance number that can be contacted by home school on a daily basis.
  - Work with colleagues to develop reintegration plans into mainstream school/academy/college. This will include:
    - setting monthly home school staff visit dates to allocated Raedwald Trust site
    - setting dates for a mid-placement and end-of-placement meeting. The end-of-placement meeting will be held at the home school and will be used to plan the specific 6 week reintegration plan.
  - Support applications for transport submitted by parents/home school.
  - Work in partnership with home school Designated Safeguarding Lead to obtain, monitor and share safeguarding concerns.
  - Provide comprehensive end of placement report and key strategies document at the start of the 6 week reintegration process.

It is expected that Home Schools and their Governors will:

- Work in partnership with RT to determine use of D,B,C attendance coding.
  - **Code D:** *Dual Registered [Used when the pupil is attending the Alternative Provision (AP), on a temporary basis, for all sessions that the pupil is expected on the AP site].*
  - **Code B:** *Off-site educational activity [Used when the pupil accessing AP attends another off-site activity organised but not supervised/delivered through the AP setting or home school].*
  - **Code C:** *Leave of absence authorised by the home school or AP setting.*
- Ensure the Raedwald Trust site is made aware immediately of any Fixed Term Exclusions or permanent exclusion of the pupil if he/she is attending the home school.
- Provide Raedwald Trust with contact information for allocated staff with attendance responsibility.
- Send a member of staff to visit pupil at Raedwald Trust site each month.
- Provide Raedwald Trust with name of key worker/key person for referred pupil who will be visiting pupil on-site each month. Home school will ensure that key person is able to provide DBS information and photo ID for verification upon first visit.
- Attend and host mid and end of placement review meetings.
- Implement and feedback on advice and strategies provided by Raedwald Trust site including support for reintegration.
- Engage in any follow-up feedback/data collection requested by Raedwald Trust following the end of a pupil placement.

- I agree to the terms and conditions of educational support as outlined in this Dual Placement Agreement:

Signed: \_\_\_\_\_

*Head Teacher, Raedwald Trust site*

Signed: \_\_\_\_\_

*Pedagogical Lead, Raedwald Trust Central Team*

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

Signed: \_\_\_\_\_

*Head Teacher, Home School*

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Important Dates:**

<b>Pupil:</b>		
<b>Monthly school visits (agreed dates):</b>	<b>Date of mid-placement review:</b>	<b>Date of end-of-placement review:</b>