
**DUAL PLACEMENT
AGREEMENT**



RAEDWALD
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DATE

DUAL PLACEMENT AGREEMENT

Between: _____ and Raedwald Trust.

Placement Start Date _____

Placement will end by: _____

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 visits 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 the 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.
- Ensure the home school is made aware immediately of any Fixed Term Exclusions or permanent exclusions of the pupil if he/she is attending the Raedwald Trust site.

- 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.
 - Weekly Keyworker visit to school to meet with pupil and teaching staff.
- Sharing/providing assessment data and liaising or working with other agencies as required. This includes supporting home school with regards to EHCP Annual Reviews and/or EHCP referrals.
- Work with colleagues to develop reintegration plans into mainstream school. This will include:
 - setting initial 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 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 reintegration process.
- Engage pupils in a progressive curriculum where programmes of study have been derived from the EYFS Profile and the National Curriculum.
- Provide a curriculum overview and programmes of study detailing specific coverage of subjects and objectives during pupil's placement. This will also specify areas that are not taught through the First Base Curriculum, which the home school are therefore responsible for delivering.

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.
- Share/provide assessment data and continue to liaise or work with other agencies as required. This includes overseeing and submitting paperwork for EHCP Annual Reviews and/or EHCP referrals.
- 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 any member of staff is able to provide DBS information and photo ID for verification upon first visit to RT site.
- Attend and host mid and end of placement review meetings.

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- 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.
 - Ensure a full curriculum is delivered to the pupil, through use of First Base Curriculum to confirm areas that home school remain responsible for delivering.
- 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 Information

Keyworker:

Keyworker email:

Initial Planning Meeting date:

First Termly Review date: