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**DUAL PLACEMENT  
AGREEMENT**  
*Next Steps Pathway*

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## 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 receipt of referral, the Raedwald Trust and the Local Authority will determine which pathway will best meet the needs of the pupil. This will be established through:

- Review of Inclusion Referral Form
- 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 pathways, a separate agreement may be negotiated (in exceptional cases) by the Local Authority.

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 as per pathway expectations. This end date may be brought forward if Raedwald Trust teams feel that an earlier reintegration is appropriate for the child/young person.

The subsequent agreement relates to the pathway identified below.

### DPA Pathway Overview

#### Next Steps Pathway

**Purpose:** To support pupils to prepare for transition to a new education placement after a period of intensive intervention at Raedwald Trust. Provision will seek to address the issues which have resulted in a child experiencing a complete barrier to attending mainstream school. In exceptional and extraordinary circumstances, a Next Steps pathway at Key Stage 1 may be available.

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**Overview:** Pupils will have complex barriers to learning that mean that they are unable to access a mainstream offer currently or in the near future and are most likely to need a long term specialist placement, although a few will be able to attend mainstream school after this programme.

**Curriculum:**

Across key stage 2 and 3, the curriculum is delivered through a blended approach of 1:1 teaching, on-site group teaching and/or online learning. Lesson delivery is through discreet subject teaching at Key Stage 2 and 3. The taught curriculum is derived directly from the National Curriculum for Key Stage 2 or 3 and aligns with on-site curriculum delivery to ensure pupils are able to join larger groups if/when they are ready in order to complement their existing offer. Placement length and level of weekly support is varied and dependant on presenting pupil need. The initial curriculum offer is therefore focused on ensuring pupils access core subject teaching within English, maths and science as well as weekly sessions within PSHE and R.E. Weekly opportunities for Physical Education are also incorporated into the weekly offer. Depending on key stage, curriculum objectives may be taught concentrically or sequentially across subjects. Both methods of curriculum delivery have been carefully mapped out by subject teachers and ensure pupils have opportunities to revisit and embed learning. Subject programmes of study span from Year 3 to Year 9 and teaching is responsive to the age/stage of the pupil when he/she arrives within the Trust.

**The Raedwald Trust agree to:**

- Notify the Local Authority of the date of admission of pupil (confirmed by the RT Admissions team) 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 contact with home school to discuss progress and strategies.
- 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 monitor and deliver a co-constructed, co-delivered curriculum if appropriate to the pupil.
- Work with colleagues to:
  - set initial home school staff visit dates to the allocated Raedwald Trust site.

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- set dates for reviews as appropriate.
  - 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.
  - Work in partnership to establish any Access requirements for end of Key Stage examinations.
  - Provide a comprehensive end of placement report at the end of the pathway placement
  - Engage pupils in a progressive curriculum where programmes of study have been derived from the Key Stage 2 and 3 National Curriculum.
  - Provide a curriculum overview and programmes of study detailing specific coverage of subjects and objectives covered throughout pupil's placement.

It is expected that Home Schools and their Governors will:

- Work in partnership with RT to determine use of B, C, D 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.
- Ensure the Raedwald Trust site is made aware immediately of any Safeguarding concerns that arise whilst attending the Raedwald Trust setting.
- 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 the Raedwald Trust site at least once each half-term.
- Provide Raedwald Trust with name of key worker/key person for referred pupil who will be visiting pupil on-site at least each term. 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.
- Maintain responsibility for registering and administering any standardised assessments throughout the duration of the pupil placement. If appropriate, the mainstream setting may delegate responsibility for exams administration to the RT site.
- Work in partnership to establish any Access requirements for end of Key Stage examinations
- Attend and/or host any pathway review meetings.
- 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:

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

*Head Teacher, Raedwald Trust site*

- 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:**

**End of term review date (if applicable):**

**End of year review date (if applicable):**