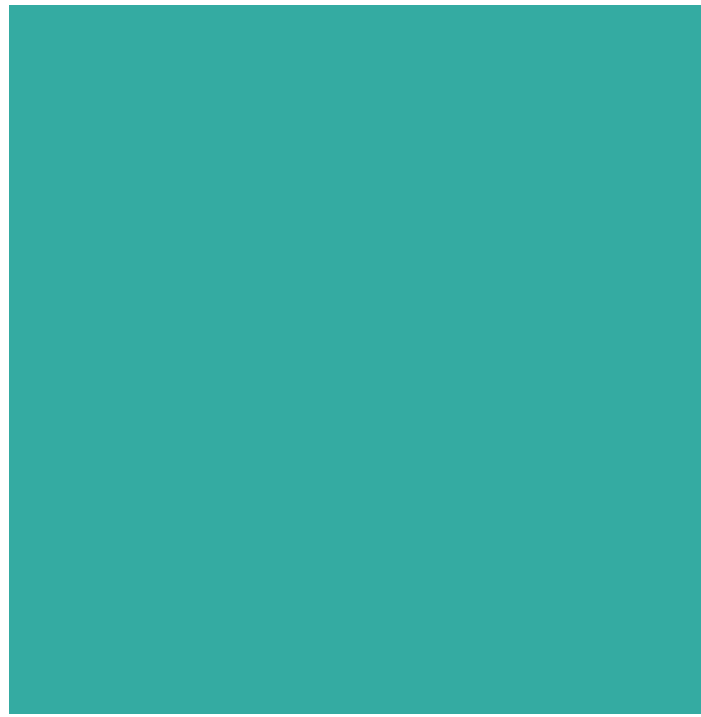

**DUAL PLACEMENT
AGREEMENT**
Focused Pathway

RÆDWALD
T · R · U · S · T



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 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. 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

Focused Pathway

Purpose: To support pupils to achieve secondary age qualifications, develop their plan for adulthood and prepare for transition to a post 16 destination.

Overview: Pupils will have the potential to access a mainstream curriculum but need a more intensive and in some cases longer intervention to overcome significant barriers to learning in order to complete their GCSE study. This pathway will support pupils who have been permanently excluded and are without a school place as well as pupils who are still on roll with a mainstream school but are having significant difficulties accessing the school offer. The school will have exhausted options in Step 1 and 2 of the Graduated Response.

Curriculum:

This curriculum supports pupils who are placed longer term within a Raedwald Trust setting at Key Stage 4. It is taught through discreet subject teaching at Key Stage 4 and is derived directly from the National Curriculum. Placements are full-time for up to two years at a Raedwald Trust site. Pupils remain dual-roll with their mainstream school with the Raedwald Trust setting being subsidiary. Working together, the mainstream school and Raedwald Trust will ensure pupils are entered for their end of key stage examinations. Dependent on the pupil, some pupils may also continue to access learning within their home school environment in order to ensure that each pupil has the opportunity to be entered for up to 8 GCSEs or equivalent qualifications if appropriate. Curriculum objectives are often taught sequentially across subjects but opportunities to revisit learning are embedded into curriculum overviews and planning thus ensuring long term knowledge acquisition and retention within each subject. Subject programmes of study span from Year 10 to Year 11 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.
 - 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. This may include access to lessons on the home school site to complement the curriculum offer at Raedwald Trust.
- Work with colleagues to:
 - set initial home school staff visit dates to the allocated Raedwald Trust site.
 - set dates for reviews as appropriate.
- Support applications for transport submitted by parents/home school.
- Work in partnership with home school Designated Safeguarding Lead or Deputies to obtain, monitor and share safeguarding concerns.

- Based on evidence of need and normal way of working, work with the home school to determine any pre-examination adjustments (access arrangements) required. We are able to administer the necessary assessments at a reduced cost should you require this.
- Discuss submission of completed access arrangement applications to awarding bodies in line with scheme of exams delegation of home school.
- Administer, if under delegated responsibility, end of key stage examinations.
- Provide a minimum of at least one annual report detailing pupil progress against curriculum objectives and any other relevant areas of development.
- Engage pupils in a progressive curriculum where programmes of study have been derived from the Key Stage 4 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 a chronology of Safeguarding concerns to site Safeguarding leads during admissions and share any significant safeguarding concerns prior to placement and start date.
- Provide Raedwald Trust with contact information for allocated staff (below)
- Ensure Pupil Premium Grant (PPG) funding is distributed in line with the agreed provision and outcomes at review meetings.
- 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.
- Ensure attendance at pupil review meetings with Raedwald Trust site team, at least every half-term (either in person or online meeting).
- Provide Raedwald Trust with name of key worker/key person for referred pupil who will be attending review meetings.
- Home school will ensure that any member of staff who 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.

- Based on evidence of need and normal way of working, work with the Raedwald Trust to determine any pre-examination adjustments (access arrangements) required.
- Discuss submission of completed access arrangement applications to awarding bodies in line with scheme of exams delegation.
- Administer, if appropriate, 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.
- Support with any attendance issues by offering the support of the Home School EWO
- Provide support where needed from the school nursing and immunisation team

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

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

Email and Phone contacts

	Home School	Raedwald Trust
Lead Contact		
Attendance		
SEN		

Safeguarding		

First Review Date: