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**DUAL PLACEMENT AGREEMENT**

*Engage Pathway*

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DATE: 2023 2024

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## DUAL PLACEMENT AGREEMENT

**Between:** and the Raedwald Trust

**Date Placement Agreed (Z code):**

**Date Placement Starts (pupil on roll):**

**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 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**

#### **Engage pathway**

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. For the most vulnerable pupils, regular attendance is an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms.

The Engage pathway allows schools to allocate an RT Attendance Champion per half term who will work with an allocated pupil to support attendance within his/her mainstream school. Attendance

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Champions will work with identified pupils to support and improve attendance for up to 10 hours per week (up to 2 hours per day AM or PM slot).

This support may include: home visits, breakfast, transport support, family support to help establish routines and expectations, coaching to help understand and overcome poor punctuality and attendance, well-being support, signposting (eg. for young carers, families with financial difficulties), daily/weekly safeguarding “eyes-on” checks, weekly progress feedback to schools & access to Raedwald Trust Safeguarding team to work alongside the home school.

### **Curriculum offer:**

This pathway is designed to support allocated pupils to access their mainstream setting. It is focused on supporting attendance to their mainstream offer and as such does not lead on delivery of the curriculum but rather would be available to facilitate pupil access to their main school curriculum through improving attendance.

### **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.
- **Code Z:** *This code will be used to enable the Raedwald Trust to set up registers and gather information from the home school regarding the pupil, in advance of the pupil joining the school. The Z code is the date from which the placement has been agreed - at this stage, the pupil is not on roll, but will be a pending admission on the register until the agreed start date. During the Z code period, the home school retains full responsibility for the pupil.*
- Work in partnership with home school to determine use of B, C or D attendance coding while attending a Raedwald Trust session
  - **Code D:** *Dual Registered [Used when the pupil is attending the home school]*
  - **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 suspension or permanent exclusions of the pupil if he/she is attending the Raedwald Trust sessions
- 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:
  - set dates for placement reviews.

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- Support applications for transport submitted by parents/home school.
- Work in partnership with home school Designated/Deputy Safeguarding Lead to obtain, monitor and share safeguarding concerns.
- Provide a weekly progress report to home school in order to communicate progress during the hours spent with RT staff
- Provide a comprehensive end of placement report at the end of the pathway placement.
- Support pupils to access their mainstream curriculum through improved attendance in mainstream school.
- In the event of a child coming off roll of the home school, a recommendation for support through Inclusion Services will be submitted to Suffolk County Council.

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 suspensions or permanent exclusion of the pupil if he/she is attending the home school.
- Ensure the Raedwald Trust site Designated/Deputy Safeguarding Lead is made aware immediately of any Safeguarding concerns that arise whilst attending the mainstream 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.
- Provide Raedwald Trust with name of key worker/key person for referred pupil
- Complete and return weekly a report to update Raedwald Trust site on progress and achievement whilst accessing the home school site and to indicate the level of support required in any outreach visit.
- Maintain responsibility for administering any standardised assessments throughout the duration of pupil placement.
- 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:

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Signed: Kate Kingsford-Bere

*Headteacher, St Christopher's Academy, Raedwald Trust*

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

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

*Headteacher, 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**

	Mainstream School	St Christopher's Raedwald Trust
Lead Contact		
Attendance		
SEND		
Safeguarding		

**First Review Date:**