

**DUAL PLACEMENT  
AGREEMENT**

*KS3 Building Pathway*

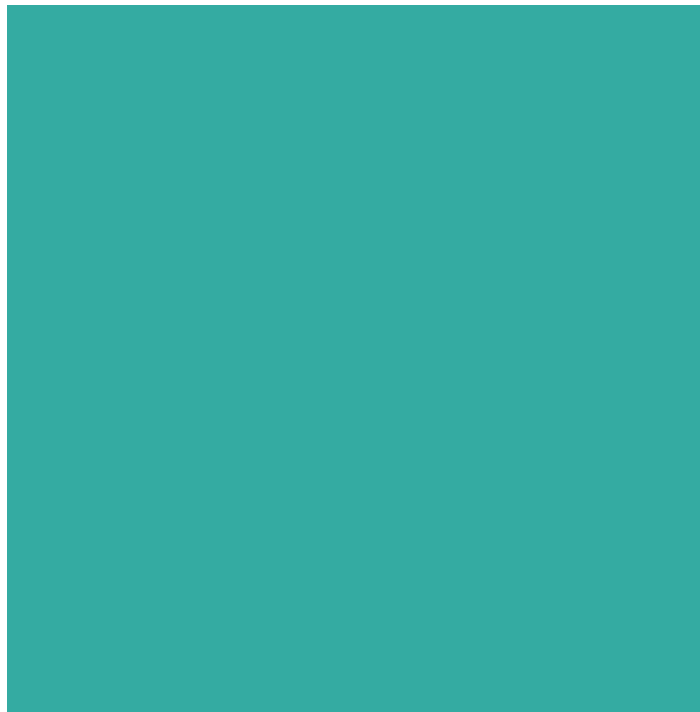
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**RÆDWALD**  
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DATE: 2023/24

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## DUAL PLACEMENT AGREEMENT

Between: \_\_\_\_\_ and 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

#### Building Pathway

Purpose: A 6–19-week placement to support pupils to succeed in their current mainstream school placement or a new school following a permanent exclusion. During weeks 1-15 of the placement, pupils attend their identified Raedwald Trust site for 4 days a week and their mainstream school 1 day a week (Wednesday). If all parties are in agreement that an accelerated transition back to their mainstream setting would be in the best interests of the pupil, then an earlier exit date may be negotiated.

If attendance on mainstream day is part-time this should increase to a full day by week 7 of the placement. During weeks 16 and 17 the pupil will attend 3 days at their Raedwald Trust site and 2

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days at mainstream. During weeks 18 and 19 the pupil will attend 2 days at their Raedwald Trust site and 3 days at mainstream.

**Overview:**

Pupils will have the potential to be successful in mainstream school but need a more intensive and in some cases longer intervention to overcome significant barriers to learning. This pathway may support pupils who have been permanently excluded and are without a school place. Alternatively, it may support pupils who are still on roll with a mainstream school but who are having significant difficulties accessing the school offer. The mainstream school will have exhausted options in Step 1 and 2 of the Graduated Response.

**Discreet Curriculum:** This 19-week curriculum supports pupils to access learning within the Key Stage 3 curriculum. It is taught through discreet subject teaching as appropriate. It is derived directly from the National Curriculum for Key Stage 3. It is designed as a concentric curriculum (revisited but taught explicitly) or sequential (chunked and taught once for mastery) dependent on different subject areas. Conscious decisions about subject delivery have been made to ensure long term knowledge acquisition that are appropriate to the age/stage of development of pupils. Subject programmes of study span from Year 6 to Year 9 objectives dependent on the age/stage at admission. Due to the nature of a short-term fractional placement, we are not able to offer the pupil the full curriculum. Languages, Computing and Citizenship are not offered, the responsibility for these subjects lies with the mainstream school. Please see our website for our programmes of study where, a full list of what is and is not covered in the 19 week curriculum, can be seen.

**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 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 suspensions 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 report on pupil attendance
  - Attendance number that can be contacted by home school on a daily basis
  - Weekly Keyworker contact with home school for outreach support
- 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 the 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.
- Provide a weekly progress report to home school in order to communicate progress during four days at Raedwald site.
- Work in partnership with home school Designated Safeguarding Lead to obtain, monitor and share safeguarding concerns.
- 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 National Curriculum.
- Provide via the Raedwald Trust website, 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 Building pathway, 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 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 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.
- Send a member of staff to visit pupil at the Raedwald Trust site at least twice during the 19-week placement.
- Provide Raedwald Trust with name of key worker/key person for referred pupil. Home school will ensure that any member of staff is able to provide DBS information and photo ID for verification upon visit to Raedwald Trust site.

- Complete and return weekly report to update Raedwald Trust site on progress and achievement whilst accessing the home school site. Indicate the level of support required for the following week's outreach.
- 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.
- 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.
- Ensure a full curriculum is delivered to the pupil, through use of the Building 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 of School, 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.**

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**Important Information****Email and Phone contacts**

	<b>Home School</b>	<b>Raedwald Trust</b>
<b>Lead Contact</b>		Tom Baker (Head Teacher/DSL) <a href="mailto:tbaker@raedwaldtrust.org">tbaker@raedwaldtrust.org</a> 01473 725860 07850939375  Uchenna Nnadi (Class Teacher) <a href="mailto:uchennannadi@raedwaldtrust.org">uchennannadi@raedwaldtrust.org</a> 01473 725860  Lucy Cocking (Class Teacher) <a href="mailto:lcocking@raedwaldtrust.org">lcocking@raedwaldtrust.org</a> 01473 725860
<b>Attendance</b>		Jayne Crapnell (Office Manager) <a href="mailto:adminalderwood@raedwaldtrust.org">adminalderwood@raedwaldtrust.org</a> 01473 725860
<b>SEN</b>		Cate Fairweather (SENCO) <a href="mailto:cfairweather@raedwaldtrust.org">cfairweather@raedwaldtrust.org</a> 01473 725860
<b>Safeguarding</b>		Tom Baker (Head Teacher/DSL) <a href="mailto:tbaker@raedwaldtrust.org">tbaker@raedwaldtrust.org</a> 01473 725860 07850939375  Jayne Crapnell (Office Manager/DDSL) <a href="mailto:jcrapnell@raedwaldtrust.org">jcrapnell@raedwaldtrust.org</a> 01473 725860

**Mid-placement review date:**

**End of placement review date:**

