

# Service Level Agreement

Peterborough Local Authority

and

The Thomas Deacon Education Trust

Date: May 2021

To be reviewed: January 2022

## **SERVICE LEVEL AGREEMENT**

In relation to the Provision of Alternative Education for primary and secondary school children in Peterborough.

### **Parties**

This Agreement is between Peterborough City Council (PCC) of Sandmartin House, Bittern Way, Peterborough PE2 8TY and The Thomas Deacon Education Trust, Head Office, Queen's Gardens Peterborough PE1 2UW.

PCC enters into this Agreement in its capacity as the local education authority for the Peterborough area. The Richard Barnes Academy (RBA) is where the alternative education takes place for children of both primary and secondary school age.

### **Background**

This Agreement relates to the provision of alternative education at The Richard Barnes Academy for primary (Key Stage 2 and in exceptional circumstances Key Stage 1) and secondary aged children in Peterborough who are permanently excluded from mainstream school or are at risk of such exclusion.

The Richard Barnes Academy is part of The Thomas Deacon Education Trust, a multi-academy trust (MAT) and has an Academy Committee which is a party to this Agreement.

### **Purpose of the Agreement**

Peterborough CC and The Richard Barnes Academy have key roles in the provision of alternative education for primary and secondary aged children in Peterborough. The purpose of this Agreement is to outline the role of PCC and the role of RBA in relation to the arrangements in Peterborough for primary and secondary alternative education.

### **Expected provision**

To provide opportunities for primary and secondary aged pupils to make social and emotional and academic progress within an appropriate environment in preparation for returning to mainstream school.

To support schools to manage the needs of pupils from The Richard Barnes Academy as part of their transition back into their own mainstream school.

### **Short term placements (No longer than 12 weeks)**

To provide timely short-term intervention for pupils with behavioural difficulties who are struggling to manage in mainstream schools – to create a portfolio of evidence for children who have complex needs where required and for all children, evidence of mainstream readiness.

At the end of an agreed placement, if additional time is needed to be added to the original agreement, this should be discussed and agreed with the referring school and Richard Barnes Academy within Behaviour Panel. Each case should be discussed and considered on individual merit, however a determined agreed length of time should not surpass 2 full academic school terms in length.

### **Long term placements**

To provide a suitable alternative and appropriate education for all Peterborough children who are at risk of or have been permanently excluded from mainstream schools.

To support the reduction of the number of permanently excluded children of primary and secondary school age.

Primary and secondary cohorts (up to 170, including learners on day 6 provision, on roll) will be agreed on an annual basis at Commissioning review meetings held every January.

## **Service levels**

### **Peterborough City Council will:**

1. Pay place funding of £10 000 (or other sum as directed by the Secretary of State) for 170 alternative education places at RBA who access full time equivalent curriculum offers as appropriate. The Peterborough City Council will need to agree the provision for any child who is receiving less an equivalent of 25 hours.
2. Ensure that all RBA referral paperwork is fully completed and signed before it is sent to the Behaviour Panel in readiness to be discussed and agreed if appropriate. Effective quality assurance will be in place and regular review, in collaboration with RBA, will be facilitated.
3. Adhere to requirements of latest national policy as defined in the document "Alternative Provision – Statutory Guidance for Local Authorities".
4. Develop an agreed protocol for entry into RBA and reintegration back to school, to include defining, prior to entry, clear targets and success criteria for each pupil accessing the provision. This will need to be reviewed and categorised into longer- and short-term provision from the outset.
5. Implement a protocol to ensure that schools who dual roll children at RBA understand and deliver what is required from them in order for their children to access a place.
6. Hold a weekly Behaviour Panel attended by representatives from the local authority and the Principal of RBA (or a Senior Leader with decision making authority) to discuss entry requests for both longer- and short-term placements.
7. Provide support with travel (within the LA guidelines) for pupils to be able to access RBA through the agreed process from Day 6. It is expected that where parents are able to transport their child to RBA, they will.
8. Monitor the progress of pupils whilst at RBA and following exit via attendance at the Academy committee and half termly meetings between the RBA Principal and the AP and Inclusion County Manager.
9. Behaviour and Inclusion Officers to support reintegration of pupils, in partnership with RBA and school staff to facilitate returning back into their own schools when appropriate.
10. Undertake an annual safeguarding, inclusion and behaviour review and provide a report with recommendations.

### **The Richard Barnes Academy will:**

1. Provide a fully qualified (QTS) and appropriately experienced Principal who will act as the lead senior professional within the Academy.
2. Provide appropriately qualified teaching staff to meet the needs of the core and non-core curriculum areas being delivered at RBA.
3. Ensure that all staff are subject to a valid enhanced disclosure check undertaken through the Disclosure and Barring Service including a check against the adults' barred list or the children's barred list
4. Continually monitor the level and validity of safeguarding checks for each member of staff
5. If a child is permanently excluded from their mainstream setting and it is agreed that RBA is the appropriate placement, that student will be placed on roll from the day after the permanent exclusion has been upheld.

6. All learners who are referred to RBA will have an IAEP and will be continually reviewed whilst at RBA. This information will be shared with the Peterborough City Council during their termly data collections.
7. Provide all learners with an appropriate blended educational provision of 25 hours of learning per week, agreed through Behaviour Panel. Any child with less than 25 hours will be subject to normal procedures within the Local Authorities Part Time Timetable Guidance.
8. Supply attendance information and progress data to the local authority on a half termly basis via the Academy Management Committee and meetings between the Principal and County AP and Inclusion Manager.
9. A member of the senior team with decision making authority to attend Behaviour Panel and Fair Access Panel to support the ongoing inclusion agenda across Peterborough.
10. Provide the Local Authority with data regarding Exclusions via the Academy Management Committee and meeting with the County AP and Inclusion Manager during review meetings.
11. Ensure that any learner placed on a reduced provision timetable has an IAEP and adequate safeguarding arrangements for those sessions when the learner is not expected to attend the provision and undertake 3 weekly reviews to support the return to full time education as soon as possible. Part time timetable information should be shared with the Local Authorities Senior Exclusion Officer
12. Develop a thematic curriculum based on the National Curriculum, with a focus on both social and emotional development and academic achievement; differentiated to meet the individual needs of each pupil or commission other alternative provision where appropriate.
13. Provide a formal report, incorporating the views of the pupil and their family, for the pupil's mainstream school and parents/carer:
  - after week three of the placement.
  - at a mid-placement review.
  - at the end of the placement for those learners who are attending for a fixed period of time of dual registration.
14. Prepare pupils for timely return to mainstream school, or an alternative placement; having a clear exit plan on entry to RBA and ensuring that assessment evidence positively supports transfer to the next setting in order to ensure a successful reintegration.
15. Proactively provide opportunities for parents/carers to work in partnership with RBA, to enable engagement and involvement in their child's development of social and emotional skills and core curriculum learning.
16. If a child is on a dual roll, RBA should report back to the mainstream referring school and request the EHCP to be undertaken. RBA will inform SEND services of the request to begin this process. If a child is on roll at RBA and requires an EHCP they will follow due process.
17. Participate in networking across schools and LA services; working in collaboration with other agencies, where appropriate, to ensure the best outcomes for the pupil.

## **Financial arrangements**

### **Top up funding**

Peterborough City Council will provide a top up funding rate of **£9097.47** per pupil who attends RBA either on roll or through dual registration with another school. This rate will be paid under the following circumstances:

- The pupil is added to the roll or dual registered within 6 days of the referral following agreement at Behaviour Panel or through the Fair Access Panel route.

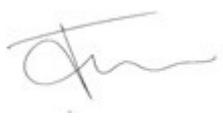
- The pupil is provided with a plan to meet full time 25 hours or equivalent education provision following an appropriate induction period.
- Pupils who are not able to access 25 hours or equivalent education provision will have a part time timetable plan and risk assessment in place and be subject to regular reviews (at least every 3 weeks).
- The agreed terms of the SLA are followed.

**Term and review of Agreement**

This Agreement will remain valid until superseded by a revised agreement entered into by the parties or their successors or until determined by the parties.

The parties will review the Agreement annually (January) or at such other frequency as agreed by the parties.

Signed on behalf of Peterborough City Council

Authorised Signature: 

Date: 10<sup>th</sup> June 2021

Name: Jonathan Lewis

Position: Service Director: Education – Cambridgeshire County Council and Peterborough City Council

Signed on behalf of The Thomas Deacon Education Trust

Authorised Signature: 

Date: 11<sup>th</sup> June 2021

Name: Julie Taylor

Position: Chief Executive