

**Local Partnership Agreement**

**Greenwood School and Partner Schools**

**Introduction and context**

In Hampshire there are 6 Education Centres. They are an alternative education setting which the Local Authority commission as part of its statutory duty to provide education to pupils who have been permanently excluded or who have been identified as being too emotionally vulnerable or unwell to attend school. A priority of the local authority is to prevent pupils from becoming permanently excluded and therefore places are also commissioned with the Education Centres to support secondary school pupils who are at risk of permanent exclusion from their mainstream school. Each Education Centre delivers a broad and balanced curriculum within a flexible and nurturing environment that recognises the needs of each individual pupil. The age range of pupils attending is 11-16. This setting is designed to be a short-term arrangement and can offer bespoke arrangements for in-reach, outreach, part time and full-time placements dependant on need. Each Education Centre has a set of ‘partner’ schools based on the geographical locality that they are positioned in. The Education Centre and their partner home schools work together to establish clear communication about their shared ‘dual-registered’ pupils. This will include transferring of funds, outreach if necessary and also reintegration into the mainstream environment. This partnership agreement sets out the expectations of both Greenwood and the home school.

**1. Commissioning and provision arrangements between Greenwood and the Local Authority**

1.1 This document sets out the expectation of the Local Authority when commissioning places at Education Centres and should be considered alongside the Government’s statutory guidance for alternative provision.

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268940/alternative_provision_statutory_guidance_pdf_version.pdf>

1.2 The Local Authority will support the education centre to manage admissions and transitions to and from the Education Centre.

1.3 The Local Authority supports the principle that pupils should be educated in a mainstream school wherever possible. Education Centres are not a destination; however, they provide an opportunity for pupils to develop skills and receive education when mainstream schools are not able to meet needs.

1.4 The aim of the placement is to support the children and young people (CYP) so that they can make appropriate progress in line with their starting points and identified areas for development

1.5 The Education Centre will assess a child’s needs, designing and implementing appropriate interventions and monitoring progress accordingly. As Education Centre’s are registered as schools, the Head teacher and Management Committee are responsible for designing and implementing a suitable curriculum

**2. Transport**

2.1 The Local Authority maintain their statutory responsibility for pupils that are permanently excluded or medically unwell

2.2 For dual registered placements, home schools are responsible for funding and providing transport where necessary for the duration of a pupil’s time at Greenwood. Transport arrangements should be agreed with parents prior to a referral being submitted and actioned when the pupil begins their placement at Greenwood.

**3. Referrals**

3.1 The Local Authority will support the education centre to manage admissions and transitions to and from the Education Centre.

3.2 All referrals must go directly to the Head teacher at Greenwood for pupils at risk of exclusion. Any referrals for pupils with a medical need or for those that are identified as emotionally vulnerable must be submitted to the ISS team at the Local Authority.

3.3 Medical and emotionally vulnerable referrals are commissioned directly from the Local Authority ISS in team, in consultation with the Head teacher at Greenwood and the home school.

3.4 Greenwood has a specific number of places that are commissioned by the Local

Authority. Greenwood are not able to go over their commissioned numbers unless this is approved by the Local Authority under exceptional circumstances.

3.5 The Education Centre Headteacher will determine if outreach support is required in the first

instance for behaviour referrals. Schools should contact Education Centres directly for

outreach support and the agreement for the delivery of outreach will be between the

Education Centre and the school. Education Centres will determine whether outreach can be

offered and agree its nature and proposed outcomes with the school.

3.6All referrals must be thoroughly completed and include the following

* Relevant Medical evidence
* Attendance certificates
* Behaviour logs
* Any child protection information
* Clear overview of strategies already undertaken
* Achievement targets and progress data
* Information related to any identified needs including SEN information
* Reports from any external agencies involved
* Information regarding any reduced hours provision

**4. Quality Assurance**

4.1 Education Centres all have a Governing Body, referred to as a Management Committee who are responsible for overall quality assurance of the school in conjunction with the Head teacher

4.2 The Local Authority will allocate a specific LLP to work with each education centre as part of the annual quality assurance process as per Hampshire’s HIAS model

4.3 The Education Centres in Hampshire and the Isle of Wight are a form of alternative provision. Where a child or young person is attending an education centre within Hampshire or the Isle of Wight, these school are schools and are therefore registered provisions with a DfE number and are regulated by Ofsted.

**5. Funding and place numbers**

5.1 Education Centre places will be capped and over occupancy can only occur in exceptional circumstances and with the agreement of the Local Authority. The Local Authority will contact the Head teacher to discuss place management when they are reaching maximum occupancy.

5.2 Schools will be expected to transfer their AWPU and pupil premium (where eligible) when provision is made for any pupil. This will include any additional SEN funding that has been allocated to the pupil.

5.3 Outreach provision will be commissioned by the Local Authority and Greenwood are expected to submit an annual bid for additional funding to support this provision with partner schools.

5.4 In circumstances where a pupil is attending a bespoke programme with shared provision covered by both the home school and Greenwood, the AWPU and PP funding invoices can be amended to reflect this. This will be in discussion with the home school and Greenwood when provision is being arranged. The home school will be invoiced for the days when Greenwood is responsible for provision and on days where the home school are responsible for provision no funding will be requested.

**6. Pupil addresses and home schools**

6.1 If other local authorities wish to place children at the education centre, the education centre may, following consultation with the Council, agree such admissions if places are available, the pupil meets the admission criteria and the placing local authority provides the relevant top up funding for the place in line with national funding regulations. No agreement to admission should be made unless this has been agreed by the Council.

**7. Partnership working including the Local Authority Inclusion team, SEN team and home schools**

7.1 Greenwood will have high expectations for all children attending the education centre. All children and young people should make good progress from their relevant starting points in their learning.

7.2 Greenwood will liaise with the pupil’s named next school/college setting and provide a smooth transition from the educational setting to their next identified setting (as appropriate).

7.3 It is recognised that some pupils may be placed on reduced hours provision for short periods of time as a strategy to support their effective engagement in learning; this may be in response to unproductive behaviours, attendance or to support mental wellbeing. However, it is the aspiration that pupils’ access as many hours of learning per week as their needs allow. Any part time provision is expected to have a rationale, a review date and a safeguarding risk assessment. Levels of access to provision will be monitored by the Local Authority on a termly basis and communicated to the homes school in a timely manner

7.5 Greenwood will be responsible for the health and safety of the CYP whilst they are attending the setting and will promote the efficient use of resources and adhere to the annual budget. This will include employing suitably qualified and/or experienced staff and ensure line management and performance management of the staff in the setting.

7.6 Greenwood will make a judgement on its capacity to meet the child’s needs and the provision it is able to put in place for permanently excluded pupils and for those who are emotionally vulnerable and medically unwell

7.7 Where sub-contracted alternative provision is used, as part of a child's educational provision, Greenwood will ensure that it meets registration and safeguarding requirements, the developmental needs of the pupil and that there is clarity on the expected outcomes of attending such provision.

7.8 Greenwood will be responsible for making decisions about the length of placement in partnership with the home school and for designing and implementing an appropriate reintegration plan

7.9 If a pupil in the Education Centre has an EHCP, the home school will be responsible for arranging the annual review process. Schools, education centres and the SEN Service need to work in partnership regarding children placed in an education centre at SEN support who are likely to require an EHCP assessment or the assessment is underway. The responsibility for undertaking work connected with possible EHCPs remains the responsibility of the home school for dual registered pupils. The expectation should be that the pupil will return to the home school, not that special school placement will be found unless following assessment a special school place is identified as the most appropriate placement to meet the child’s needs. If the school has already begun an application for an EHCP then this must have been submitted and evidence provided to Greenwood as to the supportive work that has already been conducted to accommodate the pupil.

7.10 For a pupil with Child Looked After status, the home school will be expected to coordinate the PEP process and communicate effectively regarding these arrangements with the Designated Teacher at Greenwood. It is also the expectation that the home school would transfer Pupil Premium Plus funding to Greenwood. Any change in provision for looked after pupils must be discussed with the Virtual School and with a child’s social worker.

7.11 Greenwood will track pupil’s progress and ensure that this data is shared with the home school where the child is dual registered. Information should include attendance, exclusions, academic and pastoral information. We will share half termly reports and offer a review meeting half termly with the home school. Our expectation is that at least one meeting is attended per term by the home school. We will also offer termly review meetings with parent/carers.

7.12 Greenwood will work in partnership with parents, carers and partner agencies to ensure that there is a holistic plan to meet the pupils’ needs both in the home, school and centre context. This will include liaison with the Family Support Service and /or the Supporting Families Programme and social care for pupils in need or in care.

7.13 Greenwood is not designated specialist provisions for children with SEND. However, they will inevitably have some children from mainstream settings with an EHCP whose current need is to access short-term Education Centre provision

7.14 Pupils will have access to a robust careers curriculum whilst they attending Greenwood and Key Stage 4 pupils will be supported by Greenwood with their post-16 destinations. It remains the responsibility of the home school to ensure post-16 advice and guidance is provided to any pupil dual-registered with Greenwood.

# **8. Details of the outreach offer**

8.1 Outreach should aim to support children remaining in mainstream school and can include consultation, training, diagnostic work, action planning, coaching and mentoring of staff on school site and at Greenwood. It can also include direct work with pupils, family support and help finding alternative provision, package planning and managed moves.

8.2 Any pupil receiving outreach support from Greenwood will not be placed on roll of the Education Centre but may be registered as a ‘guest’ pupil on the management information system.

Agreement for places at Greenwood Education Centre

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| Signed by | Signature | On Behalf of | Date |
| Vicky Essex |  | Greenwood School |  |
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