



Service Level Agreement

Between EOTAS and School/Academy:

SCHOOL/ACADEMY NAME:

Purpose of the SLA

The underlying premise of EOTAS is that the support provided by the service is aimed at increasing students' engagement with educational provision. EOTAS recognises that the ultimate aim is for students to return to school. In accordance with statutory guidance, DfE January 2013, it is recognised that the home school has a central role in ensuring continuity in the student's education.

In line with statutory guidance, following the acceptance of a referral, students remain on the role of their mainstream school/academy. They will be dual registered with EOTAS while the service is providing support. If it is in the best interests of the young person.

EOTAS provision is not viewed as a long term alternative to a mainstream educational provision.

Referral

If the student meets the criteria for provision from the service, a meeting will be convened by the student's school which will involve:

- The student's home school/academy.
- The parents/carers and student.
- EOTAS lead for the agreed provision and when possible a key worker/tutor.
- Other agencies working with the student or family, as appropriate.

At the admission meeting the following will be agreed:

- Admission paperwork completed.
- Identifying and naming the key worker from the home school who will co-ordinate support.
- Confirm ongoing contact names and details for parents and all agencies.
- Specifying roles and responsibilities of all parties.
- Safeguarding and child protection information.
- How any additional SEN needs the student has will be met and resourced.
- Setting the date for the first review meeting.
- Organising induction and assessment for entry to EOTAS curriculum.
- Induction timetable will be given with start date when induction has been completed.

It is agreed in the first instance that this will be for a period of 6 weeks. At the end of this period, the placement will be reviewed. Students will follow an agreed timetable and additional support and intervention will be established at the initial meeting or as deemed necessary by EOTAS during the placement.

Schools/Academies and their Governors agree to:

- Provide a key worker who with a designated EOTAS worker will monitor the student's progress.
- Provide an updated Early Help Record, which is an accurate reflection of the student's current information.
- Write and submit EHCP assessments according to the SEN Code of Practice, in collaboration with EOTAS.
- Lead the Annual Review for students with an EHCP.
- Provide copies of any individual healthcare plans (as required).
- Ensure FFT data is transferred.
- Transfer the pupil CTF file.
- Lead on PEPs for all Looked after Children.
- Ensure that all information is communicated to all agencies involved.
- Update EOTAS with any safeguarding information and jointly contribute to all Multi agency meetings and interventions.
- Provide up to date academic assessments and progress data and where appropriate relevant work, plans, and resources necessary for the student to closely follow the school curriculum.
- Provide suitable tutoring and mentoring facilities when EOTAS staff are working on their site.
- Plan and implement students' reintegration and return to their home school in conjunction with the EOTAS key worker/tutor.
- Plan and implement personalised transition support to post 16 opportunities.
- Maintain close contact with parent/carers, ensuring that the student is still part of the school community.
- Where appropriate, ensure that students are entered for appropriate external examinations.
- Complete Access Arrangements for Yr10 and Yr11 students.
- Administer and fund (in accordance with the charging policy) and support any external exams for the student e.g. by providing an invigilator at an alternative venue, such as home, if required.
- Pay termly charges, as per the EOTAS Charging Policy, within a month of charging. This will be dependent on the provision that the student is attending.
- Contact EOTAS Business Manager with any queries with charges received within 2 weeks.
- Pay LA charges, as per legal agreement for CARE packages (Fernbrook)

EOTAS will provide:

- Access to education support in line with statutory guidance that is aimed at increasing the student's engagement.
- Identify further intervention and support for each individual student.
- A named worker/tutor to liaise with the named school based worker.
- Provide regular information to school regarding student progress – data for behaviour, exclusions and attendance at each review.
- Support students on their reintegration back into school.
- Contribute to the EHCP assessments according to the SEN Code of Practice, in collaboration with the mainstream school.
- Attend the Annual Review when requested for students with an EHCP in conjunction with the mainstream school.
- Contribute to the PEPs for all Looked after Children.
- Ensure parental permission is gained before discussing any student issue with other colleagues in line with GDPR.
- Provide and request support and advice to and from other colleagues e.g. Educational Psychology Service, NHS, including CAMHs, social workers, SLCN etc.
- Take responsibility for each student when they are timetabled to be in any EOTAS provision in regards daily safeguarding checks. A weekly summary can be provided to the school for those students who are with EOTAS on a commissioned basis.
- Track, monitor and record daily behaviour, attendance and safeguarding through SIMS and CPOMS.
- Organise, contribute and attend multi agency meetings.
- Complete a report for returning to school with strategies and any new information that will support the school to successfully reintegrate each student.
- Provide clear recommendations to parents/carers, other professionals and the home school regarding next steps at the end of the placement term.
- A bus pass will be issued to students (excluding commissioned and medical) to travel within Swindon and surrounding villages. Any other arrangements must be organised/funded by the mainstream school.

Cessation of Provision

EOTAS provision will cease if:

- The student completes a reintegration plan.
- The student is no longer deemed to be too ill to attend school.
- The student is too ill to access EOTAS education provision, in which case the final review meeting will agree an appropriate course of action.
- The student fails to engage with or access EOTAS education provision, in which case the final review meeting will agree an appropriate course of action.
- The student leaves school/academy.
- The student moves to another Local Authority.

I agree to the terms detailed in this service level agreement:

Signed:.....

Head of
EOTAS

Date:

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

Signed: Head teacher

Name:

Date: