



Service Level Agreement

Between EOTAS and..... (School/Academy)

Purpose of the SLA

The underlying premise of EOTAS is that the support provided by the School 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

Schools will refer to the EOTAS admissions panel a week ahead of each panel. Provided sufficient information is supplied, the panel will review and confirm appropriate provision and schools will be informed and 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 actioned:

- Admission paperwork completed.
- Further exploration on referral intent, student's views.
- Identifying and naming the key worker from the home school who will co-ordinate support.
- Specifying roles and responsibilities of all parties.
- Safeguarding and child protection information.
- How any additional SEND needs the student has will be met and resourced.
- Setting the date for the first review meeting.
- Provide home school, parent and young person with induction and assessment timetable for entry to EOTAS curriculum.
- Confirm referral intent, transition and exit plan.

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/Trustees agree to:

- Provide a key worker who with a designated EOTAS worker will monitor the student's progress.
- DSL to DSL conversation and then a copy of safeguarding file/summary once start date is confirmed.
- 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.
- Transport. Arrangements must be organised/funded by the parent or mainstream school.

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 information to school regarding student progress (6 times a year), data for behaviour, exclusions and attendance at each review.
- Support students on their reintegration back into school.
- Provide Careers support and advise and prepare for post 16, whilst in placement.
- 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. Inform the school of any significant safeguarding concerns.
- Organise, contribute and attend multi agency meetings.
- Complete an executive summary 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.
- Transport. Arrangements must be organised/funded by the parent or mainstream school.

Cessation of Provision

EOTAS provision will cease if:

- The student completes a reintegration plan.
- 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.
- The School ends placement at the review point.
- If invoiced fees are not paid within the specified time, EOTAS will give notice to the school that the provision will cease

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

Signed:..... Head teacher of EOTAS

Date:

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

Signed: Head teacher of School / Academy

Name:

Date:

