



Specialist Resource Bases

Terms and conditions for SRB sessional placements

By submitting this referral, you are confirming your school is signing up to the terms and conditions listed below:

General

- All parties (i.e. the home school, parent and carer and SRB) must agree to the referral.
- The home school and SRB will discuss and agree an Individualised Placement Plan prior to commencement

The SRB:

- Will notify the home school of any absence every day this occurs.
- Will forward baseline and progress data to the home school on a minimum of a termly basis since the home school will continue to 'own' the pupil-level data.
- Will undertake to contact the home school immediately in the event of any safeguarding concerns arising or the possible need to use fixed term exclusion. The decision to exclude can only be taken by the school at which the pupil is on roll i.e. the home school.
- Will abide by GDPR, treating all personal data as confidential, and will not share it with any other organisation unless required by law to share it or unless the child or others will come to harm if information is not shared.
- Will inform the home school regarding any possible early cessation of placement. Where there is disagreement, the Specialist Partner will be involved in any arbitration or disagreement. LA will have final decision-making role as they are the authority responsible for placing.
- Will regularly contact the home school with updates of progress towards the aims of the placement.
- Will provide feedback related to the placement plan targets initially on a half termly basis then termly further into the placement.

The home school:

- Must ensure that full entitlement to education is provided for those days when the pupil does not attend the SRB and acknowledges that responsibility for this rests with the home school.
- Understands that the SRB placement will result in the child returning full time to the home school at the end of the placement.
- Will work with the SRB where there is an identified need for an initial EHCP needs assessment to occur during the placement, making the request to the local authority and working with the family and SRB to enact this.
- Retains full responsibility for any EHCP assessment underway and EHCP annual reviews during the full duration of the SRB placement, liaising with the SRB as appropriate if the situation applies.
- Will make arrangements, in the case of an early cessation of placement, for the child to return to the home school within a maximum of 5 working days.

- Will ensure that any extension of placement is agreed by the SRB and authorised by the local authority. Ordinarily this would be agreed via the admissions process.
- Must ensure that hard copies of the parent/carer's signatures as a result of a referral are retained by the home school. It is not necessary to send these electronically.
- Will share all relevant information with the SRB, including that relating to safeguarding, child protection and medical needs.
- Create an action plan for the pupil which will outline the key desired outcomes of the placement. Objectives and roles will be agreed with all parties prior to the commencement of the placement.
- Agree to support professional assessments that are deemed necessary prior and during the placement.
- Attend regular planning meetings that review and adapt the initial placement plan and action the agreed points of responsibility with the outlined timescales.
- Will support the outcomes that may arise from specialist advice, assessments and therapeutic input that is assessed and put into place within the SRB.
- Will support the agreed action plan/placement plan of the reintegration back into the school and to the SRB and make flexible as possible adaptations where required to best meet the needs of the pupil.
- Will contribute to agreed reports and assessments that may be requested by the SRB.
- Have a consistent key adult for the pupil to provide connection with the home school whilst at the SRB. This person will need to have regular contact with the pupil in agreement with the SRB and the home school. In the first half of the placement meetings will be held to review progress both at the SRB and the home school. In the second half of the placement the purpose of these meetings will be to plan the pupil's reintegration to the home school.
- Agree to partake and engage in training opportunities that are agreed in the placement/action plan.
- Agree to the involvement of relevant professionals following the transition back to the home school where it is appropriate to do so.
- Agree to pay for take up of free school meal entitlement for the duration of the placement.
- Agree to pay the placement contribution as set out below.

Placement contribution charges to Specialist Resource Bases

Home schools are charged a set contribution. This is a pro rata amount of Basic Per Pupil Element (BPPE) funding according to the length of placement.

The charges will be pro rata to the nearest term. Should the home school change midway during the placement the originating home school will continue to pay the

charge for the duration of the placement within the current financial year. This is because the home school retains the BPPE funding and other pupil led funding until the end of the financial year.