

**Commissioning Service  
Level Agreement  
September 2021**

## **Service Level Agreement**

**Academic Year 2021 to 2022**

This agreement is between the St Thomas's Centre and referring schools. It will be reviewed on an annual basis by the Management Committee of the Centre

This agreement is related to the traded services of the St Thomas's Centre as part of the inclusion strategy of individual schools. It is not in relation to In Year Fair Access pupils.

## **Objectives of the Service**

### **Whole School**

- To contribute to raising standards and progress of children with Social Emotional and Mental Health Difficulties and to support their inclusion within mainstream school.
- To provide full time education for Blackburn with Darwen resident pupils of statutory age who are at risk of permanent exclusion by offering support from the 6<sup>th</sup> day of exclusion; or the first day for vulnerable pupils.
- To develop effective partnership arrangements with schools, parents/carers and other relevant professionals such as the SEND teams, Early Help & Family Support, Youth Offending Service, Police, Educational Psychologists, school nurses and other health professionals to promote an integrated approach to the child's needs.

### **Primary and Keystage Three only**

- To provide a short (normally one term/12 weeks dependent upon need) preventative programme for both Primary and Key stage 3 pupils. Pupils stay on the role of their home school and return with strategies for reintegration. The aim is to improve behaviour through targeted intervention from a specialist service.
- To support assessment and submission of a request for an EHCP for Primary and Key Stage 3 pupils as part of the graduated response to SEND.

### **Keystage Four only**

- To provide high quality provision for Key Stage 4 pupils with a range of qualifications through personalised learning programmes to secure good outcomes and transition to post 16 learning or training or employment.

### **Medical Referrals only**

- To provide long term highly personalised education pathways for pupils unable to attend mainstream education for medical reasons.
- To provide schools with high quality home tuition for students undergoing assessment for a medical place or with short term medical needs as a traded service.

## Key areas of service delivery

The St Thomas's Centre will:

- Ensure that there is effective administrative support in place to deliver the objectives of the service and to ensure records for admission, attendance, exclusion and reintegration are maintained and pupil progress is tracked and recorded with reports and monitoring data produced for the home schools on a termly basis.
- Apply clear referral procedures and criteria consistently and fairly, and ensure that all schools, other professionals and parents/carers are aware.
- Produce a referral brochure and information leaflets for parents/carers and school staff, ensuring information held by local schools is up to date.
- Ensure that the Centre's responsibilities under the Equality Act 2010 are fulfilled and all reasonable adjustments made to enable access to curriculum opportunities
- Ensure the Centre's responsibilities under current safeguarding legislation and child protection guidance for all children under their care are followed and fully adhered to.
- Ensure that Centre's responsibilities to follow the code of practice for SEND are fully adhered to.
- Act as the lead professional in any appropriate multi-agency meetings.
- Act as the Examination Centre for GCSE or vocational examinations.

## Referral and admissions procedure

### Statutory Admissions

Admission to a fulltime single role pathway for primary, Key Stage 3 or 4 will be at the discretion and direction of the Local Authority and is normally reserved for:

- **Pupils who have been permanently excluded.** Prior to this the expectation is that the headteacher of the excluding school will have discussed the potential exclusion with the Centre and pupils will already have spent some time in alternative provision as a preventative measure.
- **Pupils who are allocated to St Thomas's Centre as part of In Year Fair Access process.**
- **Pupils who are eligible for medical home tuition. To be eligible:** Pupils must have significant medical needs that, temporarily, cannot be supported by their usual school. This includes complex, severe or persistent mental health needs, supported by multi-disciplinary teams providing a range of therapeutic interventions (Tier 3 CAMHS); Referrals must have appropriate supporting medical evidence from a Senior Clinical Psychologist, Consultant Psychiatrist, Associate Specialist Psychiatrist, Community Paediatrician or Hospital Consultant.
- **Other pupils in exceptional circumstances** by negotiation between the Director of Education, Headteacher of the home school and Headteacher of the St Thomas's Centre.

### Discretionary Admissions

- Referrals to the Preventative Pathways for individual pupils of compulsory school age will come from the pupil's home school. The pupil remains on the role of the home school. Pupils may be experiencing social, emotional or mental health difficulties, may have fixed term exclusions or may be at risk of exclusion. The Centre will expect schools to complete referral documentation and provide detailed information about the pupil and the family prior to admission. There is an expectation that the school would have sought advice and

support from Early Help Family Support prior to referral to St Thomas's Centre. If there are child protection concerns then appropriate referrals should be made to social care.

### **Levels of Support available**

#### **Half Term, or Full Term intervention pathways**

- Students are taught in a small class with a maximum contact ratio of 1 adult to 6 children.
- They follow a curriculum which mirrors the mainstream curriculum with additional emphasis on literacy, numeracy and social and emotional health.
- They access enrichment activities such as forest school, cooking and trips and visits.
- Students receive personalised interventions following their individual education plans.
- All students receive a free school lunch, breakfast, which is eaten together, and access to fruit and water during the day.
- All students are given a school jumper and wear this with uniform items from their home school.

#### **At Lower School only**

##### **Reintegration Support**

- The St Thomas's Centre aims to support pupils with high quality full time education suitable to their needs and abilities either to help them sustain their mainstream place successfully or to reintegrate to school as quickly as possible. For pupils who are reintegrating to a school, whether their home school or to a fresh start placement, there will be a tailored reintegration plan with clear strategies.
- Remote monitoring and a period of effective support from St Thomas's Centre staff should take place following the pupil's return to school to ensure the pupil is settled and fully accessing the curriculum. An example monitoring period could be 6 to 12 weeks in exceptional circumstances. At this point, the pupil will be removed from the role of the Centre and will no longer be a dual role pupil.
- 6<sup>th</sup> Day Provision Exclusion Support: isolation style support in a safe environment for students excluded between 6 and 44 days, or CIOC, or EHCP students from the first day of exclusion.

##### **Assessment support for Educational Health Care Plans**

- The Centre should address the needs of individual pupils to ensure the right level of support and pupils should have a personalised Individual Support Plan that sets out ambitious outcomes and the re-integration support they need from education, health and care as appropriate.
- The Centre should offer specialist teaching and other support from staff with expertise in supporting children with Social, Emotional and Mental Health Difficulties.
- The Centre can either provide a report as a targeted intervention for a child, or can support you to prepare and submit requests for assessment.

#### **At Upper School**

- Students attend Upper School as an alternative to mainstream education and have an adapted curriculum. For this reason, Upper School placements are either for all of Keystage 4, or for all of Year 11. The main purpose of provision is to ensure the student is as

academically successful as possible, and to ensure a successful transition to post 16 education, employment or training.

- The Centre provides a variety of pathways through Keystage 4 education:  
Pathway 1 – Academic progress 8 pathway  
Pathway 2- 5 GCSE pathway  
Pathway 3 – English and Mathematics + vocational pathway  
Pathway 4- Below Level 2 no terminal examination pathway
- All students receive personalised career advice and guidance and focused support to improve their social, emotional and mental health.
- Students receive access to Blackburn Youth Zone and some pupils will work with Preston Vocational Centre.

#### **Medical Provision**

- Students entitled to medical tuition receive highly personalised face to face support, either in the home, in the hospital, or occasionally in a public space.

#### **Partnership working and information sharing**

- Parents/carers and other agencies/ schools and St Thomas's Centre will provide a named single point of contact.
- An information sharing agreement must be signed by all parties as a condition of placement.

#### **Absence**

- The St Thomas's Centre will act as first day contact for all matters relating to pupil absence.
- St Thomas's Centre will send a weekly attendance report to the home school named contact.
- In the case of non-engagement, or persistent non-attendance, St Thomas's Centre will liaise with the home school regarding the management of absence.
- For dual role pupils at Lower School, this is likely to result in the termination of a placement after a half term of very poor attendance.
- For key stage 4 pupils, we will work with you to issue fixed penalty notices, or conduct joint home visits.

#### **Quality Assurance and evidence of impact .**

- The St Thomas's Centre is responsible for the day to day management and the delivery of the pathways ensuring that available resources are deployed effectively with appropriate staffing ratios to ensure pupil and staff safety.
- The St Thomas's Centre will also ensure that there is a high level of staff expertise with an understanding of developmental progression in learning across the curriculum, teaching and assessment and behaviour management approaches, tailored according to needs so that children can make progress in learning and their social and emotional development.
- St Thomas's Centre is an outstanding provider: it will set an annual development plan for further improvement and will commission reports from external providers on an annual basis to monitor the quality of its provision.

- Impact Measurements: Improvement in pupils' behaviour and social emotional and mental health(SEMH) evidenced through baseline assessments completed by the service at the start and finish of interventions.
- Improvement in children's ability to access the curriculum, evidenced through baseline assessments completed by the service at the start and finish of interventions.
- Reduction in fixed term exclusions whilst dual rolled at St Thomas's Centre.
- Attendance and persistent absence of pupils to improve whilst on roll at St Thomas' Centre
- Response to parent and school end of placement evaluation is good or better
- Reintegration plan successfully completed without further incident of exclusion.

#### Available places September 2021/2022

Place type	Single role statutory places 165 in Centre/ Up to 45 Home Education <small>Notionally distributed as follows</small>	Dual role places available for school referral  <small>Notionally distributed as follows</small>
Primary	30	Termly or half termly places  Primary assessment or intervention places  Up to 18 across four classes
Key Stage Three	36	Termly or half-termly places assessment or intervention places  Up to 12 places across 4 classes
Key Stage Four Year 10	40	Annual or two year places  12 Places
Key Stage Four Year 11	40	Whole year placement  12 Places
Medical	Up to 45 across all Year groups	Termly or half termly places  8 Places
6 <sup>th</sup> Day Provision	N/A	Day places  8 Places on a daily basis

In the cases of exceptional circumstances, additional referrals will be admitted by negotiation between the Headteacher and the home school. St Thomas's Centre reserves the right to refuse or to delay admission for a dual rolled pupil, if to admit the pupil would compromise safe working ratios.

## Tariffs from September 2021

Placement type	Cost
<p><b>6<sup>th</sup> Day Provision Exclusion Support</b></p> <p>Length of placement 1-44 days.</p>	<p>£100 per day</p> <p>Exclusion Insurance Annual cost per school £6,000 for unlimited placements</p>
<p><b>Short Term home tuition referral</b></p> <p><b>Length of placement</b> Half term</p>	<p>£2000 per half term</p>
<p><b>Intervention and reintegration support</b></p> <p>Primary and Key Stage Three only</p> <p>Length of placement Half Term + 1 week Intake Week before half term holiday with review last week of term.</p>	<p>£2000 per half-Term</p>
<p><b>EHCP Plan Assessment Package</b></p> <p>Primary and Key Stage Three only</p> <p>Length of placement 3 half terms or Six Months To support with all assessments, report writing and planned submission.</p>	<p>£6500 for Six Months</p>
<p><b>Alternative Curriculum Pathway – Progress 8</b></p> <p>Keystage 4 only</p> <p>Intake – agreement and visit Summer Term Year 9 or Summer Term Year 10</p>	<p>AWPU + £5000 Year 10 AWPU + £4000 Year 11</p> <p>English, English Lit, Maths, Combined Science.</p> <p>EBacc Choices: Geography, Urdu, Computer Science</p> <p>Open Choices: Art, BTEC PE, BTEC Cookery, ICT Health and Social care BTEC,</p> <p>Vocational additions: ECDL, Functional Skills, PVC, Princes' Trust</p>
<p><b>Alternative Curriculum Pathway – Level 1 Learners</b></p> <p>Keystage 4 only – average reading age below 8</p> <p>Intake – agreement and visit summer Term Year 9 or Summer Term Year 10</p>	<p>AWPU + £5000 Year 10 AWPU + £4000 Year 11</p> <p>Functional Skills English Functional Skills Mathematics ECDL Princes Trust</p>

	BTEC Cookery BTEC PE BTEC Horticulture
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