

**Commissioning Service
Level Agreement
September 2025**

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 or Permanently Excluded pupils.

Objectives of the Service**Whole School**

- To contribute to raising standards and progress of pupils with Social Emotional and Mental Health Difficulties and to support their inclusion within mainstream school.
- To support mainstream schools by providing quality education for Blackburn with Darwen resident pupils of statutory school age for an agreed period of time, especially for those who are at risk of permanent exclusion.
- To develop effective partnership arrangements with schools, parents/carers and other relevant professionals/agencies to promote an integrated approach to the pupil's needs.

S19 Medical Referrals

St Thomas's Centre supports education at Royal Blackburn hospital. St Thomas's Centre also provides education to pupils who are experiencing difficulties in mainstream settings due to medical needs. All medical referrals require parental consent and need to be supported by a consultant's letter. The letter needs to identify the medical need as well as the current treatment plan, it also needs to state why a referral to St Thomas's Centre is being supported. Provision can consist of being taught in the community, our Hub or in classes on either Lambeth or Hawthorn street. The Headteacher will determine which provision would be most suitable for pupil.

Should St Thomas's Centre be able to offer a medical place, the mainstream school must attend an admission meeting as well as the review meetings to ensure a successful transition back to the mainstream after the placement comes to an end. Whilst there is no cost for this package and required transport, there is a cost for uniform and exam. Pupils will remain dual registered with their mainstream school. When a pupil is discharged from medical professionals, the medical placement will end too.

Intervention referrals

Mainstream schools can refer pupils who are residents of Blackburn with Darwen for an Intervention place. Intervention places are dependent on the school's capacity with Statutory pupils (Permanently Excluded and Medical pupils) taking priority; and they are at the discretion of the Headteacher. Unless the pupil is in year 6 or year 11, an intervention package lasts for approximately 6 weeks although in some instances it could be extended to a maximum of 12 weeks, pupils are required to remain dual-rolled.

St Thomas's Centre do not accept referrals from mainstream schools for pupils with EHCPs unless the Local Authority, who has a legal responsibility to keep arrangements for pupils with SEN under review, including any changes to provision, has agreed to the referral. There is an expectation that schools have followed the graduated response, involved the appropriate advisory teams and hold an early review prior to considering a referral to St Thomas's. Pupils will remain dual-rolled with their mainstream school as the mainstream school retains responsibility for monitoring the provision made for the pupil through close liaison with staff at St Thomas's Centre.

Should St Thomas's Centre be able to offer an intervention place, the mainstream school must attend an admission meeting as well as the review meeting to ensure a successful transition back to the mainstream after the intervention place comes to an end. St Thomas's Centre will offer transition support back to the mainstream school where appropriate.

Key areas of service delivery

The St Thomas's Centre will:

- Apply clear referral procedures and criteria consistently and fairly, and ensure that all schools, other professionals and parents/carers are aware.
- Provide an agreed structured programme of learning, with clear aims, objectives and methods, leading to nationally recognised qualifications.
- Provide a thorough induction programme, which includes a wide range of baseline assessments.
- Ensure that there is effective administrative support in place and to ensure records for admission, attendance, suspensions and reintegration are maintained.
- Record individual attendance and inform the mainstream schools of continuous absences.
- Track pupil progress, provide reports and monitor data produced for the mainstream school.
- Provide all tools, equipment and materials required.
- Keep all pupils' details in accordance with the Data Protection legislation.
- Ensure that Safeguarding guidelines and policies are complied with.
- Ensure that responsibilities under the Equality Act 2010 are fulfilled and that all reasonable adjustments are made to enable access to curriculum opportunities.
- Ensure that the Code of Practice 0-25 is adhered to.
- Ensure moderation and quality assurance systems are robust and meet any 5-16 requirements.
- Act as the Examination Centre for SATs, GCSE and vocational examinations.
- Ensure courses offered have a clear post-16 progression route in education, training or employment with training.
- Support pupils with their next steps to return to their mainstream school or with transition to specialist provision, college, employment or training.

Referring mainstream schools should:

- Obtain parental consent prior to any referral made to St Thomas's Centre.
- Complete all elements of the referral form and where appropriate provide additional information.
- Ensure that pupils remain dual rolled with the referring school whilst they attend at St Thomas's Centre.
- Nominate an appropriate member of staff who will attend the admission meeting and subsequent review meetings and liaise with parents about the meetings.
- Remain responsible for SEND and any additional referrals required.
- Continue to attend any multi-agency meetings and where appropriate continue to be the lead professional.
- Provide the pupil with transport where required.
- Settle invoices in full within the agreed terms of payment promptly.

Termination:

- The placement will commence after induction, once the pupil starts in a group. Should the pupil not attend the initial start date this will be rescheduled 3 times before the referral is ended.
- Where a pupil does not attend school for 10 consecutive days the package will end, mainstream schools will be notified on day 5 to allow for additional support to try and get the pupil to attend.
- The referring mainstream school can terminate a placement with 1 weeks' notice.

Tariffs from September 2025

Placement type	Cost
<p>Intervention and reintegration support: The package includes:</p> <ul style="list-style-type: none"> • 1 St Thomas's Jumper • Admission and review meeting • Baseline assessments at induction • Breakfast and lunch • PE / Swimming / Music at Primary • AP days at Secondary • Career advice and guidance • Access to school trips • All equipment required for lessons • Small group teaching • Interventions where appropriate • Transition support back to mainstream 	<p>£350 per week</p> <p>Length of placement 6 weeks with an option to extend to 12 weeks, cannot exceed 12 weeks regardless of pupil behaviour.</p>
<p>Year 6 package: The package includes:</p> <ul style="list-style-type: none"> • 1 St Thomas's Jumper • Admission and review meetings • Baseline assessments at induction • Exam access arrangements • Breakfast and lunch • PE / Swimming / Music • Access to school trips • All equipment required for lessons • Small group teaching • Interventions where appropriate • Transition visits to secondary school 	<p>£300 per week</p>
<p>Year 11 package: The package includes:</p> <ul style="list-style-type: none"> • 1 St Thomas's Jumper • Admission and review meetings • Baseline assessments at induction • Exam access arrangements • Breakfast and lunch • Access to school trips • Work experience/Vocational Opportunities • All equipment required for lessons • Small group teaching • Interventions where appropriate • Career advice and guidance • Support securing a Post-16 provision 	<p>£300 per week</p> <p>The package does not include exam entry fees.</p>

I have read and understood the SLA's package requirements and costs and would like to proceed with the placement.

Signature: _____ Name: _____

On behalf of _____ (school) Date: _____