

# **Specialist Resource Base**

## **Terms and conditions of placement**

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 SRB:**

- Will send a record of attendance on a weekly basis to the home school.
- 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 liaise with the home school regarding any specific issues
- Will undertake to contact the home school immediately in the event of any safeguarding concerns arising or the possible need to use exclusion as a sanction. The decision to exclude can only be taken by the school at which the pupil is on roll.
- Will abide by data protection, 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.
- Will check transport eligibility and where applicable apply for transport under the Norfolk County Council home to school transport policy

### **The Home school:**

- Will refer the matter to the specialist partner where an early cessation of placement is under consideration to support arbitration and any disagreement.
- In the case of an early cessation of placement the home school will make arrangements 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 by the local authority. Ordinarily this would be agreed via the admissions panel process.
- Must ensure full entitlement to education is provided for those days which 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 SRB placement and the home school will identify a suitable member of suitable staff to attend regular review meetings during the full duration of the SRB placement. In the first half of the placement these meetings will be 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 pupils' reintegration to the home school.
- Will ensure a graduated approach to reintegration takes place during the 6 weeks of the SRB placement drawing to a close.
- Retains full responsibility for any EHCP assessment underway and annual reviews during the full duration of the SRB placement liaising with the SRB as appropriate.
- Where there is an identified need for an initial EHC needs assessment to occur during the SRB placement, will work with the SRB to make the request to the local authority working with the family and SRB to enact this. The home school has ultimate

responsibility to ensure the request is made. This is essential for any pupil where there is an emerging view that a return to the home school or mainstream school is not likely to meet the child's needs and will be unsuccessful.

- Hard copies of the signatures must be 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.
- 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**

From September 2017 a revised placement contribution model will be implemented for schools accessing support from the following Specialist Resource Bases:

- Learning and Cognition (LCN)
- Speech Language and Communication Needs (SLCN)
- Social Emotional and Mental Difficulties (SEMH) formerly BESD bases

This is because home schools retain Basic Per Pupil Element (BPPE) funding and all other pupil led factors in their school budget whilst in parallel SRB places are funded at the outset from the high needs block of the Dedicated Schools Grant, effectively double funding the places within the school funding system.

SRBs will continue to be funded directly from the High Needs Block but schools accessing placements in SRBs will be charged a placement contribution via a recoupment of Basic Per Pupil Element funding currently at the following rates:

<b>Annual Amount</b>	<b>Equivalent Termly charge</b>
Primary £3041.77	£1013.92
KS3 £3692.66	£1230.89
KS4 £4636.68	£1545.56

This recoupment will be pro rata for the length of the placement in the SRB and will replace the placement contribution charge introduced as part of the last model.

The charges will be pro rata to the nearest month. For example, if a child joined on 1st September 2017 and left before the mid-point in the month e.g. on 13 February 2017 that would equal a pro rata charge of BPPE for Sept – Jan. If a child left the SRB after the mid-point in the month, the charge would be inclusive of the last month equal to the Pro rata charge of BPPE for Sept – Feb.

For SRBs offering a part time model (2 days per week) – the contribution will be pro rata at 40% of the above termly rate.

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.

Existing placements already agreed will be charged at the existing contribution rates. Form information on the existing contribution rates please see [MI Sheet 190/14](#)