

## SECTION 7 COMMISSIONING AGREEMENT BETWEEN SCHOOL AND LOCAL SEIP

*We strongly recommend that Schools check their internal arrangements against the Commissioning Agreement.*

*Schools should have commissioning agreements in place with any APs that they use independently. Sample form at <https://www.leicsseips.org/aps-advice-to-schools>*

*Schools should use this Referral and Commissioning Form and the Education Plan supplied by the SEIP as clear evidence that any students placed in programmes managed by the SEIP continue to be well supported. Recent Ofsted Inspections have been concerned to check that our Leicestershire processes robustly safeguard and secure progress for students at SEIPS and APs.*

7.1. This is a Commissioning Agreement between the school and local SEIP. It confirms that the following will be in place:

7.2. When a Referral has been accepted by the local SEIP in line with its decision-making systems **the school will:**

7.2.1. Ensure that it is clear on the nature of the intervention, its objectives and the timeline to achieve these objectives.

7.2.2. Participate in regular reviews of progress of the student.

7.2.3. Actively scrutinise the education plan made by the SEIP on the school's behalf, accepting the accountability rests with the school.

7.2.4. Ensure school staff regularly visit the student in each setting used.

7.2.5. Ensure that school staff check attendance information made available by the SEIP and follow up any lapses in attendance as for any other on roll student.

7.2.6. Ensure that systems for alternative providers and the SEIP to contact the school re Safeguarding issues are robust and ensure a speedy response.

7.2.7. Ensure that the school complies with the DFE Exclusion Guidance especially in relation to "off Site Direction".

7.2.8. Agree with the SEIP a procedure to be followed in the event of a student needing to be suspended from a SEIP or AP.

7.3. **The SEIP will:**

7.3.1. Following the acceptance of a referral, prepare the education plan. This will include the provision to be used, objectives, timeline to achieve those objectives and review dates.

7.3.2. Ensure that the information in 1 is communicated to the school, parents, and student.

7.3.3. Commission all external alternative provision that will be used in the programme, ensuring that a commissioning agreement is in place for each student with each provider.

7.3.4. Regularly monitor students at all their settings.

7.3.5. Participate with other SEIPS in carrying out quality assurance of all alternative settings used and participate in the arrangements for an annual audit of all providers by LEBC.

7.3.6. Convene regular reviews with school staff.

7.3.7. Act as the DSL for any safeguarding issues that arise but ensure that school DSL is kept informed.

7.3.8. Work within the procedure agreed with the school should a student suspension become necessary.

***By submitting this referral form you are accepting the Commissioning Agreement***