



**Education Strategy Group  
Darlington Alternative Education Framework**

**Individual AP Placement Agreement**

**Part A  
Placement Specification**

To be completed for each pupil on alternative education. Copies to be retained by provider and school.  
This document forms an audit trail.

<b>Pupil Name</b>	
<b>School</b>	
<b>Provider</b>	
<b>Course/Activity Description</b>	
<b>Planned Start Date</b>	
<b>Planned End Date</b>	
<b>Initial review date (see Part B)</b>	
<b>Proposed No of hours per week</b>	

**Proposed Individual Pupil Timetable**

	<b>Morning</b>	<b>Afternoon</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

### Proposed Personalised Learning Plan

Please note: if have a pupil passport please attach along with risk assessment

Element	Qualification and/or Accreditation	Target grade/level /award as appropriate
<b>Subjects</b>		
English		
Maths		
Science		
<b>Vocational Subjects</b>		
<b>Complete as appropriate</b>		
<b>Key Skills to be developed</b>		
<b>Personal, Social Development</b>		
<b>Pastoral support</b>		
<b>SEND support – how tasks should be adapted</b>		
<b>Other Learning Support Relevant to pupil / Other subjects</b>		

Lunchtime arrangements / if Pupil is FSM	
Travel arrangements	
Is an additional risk assessment required	Y/N If yes ensure safety plan is provided.
Any additional information	

### Financial Agreement

Range of payment agreed and terms	monthly/end of block/other
Any additional costs (list)	Certification other

### Signatures

Signed for school		Name	
Position		Date	
Signed for provider		Name	
Position		Date	

### The Provider will ensure that they:

- Provide an agreed structured programme of learning, with clear aims, objectives, and methods, leading to a nationally recognised qualification.
- Provide an identified person to be available for support.
- Provide learning support for pupils who require it.
- Provide all tools, equipment and materials required.
- Contact the named person in school immediately regarding any pupil whose behaviour or progress is causing concern.
- Record individual attendance and inform the host school of absences daily.
- Maintain an attendance record on site which can be inspected by the local authority/school at any time.
- Notify the parent/carer and school of any timetable changes or any variations.

- School permission must be obtained before sending a pupil off-site for any reason. Failure to do will be considered as a breach of safeguarding protocols.
- Monitor progress and provide half termly reports to the school and discuss the reports with the pupil at the end of half each term.
- Ensure quality assurance systems are robust and meet Darlington's framework requirements for alternative providers.
- Provide a free meal where there is an entitlement and have agreed lunchtime arrangements that are detailed in the pupil induction booklet.
- Ensure courses offered have a clear post-16 progression route in education, training or employment with training.
- Carry out risk assessments on all aspects of programmes prior to the commencement of the programme and undertake dynamic risk assessments throughout as necessary.
- Ensure that the necessary health and safety arrangements are in place including the relevant insurance cover including Restrictive Physical Intervention (RPI) cover if required.
- Provide a set of personal safety equipment required for all practical work where necessary and provide training in its use.
- Invoice the school for the agreed amount on a termly basis ensuring it complies with the financial agreement unless there is an alternative financial agreement between the home school and alternative education provider

**The School will ensure that they:**

- Nominate an appropriate member of staff to act as the key contact and co-ordinator.
- Carry out a risk assessment for pupils it identifies for an alternative programme.
- Interview prospective pupils with their parents and obtain written permission from parent for them to be taken onto the course.
- Provide in writing, prior to the commencement of the programme placement, relevant detailed reports on the pupil's circumstances, behaviour, and educational status, using the alternative provision pupil referral form.
- Provide an emergency contact number and information on any known medical condition.
- For pupils who hold an ECHP or who are deemed to have special educational needs and/or disability (SEND), provide information about these needs in writing a report and by giving verbal updates as and when required.
- Notify the provider of any significant change or circumstances involving the pupil or details likely to affect programme delivery.
- For those pupils with an ECHP, the school will review the plan and provide any support, driven by the school SENCo.
- Support the providers with concerns and take responsibility for, and agree, the following up of non-attendees after notification of absence and provide support if other problems occur.
- Assist the provider with carrying out the previously agreed behaviour policies.
- Arrange, co-ordinate and finance transport to and from the provider, if deemed necessary and appropriate.
- Attend meetings or events held by the provider.
- Settle invoices for the agreed payment within the provider's specified time, as outlined in the financial agreement.

