

## Individual Tuition Service (ITS)

### Service Specification

This agreement is between Southend Borough Council (LA) and Parallel Learning Trust. The agreement will commence on 1st February 2017 and end on 31<sup>st</sup> March 2019.

This agreement relates to:

- i) The delivery of the Local Authority's duties and policy in relation to providing full time education for Southend children of compulsory school age (ages 5-16) who are unfit to attend school due to health needs.
- ii) The provision of short term education for pregnant school girls and young mothers of compulsory school age.
- iii) The provision of education for children of compulsory school age that are in hospital in Southend who are well enough to access education.

#### 1. Objectives of the Services

- To ensure a suitable and flexible education including a broad and balanced curriculum, similar to that received at school for children who cannot attend school because of health needs. This is in line with the DfE's statutory guidance January 2013. The guidance states that it is to support the educational attainment of a child of compulsory school age with health needs whether or not the child is on the roll of a school and whatever type of school they attend. It applies to pupils in Academies, Free Schools, Special Schools and independent schools as well as maintained schools.
- To provide continuity of learning and facilitate inclusion.
- To arrange suitable **full time** education (or as much as the child's health needs allow) for children of compulsory school age as soon as it is clear that the child will be away from school for 15 school days or more. To develop effective liaison arrangements with the child's home school, parents/carers and other relevant professionals such as the SEND teams, Children and Adolescent Emotional Wellbeing Service (EWMHS), Early Help Family Support, Educational Psychologists, school nurses and other health professionals and hospital staff to promote a joint approach to the child's needs
- To track and monitor pupil progress and attendance
- To facilitate reintegration to school as and when appropriate through a tailored reintegration plan
- To provide access to teaching in a range of settings to include in the home or in groups within Victory Park or Sutton House Academy , in hospital or in other settings such as a local library, and where appropriate to facilitate the use of appropriate ICT systems.

- To liaise with the home school and Victory Park Alternative Provision's examinations officers regarding examination entries and any special arrangements that may be required
- To work in partnership with families, carers, medical professionals, schools and support agencies

## **2. Key areas of service delivery**

Parallel Learning Trust is expected to:

- Appoint a lead co-ordinator for the Individual Tuition Service at a suitably senior level who will be responsible for ensuring that the service objectives are delivered and will produce monitoring reports as required. This role will be accountable to the Victory Park Alternative Provision and the LA for the delivery of the service
- Appoint qualified teachers, Higher Level Teaching Assistants, Learning Support staff and outreach workers as necessary to deliver the service. The work of HLTAs will be overseen by a qualified teacher
- Ensure that there is effective administrative support in place to deliver the objectives of the service and to ensure records for attendance and progress are maintained
- Work closely with health professionals to ensure effective sharing of information and notification systems are in place when a child is admitted to hospital for an extended stay.
- Ensure that staff delivering the service are trained in Child Protection and that the welfare and protection of children are of paramount concern
- Ensure safer recruitment procedures are followed and the Single Central Record is up to date
- Ensure that staff are trained and up to date in the SEN Code of Practice and procedures including individual Support Plans, Education Health and Care Plans and review arrangements, and Personal Education Plans (PEPs) for Children who are Looked After.
- Review provision with parents/carers and health professionals on a termly basis for individual pupils and evaluate the impact of the support
- Work closely with the child's home school and parents/carers to ensure continuity of learning and curriculum and help maintain academic progression with regular liaison and reports to the home school and to also ensure that pupils continue to feel part of their school community, stay in touch with friends and have access to opportunities enjoyed by their peers.
- Provide monitoring reports to the LA as required
- Apply clear referral procedures and criteria consistently and fairly, and ensure that all schools, other professionals and parents/carers are aware, providing an information leaflet for parents/carers and schools.

- Undertake performance monitoring of staff in the service including lesson planning, lesson observations, work scrutiny etc.
- Undertake a risk assessment on all pupils receiving individual tuition particularly if at the home. There must be a responsible adult over 18 years present in the home during a period of home tuition
- Manage a complaints procedure – complaints to be directed first of all to the ITS co-ordinator and then to the Principal Victory Park Alternative Provision.
- Ensure that the College's responsibilities under the Equality Act 2010 are fulfilled and all reasonable adjustments made to enable access to curriculum opportunities.
- All staff to maintain professional standards of diplomacy, responsibility, confidentiality and courtesy at all times.

### **3. Referral and admissions procedure**

Referrals to the service for Southend resident pupils who are unfit to attend school due to health needs come from the pupil's home school. The pupil remains on the roll of the home school.

There may be occasions when a pupil is not on the roll of a school for example:

- A pupil attends school in the independent sector
- A pupil has recently moved in to the Borough, has a medical need and is awaiting a place in a school
- A pupil is awaiting a place at a suitable school after a medical condition which has significantly altered his/her physical , cognitive or communication and learning needs

### **4. Criteria for accessing the Individual Tuition Service**

There will be a wide range of circumstances where a pupil has a health need but will receive suitable education that meets their needs without the intervention of the LA for example where a pupil can still attend school with some support or where the school has made arrangements to deliver suitable education outside of school using the school's resources. Schools are expected to have a policy that sets out the support for pupils at school with medical conditions. (DfE statutory guidance September 2014). However there are some pupils for whom the LA must arrange suitable full time education (or as much education as the pupil's health condition allows) who cannot attend school due to medical needs.

#### **The Individual Tuition Service is to be made available:**

- For pupils of compulsory school age ( 5-16) who are unable to attend school due to medical needs or injury education should be provided as soon as it is clear that the pupil will be away from school for 15 school days or more,

whether consecutive or cumulative. Referral evidence must be provided by a consultant or paediatrician that sets out the reasons why the pupil is unfit to attend school and where possible the expected time period of the condition. The ITS co-ordinator will discuss with the medical professionals and parents/carers the number of hours of tuition the pupil can reasonably manage and address the needs of the individual pupil.

- For young people of compulsory school age who have a mental health condition that make attendance at school difficult or unsafe referral evidence must be provided by a EWMHS consultant or a senior EWMHS practitioner and there must be planned on-going EWMHS involvement
- For pregnant school girls of compulsory school age, the expectation is that they attend their home school till 6 weeks before the baby is due and then return to school after the baby is born. A maximum of 13 weeks of tuition from the ITS will be provided with supported reintegration to school. Opportunities to sit public examinations will need to be facilitated between the service and the home school. Referrals will be made by the home school.
- For pupils of compulsory school age who are in hospital in one of Southend's hospitals, in a Southend psychiatric unit or in a hospice that is within the Borough of Southend. Pupils in hospital can access the educational activities from Day 3 as a minimum indicator. Other pupils may have priority from Day 1 such as pupils with recurrent admissions, a Looked After Child, a pupil with a statement of SEN or Education Health and Care Plan or a pupil sitting a public examination while in hospital. There may be pupils who are returning from a hospital elsewhere requiring a period of tuition at home and supported reintegration from school. The service co-ordinator will liaise with the out of Borough's hospital school arrangements to plan for the pupil's support. In all cases it is recognised that a professional judgement needs to be made as to how much and for how long individual tuition is required in consultation with parents/carers and health professionals and the pupil's home school.

## **5. Levels of Support**

The purpose of the Individual Tuition service is provide short term tuition, either on a one to one basis or in groups, and to support the pupil to reintegrate to school as quickly as possible but retaining a degree of flexibility. Suitable full time education is the aim (or part time when appropriate according to the pupil's needs.) Suitable means suitable to the child's age, aptitude and ability and any Special Educational Needs he or she may have. For pupils where the prognosis is longer term, then a review every term or 8 weeks should be undertaken. For pupils who are reintegrating to their school, the tailored reintegration plan should set out the levels of support required between the service and the home school. The service should address the needs of individual pupils in arranging provision to ensure the right level of

educational support they are well enough to receive. Flexibility should also enable the service to maximise resources as efficiently as possible.

The number of pupils requiring the support of the Individual Tuition Service will vary from time to time. This agreement acknowledges the need for the service to be flexible in order to meet demands. Priorities may shift as a result of changing demands.

## **6. Partnership working with school, parents/carers and other agencies**

The School's SENCO or Inclusion Leader is usually the key contact for Individual Tuition Service staff. Sharing of information will be necessary between colleagues from the Individual Tuition Service, schools, Health and other professionals and parents /carers. Schools and settings should make available relevant information such as school records, assessments, provision maps, planning, ISPs, EHC Plans, reviews, relevant medical diagnosis, Educational Psychologists' report, professionals' reports and staff and / or child views etc. Where the child has an active Child in Need, Child Protection, Early Help Family Support plan or is Looked After relevant information must be shared. Confidentiality and data protection policy must be followed involving the sharing and use of such information.

## **7. Absence**

The Individual Tuition Service will set up a system so that schools and families are contacted as early as possible if a delay or cancellation of support is unavoidable, especially if this is due to staff sickness on the day and a replacement tutor is not possible at short notice. The family will contact the service if a delay or cancellation of support is unavoidable, such as related to pupil absence and illness.

Victory Park Alternative Provision will notify the LA of any long term absences that will have a potential significant impact on the delivery of the service and a meeting will be arranged to explore alternative options.

## **8. Management and Evaluation of Service**

- Victory Park Alternative Provision will monitor to ensure objectives are met and good levels of impact evidenced.
- Victory Park Alternative Provision is responsible for the day to day management and the delivery of the Individual Tuition Service ensuring that available resources are deployed to make the provision. They will also ensure

that there is a high level of staff expertise with an understanding of developmental progression in learning across the curriculum and able to tailor teaching approaches and activities according to needs so that children make expected progress.

- Staff allocated to work in the Service will be employed by Victory Park Alternative Provision. If individual tutors are commissioned on a self-employed basis there will be a clear service agreement in place and appropriate recruitment checks.
- Victory Park Alternative Provision is responsible for the performance management of staff in the service
- The performance of the service will be monitored by the Victory Park Alternative Provision and the LA with an annual report to the LA. Victory Park Alternative Provision will monitor expenditure and budgets of the Individual Tuition Service and maintain a clearly identified cost centre.
- Victory Park Alternative Provision is expected to maintain appropriate insurances for the provision throughout the period of the agreement.
- There will be termly meetings between a representative of the LA and Victory Park Alternative Provision to discuss service delivery and to monitor progress. On an annual basis the meeting will discuss and agree the budget for the following year and to set relevant targets and expectations for service delivery.
- It is expected that the service will undertake an evaluation with parents/carers and young people to inform service planning and the annual report. The annual report will use information from reviews and records. This report should be completed during the summer term and sent before September of the following year. A meeting should take place to discuss matters arising at the start of the academic year. The report should evidence numbers of pupils who have been supported, the number of staff, objectives, outcomes and impact and spend on the service.

#### **9. Key Performance Indicators for the Service:**

- 70% of feedback from parents and children and staff in schools is good or better. **Measure: 70% feedback is good or better.**
- During periods of tuition and at school following reintegration to mainstream, children will have less than 10% unauthorised absence. **Measure: Less than 10% unauthorised pupil absence**
- Progress of pupils is evidenced through pupil tracking systems, Individual Support Plans or the Annual Review of Statements of SEN/Education, Health and Care Plans **Measure: All pupils make expected progress**
- Tuition is provided from Day 3 of the admission to hospital, subject to agreement with medical staff. **Measure: Tuition provided from Day 3**

- Full time education (or as much as the pupil can access) is provided.  
**Measure: All children receive 25 hours education per week (pro rata according to key stage and need)**
- KPI's to be monitored and reported to the LA on a termly basis

All key performance indicators (KPI's) will be reviewed in the first three months of the agreement. Refer to B12 Performance Improvement Process for the full terms and conditions.

## **10. Duration of the agreement**

This agreement runs till 31 March 2019 with an annual review. The service is funded wholly from budgets from the Dedicated Schools Grant and this is subject to annual approval by the Southend on Sea's Schools Forum (Education Board).

The agreement should be reviewed a minimum of once per year, however in lieu of any review in any period, this agreement shall remain in effect.

## **11. Any concerns**

SENCOs, parents/carers or health professionals are encouraged to discuss any difficulties in the first instance with the Co-ordinator of the ITS. If the matter is not resolved then it should be discussed with the Principal of Hadleigh Academy (Victory Park Alternative Provision). In case of a formal complaint written notification will be given following the Trust's complaint procedure. A written record and action taken should be held by both the school and the service. The LA may be contacted to facilitate a resolution. If no improvement is seen following this period, financial penalties may be applied at the discretion of the LA in reasonable proportion to the extent of non-delivery of this agreement.

## **12. Funding**

- The funding for the Individual Tuition Service for 2016/17 is £153,100. This will be supplemented by £32,000 for the tuition in Hospital giving a total of £185,100 for 2016/17.
- Victory Park Alternative Provision meets the day to day premises costs associated with the service and any resources required. Upkeep and maintenance of furniture and equipment is the responsibility of the Victory Park Alternative Provision.
- The costs of travel expenses for staff are included in the funding
- Victory Park Alternative Provision to invoice the Local Authority on a monthly basis who will pay the funds monthly in arrears

### Endorsement of this document

On behalf of Parallel Learning Trust		On behalf of the Southend Borough Council		Date
Name	Signature	Name	Signature	

DRAFT