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| **PART 1:** | **Set up Meeting /Action Plan** |
| Pupil name |  |
| Date of Meeting |  |
| Date of Birth & Year Group |  |
| School |  |
| SEN Need: EHCP/ EHCNA Please specify |  |
| Chid in care (LAC): | Yes/NoName of Authority: |
| Child in Need, Child Protection or known to social care | Yes / NoPlease give details: |
| Social worker | Name:Contact details: |
| Ethnicity |  |
| Main Language used in the home |  |

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| **Synopsis of issue** |
|  |
| **Details of Family Set up** |
| **Person 1:** Name |
| Relationship |
| In the home Y/N |
| **Person 2**: Name |
| Relationship |
| In the home Y/N |
| **Current working levels** |
| **English:** |
| Exam Board: |
| Option: |
| **Maths:** |
| Exam Board: |
| Option: |
| **Science:** |
| Exam Board: |
| Option: |
| Overview of Education History: include GCSE subjects working towards |
| Current Attendance % |
| Medical needs/allergies haven’t been covered – any diagnoses: |
| Equipment requirements: |
| Needs and/or associated behaviours: |
| Successful interventions  |
| Strategies to avoid: |
| Current Aspiration: |
| Post 16 support: |
| **Attendees: name and role**  |
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| **Minutes** |
|  |
| **Type of Provision Required** |
| **Home:** The parent/carer is aware and can be present for tuition in the home.**External Venue:** If outside the home, you must confirm whether the parent can transport or whether an application is required for Home to School transport. |
| **Provision Agreed:** |
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| Action | By When | Person Responsible |
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**PART 2: Education Access – Partnership Agreement**

This partnership agreement outlines the key roles and responsibilities for each party involved in supporting a statutory placement for a pupil with medical needs. The partnership agreement will be reinforced by an action plan to support the pupil’s reintegration steps.

**If provision is agreed at the school-based meeting. All parties will be agreeing to fulfil the roles and responsibilities as outlined in this Partnership Agreement.**

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| **Pupil Name**  | **School**  | **Named person/ school link** |
|  |  |  |
| **Date of initial meeting**  | **Review Date (6 weeks)** | **Return to School Date (12 weeks)** |
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| **The role and responsibilities:**  |
| **School**  |
| * To identify a senior member of staff, able to make decisions, to host, chair and minute all meetings using the LA format- minutes to be shared with attendees within five working day
 |
| * To identify a school link person to advocate for the pupil within school. The school link person will be responsible for:
	+ Creation and Responsibility of the Engagement Plan
	+ Providing details of the young person’s current timetable and must ensure that the class teachers / heads of departments provide all the curriculum resources in order that the pupil can complete courses and prepare for assessments and examinations.
	+ Ensure work is marked when returned by the young person
	+ Supporting the pupil to feel part of the school community whilst they are not well enough to attend school by keeping them informed of school social events and encouraging contact with peers – should we delete this as this is in the engagement plan
 |
| * Where possible support the pupil to access education in non - core subjects during the period they are not attending school
 |
| * Provide a suitable working area within the school for the pupil / education provider where necessary
 |
| * Be proactive in supporting the reintegration of the pupil back into school as soon as they are well enough. Where necessary the school will need to make reasonable adjustments under equalities legislation. This duty is anticipatory, and adjustments must be put in place beforehand to prevent a pupil experiencing disadvantage
 |
| * To provide exam board details and syllabus for KS4 pupils. Schools also remain responsible for exam entries including invigilation. Where a pupil is unable to take their exams within the school setting, it is the school’s responsibility to organise those exams, secure an invigilator and locate a safe venue.
 |
| * Ensure regular fortnightly visits to the pupil when accessing offsite tuition to build relationships and provide the link to school.
 |
| * Ensure continued liaison with the pupil’s family to support reintegration.
 |
| **Parent/carer role and responsibilities**  |
| Agree for information to be shared appropriately between school and agencies in line with ECC privacy policy |
| Support their child with engaging with offsite provision and reintegration steps where appropriate |
| Inform school/provider of any absence as soon as possible  |
| To provide medical reports/ advice and share with the school  |
| Responsible for safeguarding their child when they are not receiving education  |
| Understand that the aim of the partnership is to return the pupil to the referring school  |
| **Pupil roles and responsibilities**  |
| To be ready to work with the educational provider  |
| To try and communicate your views  |
| Engage with agencies as appropriate  |
| **Education provider roles and responsibilities**  |
| Liaise with link person in school  |
| To report on attendance and safeguarding in line with the school’s policy  |
| **Education Access roles and responsibilities**  |
| Work with the school, provider, family and pupil to ensure the delivery of a curriculum that can meet the needs of the pupil |
| To monitor and critically review provision to ensure it continues to meet pupil needs |

**Minutes to be sent within 48hours of meeting held**

**From completion of this meeting and Education Access agreeing to commission provision all parties involved will agree to fulfil the roles and responsibilities as outlined in this Partnership Agreement. Schools must ensure that parents and pupils have been given a copy of this agreement.**