

Service Level Agreement (SLA) Between [Mainstream School Name] and Aspire Schools

1. Introduction

This **Service Level Agreement (SLA)** sets out the terms and conditions between **[Mainstream School]** (hereinafter referred to as "the School") and **Aspire Schools Outreach Service** (hereinafter referred to as "Outreach Service") regarding the placement of students in Alternative Provision, in accordance with the guidance set out in the DfE document: **'Alternative Provision – Statutory Guidance for Local Authorities' (February 2025)** and **'Keeping Children Safe in Education' (latest edition)**.

Aspire Schools is an Ofsted registered school that has its own policies and procedures like any mainstream school and, as such, we follow our procedures and policies, which can all be found on our website.

2. Purpose

This agreement ensures:

- Compliance with statutory DfE guidance on Outreach Service.
- A clear framework for the responsibilities of both parties.
- High-quality education and safeguarding for students placed in Outreach Service.
- Transparent financial arrangements, including payment terms and cancellation policies.

3. Responsibilities of Outreach Service:

Outreach Service agrees to:

- Provide education tailored to individual pupil needs, in accordance with Aspire Schools' aims and purpose, as documented on our website (Aspire Schools' Curriculum Aims)
- Maintain safeguarding standards, ensuring compliance with 'Keeping Children Safe in Education' (DfE). Outreach Staff will ensure that they are aware of who the designated safeguarding staff in the school are and report any concerns to them directly.
- Ensure staff receive regular safeguarding training and meet the necessary Disclosure and Barring Service (DBS) checks.
- Work in partnership with the school and the student to identify and develop strategies that can be used by the individual student and the school to enable learning and progress.

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- Deliver individual and/or group sessions for an agreed period of time, following information gathering from the school and student regarding areas of need.
- Understand who the key staff members in the school are for each student and maintain regular communication with them.
- Provide weekly updates and feedback on any relevant information, ideas, and strategies to try.
- Offer involvement in the Pupil Support Plan process and support target setting for referred students.
- Offer attendance at both parental and professional meetings for referred students.

4. Responsibilities of the Mainstream School

The School agrees to:

- Ensure referrals meet the criteria for the Outreach intervention.
- Complete an Outreach Referral, providing relevant student information, including safeguarding concerns, risk assessment, behaviour records, medical conditions, and SEND details, and ensuring that Outreach staff are kept updated of any changes during the time that a student is having Outreach intervention.
- Read Aspire Schools safeguarding policies on our website.
- Obtain parental consent for the Outreach Intervention.
- Provide weekly updates and feedback on students' behaviours / achievements.
- Provide a suitable room for the Outreach worker to meet confidentially with the students every week.
- Ensure there is sufficient access to school staff members in the case of an emergency.

5. Referral and Placement Process

- Referrals must be made via an Outreach Referral Form before a placement can be considered.
- The School and Outreach Service will agree on a start date, ensuring that the placement aligns with the student's educational and behavioural needs.
- The Outreach Service reserves the right to refuse a placement.

6. Attendance and Monitoring

The school will inform the Outreach Team of a student's absence.

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7. Financial Arrangements

The Outreach Service is fully funded by the Local Authority. Schools can access this service at no cost to themselves.

8. Cancellation and Termination

- The School must give written notice to cancel an intervention.
- Aspire Schools reserves the right to terminate an intervention if:
 - The student's behaviour presents a serious safeguarding risk to staff or students. This decision will only be made following discussion with the mainstream school.
 - The School fails to provide required information in a timely manner.

9. Safeguarding and Compliance

- Both parties must comply with the Children Act 1989 & 2004, Education Act 1996, and the latest Keeping Children Safe in Education (KCSIE) guidance.
- The School must securely send a detailed safeguarding history report on the first day of the student attending.
- Any safeguarding concerns must be reported in line with Local Authority safeguarding procedures.

10. Review and Dispute Resolution

- This agreement will be reviewed termly or as required.
- Any disputes will first be addressed through negotiation between both parties, and if unresolved, escalated to Mark Shaw, Chair of Trustees, Aspire Schools.