



## Bristol Hospital Education Service

### Service Level Agreement. 2016/17

The underlying Premise of BHES support is that the support provided by BHES is aimed at increasing students' engagement with educational provision.

In the first instance with their speedy return to school, where this is not possible then this will be through engaging with BHES classes provision.

In accordance with statutory guidance DfE January 2013, it is recognised that the home school has a central role in ensuring continuity in a student's education.

Following the acceptance of a referral students should remain on the role of their mainstream school or college, they will be dual registered with the BHES while the service is providing support.

BHES provision is not viewed as a preferable long term alternative to mainstream educational provision.

For referral process see admission policy.

#### **On Referral**

##### **For students not admitted to Bristol Royal Hospital for Children or the Riverside**

If the student meets the criteria for provision from the service, a multi agency planning meeting will be convened by the student's school which will involve.

- The student's home school/college.
- The parents/carers and student.
- The agency referring the student.
- The BHES key worker.
- Other agencies working with the student or their family as appropriate.

At this planning meeting an Individual Support Plan (ISP) will be agreed:

- Identifying and naming the key worker from the home school who will co-ordinate support in line with statutory guidance.
- Confirming ongoing contact names and details for all agencies.
- Stating how any additional SEN needs the student has will be met and resourced.
- Agreeing a school reintegration plan or BHES exit strategy.
- Specifying roles and responsibilities of all parties.
- Setting the date for the first review.

Bristol Hospital Education Service recognises that it has an important role as part of a coordinated multi agency approach in situations where the student presents with a complex pattern of need and the medical diagnosis, treatment, benefits of BHES provision and period of absence may be unclear. In these cases educational provision will be provided by BHES when there is:

- An agreed individual support plan including clear, time limited support and an exit strategy.
- Continued and regular input from health care provision.

In line with the good practice and DfE statutory guidance January 2013.

School will:

- Provide a key worker who with the BHES lead worker will coordinate the ISP and monitor the student's progress.
- Place the student on SEN Support with regards to the SEN code of practice. (If the student does not have a statement of special needs or EHCP.)
- Convene any subsequent planning and review meetings.
- Convene and plan any annual review meetings for students with statements of special educational needs or EHCP's.
- Request statutory assessment for students should that be an appropriate course of action.
- Ensure that Information is communicated to all agencies involved.
- Where appropriate ensure that termly work plans and schemes of work are available in all subjects which the student would normally be studying.
- Provide any appropriate resources relating to the student's education.
- Pay examination entry fees and make arrangements for examinations, including providing invigilation and the application for any exam concessions, commissioning any required testing.
- Make arrangements for any national assessment procedures.
- Assess coursework for accreditation of school entered GCSE's.
- Provide information, advice and guidance with regards to post 16 education and training for the student.
- Arrange and commission any work related learning placements for the student.
- Communicate any changes or alterations of the ISP to all agencies.
- Provide suitable tutoring and mentoring facilities when BHES staff are working on their site.
- Resource and implement any reintegration plans on the students return to school.
- Understand that they maintain responsibility for safeguarding the student and keeping a record of attendance.

BHES will provide:

- Access to education support in line with statutory guidance that is aimed at increasing the student's engagement with full time provision.
- Termly reviews of student's progress including teacher assessments.
- Support to students on their reintegration into school.
- A lead worker to liaise with the named school based key worker.
- Liaison with the service exams officer where necessary.
- Details of the support provided by pupil premium funding if this funding is passed from the school to BHES.

## **Nature of Provision**

The precise nature of provision will be determined at the initial multi agency meeting and recorded in the ISP. Provision will be reviewed at all subsequent review meetings and adapted in line with advice from health professionals.

In all cases BHES will provide education provision determined by the students health situation the aim being to increase engagement with school based education.

## **Cessation of Provision**

BHES provision will cease if:

- The student completes a reintegration plan.
- The student is no longer deemed to be too ill to attend school.
- The student is too ill to access BHES education provision in which case the final review meeting will agree an appropriate course of action.
- The young person fails to engage with or access the provision in which case the final review meeting will agree an appropriate course of action.
- Other provision is agreed at a review meeting.
- The student leaves school or college.
- The student moves to another Local Authority.

If a student fails to attend or make themselves available for tuition for 3 consecutive sessions without an appropriate medical certificate or other valid reason, BHES will take action in line with the service attendance policy, continued non attendance may lead to withdrawal of the BHES provision.

If a student ceases to follow a therapeutic programme recommended or provided by any other agency as part of a rehabilitation or reintegration package provision may be withdrawn following planned review meetings.

### **Students with EHCP's, Statements of Special Needs or receiving Top up Funding.**

Where a student is referred who has an EHCP, Statement of Special Needs or for whom the school are receiving top up funding, once the initial individual support plan has been agreed BHES will invoice schools for the full cost of BHES provision.

Support will only be provided once it has been agreed with the on roll school, support and progress will be reviewed at termly reviews and invoices adjusted accordingly.

### **Students eligible for Pupil Premium Payments**

Where a student is referred who is eligible for pupil premium if schools transfer pupil premium funding to BHES, BHES will provide support to the student and report on progress made due to this funding during review meetings.

### **For students admitted to Bristol Royal Hospital for Children (BCH) or the Riverside .**

#### **BHES will provide**

- Access to education support in line with statutory guidance that is aimed at ensuring the student's engagement with full time provision on discharge from one of the above.
- Termly reviews of student's progress including teacher assessments.
- Liaison with the student's school on their reintegration.
- A lead worker to liaise with the named school based key worker.

#### **Schools will provide**

- Provide a key worker who with the BHES lead worker will coordinate the ISP and monitor the student's progress. (For students with medium to long term or regular stays in hospital)

- Convene and plan any annual review meetings for students with statements of special educational needs.
- Request assessment for an EHCP for students should that be an appropriate course of action.
- Ensure that Information is communicated to all agencies involved.
- Where appropriate ensure that termly work plans and schemes of work are available in all subjects which the student would normally be studying.
- Provide any appropriate resources relating to the student's education.
- Pay examination entry fees and make arrangements for examinations, including providing invigilation and the application for any exam concessions, commissioning any required testing.
- Make arrangements for any national assessment procedures.
- Assess coursework for accreditation of school entered GCSE's.
- Provide information, advice and guidance with regards to post 16 education and training for the student.
- Arrange and commission any work related learning placements for the student.
- Provide suitable tutoring and mentoring facilities when BHES staff are working on their school site.
- Resource and implement any reintegration plans on the students return to school.

Signed: ..... Position ..... Date.....

**Bristol Hospital Education Service. Individual Support Plan.**

Student ..... DOB ..... Home School .....

School Key Worker ..... E mail ..... Tel .....

Health Referrer ..... E mail ..... Tel .....

BHES Lead Worker ..... E mail ..... Tel .....

Parent ..... E mail ..... Tel .....

**Other Agencies**

Name & Post ..... E mail ..... Tel .....

Name & Post ..... E mail ..... Tel .....

Name & Post ..... E mail ..... Tel .....

**Date for next review is:** .....

**Planned Provision (include actions and agency responsible for action)**

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**Planned outcome for student following BHES tutoring.**

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Signed .....	Signed .....	Signed .....
Signed .....	Signed .....	Signed .....
Signed .....	Date .....	