

## Partnership Agreement (Dual Roll Students) between School/Academy & Meadowbrook College 2025/26

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| Overall objectives                   | <ul style="list-style-type: none"> <li>● To bring stability to the educational experience of the young person.</li> <li>● To achieve good educational experiences which match the interests and needs of the individual.</li> <li>● To enable outcomes for the students which reflect good progress in core subjects and good progress towards the relevant progression route.</li> <li>● To enable students to progress to the next level of education or training.</li> <li>● To work in partnership to safeguard all children attending Meadowbrook College.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Service Standard Meadowbrook College | <ul style="list-style-type: none"> <li>● Provide a named lead professional for each student to liaison over all areas: academic, pastoral, careers, attendance, safeguarding, exam entries.</li> <li>● Provide a learning programme tailored to the individual needs.</li> <li>● Provide a safe environment where safeguarding is a high priority.</li> <li>● Communicate all safeguarding information promptly and accurately to DSL at Home School and work closely together to action any safeguarding concerns.</li> <li>● Provide pastoral/social support on a day to day basis, providing a trusted adult/key-worker.</li> <li>● Provide support for good attendance.</li> <li>● Provide contact with parents to plan, review and resolve any difficulties.</li> <li>● Where necessary, link with other agencies – keeping Home School informed.</li> <li>● Provide progress reports to school/academy on attendance, ability in core subjects and engagement in learning/school (timescales dependant on the provision).</li> <li>● Complete baseline assessments.</li> <li>● Provide advice and guidance to support transition into the next phase of education.</li> </ul>                                                                                            |
| Service Standard School/Academy      | <ul style="list-style-type: none"> <li>● Provide a named lead professional for each student to liaison over all areas: academic, SEN, pastoral, careers, attendance, safeguarding and exam entries.</li> <li>● Provide initial communication to reassure and motivate the student on entry to Meadowbrook College.</li> <li>● Attend Induction meetings, providing detailed academic, SEN and pastoral information.</li> <li>● Share all information relevant to agency/multi-agency involvement.</li> <li>● Communicate all safeguarding information promptly and accurately to the DSL at Meadowbrook and work closely together to action any safeguarding concerns.</li> <li>● Share all relevant prior progress data, learning records and exam concessions.</li> <li>● Share all risk assessment information on students where relevant.</li> <li>● If requested, support learning in core subjects with resources and guidance.</li> <li>● Visit the student regularly, at least termly, to pay attention, check progress and give feedback.</li> <li>● Contact with parents to plan, review and resolve any difficulties.</li> <li>● Where necessary, lead on the engagement with or make links with other agencies in order to support successful outcomes.</li> </ul> |

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|                                | <ul style="list-style-type: none"> <li>● Provide advice and guidance to support transition into the next phase of education.</li> <li>● Engage with Meadowbrook College at points of challenge or crisis to plan a way forward.</li> <li>● Provide representation/attendance at meetings where requested.</li> <li>● Provide information about the school/community where relevant and involve the student so as to retain those links where appropriate.</li> </ul> <p><b>Home School will lead in regards to:</b> please refer to- <a href="#">Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement</a> and <a href="#">Keeping children safe in education 2025</a></p> <ul style="list-style-type: none"> <li>● Holding ultimate education and safeguarding responsibility for a child on their main roll. For some students, who spend a significant part of their week and time at Meadowbrook College, we will agree together what role each partner will have in regards to shared responsibility.</li> <li>● Child Protection (eg. CIN/CP/TAF/MARAMP) and education (eg. PEP/Annual Review) meetings and always be in attendance. Meadowbrook College will support as required and where attendance is not possible, provide a report for the meeting.</li> <li>● Attendance monitoring and tracking (see below)</li> <li>● Post-16 Transition (see below)</li> <li>● SEN (see below)</li> </ul>                                       |
| <b>Examination entries</b>     | <ul style="list-style-type: none"> <li>● Responsibility lies with the Home School to transfer all information relevant to exam entries/qualifications achieved, including grades.</li> <li>● Home school must provide copies of Form 8, access arrangements, online agreement and normal way of working evidence for relevant students.</li> <li>● At the Induction/handover meeting, both schools should agree details regarding examination entries/withdrawals/transfer candidates/where exams will be taken.</li> <li>● See information regarding any additional charges for examination entries below.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Attendance arrangements</b> | <ul style="list-style-type: none"> <li>● For the purposes of Management Information Systems (eg. SIMS/Schoolpod) - attendance at the Home School is always Dual Roll Main and at Meadowbrook College is always Dual Roll Subsidiary . <ul style="list-style-type: none"> <li>○ On the days/sessions a student is expected at Meadowbrook College, the Home School will register as 'D' on the Home school register. Meadowbrook College will mark absent or present on the Meadowbrook College register.</li> <li>○ On the days/sessions a student is not expected to attend Meadowbrook College, the Home School will mark absent or present on the Home school register. Meadowbrook College will mark them as 'D'.</li> </ul> </li> <li>● Meadowbrook College will follow-up all non-attendance daily (for days/sessions they are expected to attend MbC) with parents/carers and keep the Home School informed if students do not attend.</li> <li>● Should a student require a Re-integration Timetable, the Home School will have overall responsibility for its implementation and monitoring (for coding see above).</li> <li>● Students are expected to maintain an 80% attendance rate. Should attendance fall below this level then the place at Meadowbrook College may be at risk and need to be reviewed with the home school.</li> <li>● Overall attendance at Meadowbrook College (and if deemed necessary referrals to the County Attendance Team) remains the responsibility of the Home School.</li> </ul> |
| <b>SEN</b>                     | <ul style="list-style-type: none"> <li>● Home School and Meadowbrook College will work in partnership to ensure that the outcomes and provision, as outlined in the EHCP, are met.</li> <li>● The Home School is responsible for overseeing and organising timely Annual Reviews or Early Annual Reviews where deemed necessary. Meadowbrook College will support as required and where attendance is not possible, provide a report for the meeting.</li> <li>● The Home School is responsible for the collation and submission of Education, Health and Care needs assessments. Meadowbrook College will provide</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                                 | supplementary evidence and additional support by agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                  |
| <b>Transition to Post-16</b>    | <ul style="list-style-type: none"> <li>Meadowbrook College will work closely with the Home School during preparation for post-16 transition. Where a child attends Meadowbrook College for BTEC Employability, students will prepare CVs/college/apprenticeship applications and be supported to attend interviews/visits. Students should still receive CEIAG from the Home School in addition to the support provided by Meadowbrook College, unless a prior arrangement has been agreed.</li> </ul>                                                                                                                                                                                                              |                                  |
| <b>Transport</b>                | <ul style="list-style-type: none"> <li>Transport charges are not included in the cost of provision at Meadowbrook College. Transport to Meadowbrook College is the responsibility of the home school/parent/child.<br/><i>The exception to this will be if the student has access to a LA pre commissioned/funded place at Meadowbrook College (eg. IYFAP days or Tier 2 / 3 placements) – where transport is provided by OCC Home-to-School Transport.</i></li> </ul>                                                                                                                                                                                                                                              |                                  |
| <b>Finance</b>                  | 2025/26 charges:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                  |
|                                 | KS3/4 provision – Core or Technical/Vocational<br>Bridges Direct KS1/2/3/4<br>Link Work/Reconnected<br>School support/consultancy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | £120/day<br>£POA<br>£POA<br>£POA |
|                                 | <p><b>Additional charges for examination entries and invigilation will be incurred for subjects not delivered or taught at Meadowbrook College. A dual roll student will have their access arrangements completed by their home school following all JCQ requirements and all evidence and paperwork provided to the Meadowbrook SENCO.</b></p> <p><b>If whilst at Meadowbrook College, staff/SENCO believe that the student requires Access Arrangements, the process will be completed as per a single roll student with all related fees for the testing by a Specialist Assessor and processing of AAO to be borne by the home school. This will be discussed with Home School at the point of request.</b></p> |                                  |
|                                 | <p><b>NB: Schools will still incur a charge for the place if a child does not attend the programme/College (unless Meadowbrook College terminates the provision).</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                  |
|                                 | <p><b>If a Purchase Order number is required, it will be provided prior to student/course commencing.</b></p> <p><b>Invoicing will usually take place termly. In the case of late payments, provision may be suspended and any future provision subject to up-front payment.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                |                                  |
| <b>Termination of provision</b> | <p><b>Both providers reserve the right to end the provision with 2-weeks-notice. NB Home Schools will be charged during the notice period. The exception to this will be that the Meadowbrook College Headteacher reserves the right to terminate provision immediately if the student presents a serious Health and Safety risk: this does not constitute a permanent exclusion but the inability to continue to provide alternative provision for the student at Meadowbrook College.</b></p>                                                                                                                                                                                                                     |                                  |