

**Coritani Academy Education Agreement**

Name of Pupil:

D.O.B.

Referral Organisation

Contact:

Coritani Academy is an Alternative Provision Academy opened in October 2014 as part of Isle Education Trust.

Contact:

**Aims of the Academy**

* Our Academy works with local schools and local authorities to ensure that students who cannot thrive in a mainstream school environment have a quality educational alternative. We believe that every young person should have the opportunity to succeed by being motivated and inspired.
* Our aim is to provide students with quality education and support, to meet their personalised learning needs and ensure that students develop into responsible members of their communities.

**Objectives of the Academy**

* To provide support to students to help them re-engage with education
* To provide a safe and inspiring environment in which students can develop into responsible adults
* To ensure all students have access to a broad and balanced curriculum
* To deliver a core curriculum:
  + English
  + Maths
  + Science
  + IT
  + PSHRE
* To provide further additional learning programmes to students to meet their individual needs
* To provide access to GCSE examinations

This document defines the obligations and roles of the parties, if the aim and objectives are to be realised.

**Commitments**

**CORITANI ACADEMY will:**

* Throughout the duration of the programme be responsible for the day to day management of the attendance of students and for ensuring the continued service performance, security, health, safety and welfare of students placed with them.
* Provide insurance via the RPA scheme for students whilst at Coritani
* Accept students joining at any time in the academic year provided the contract, referral documentation and appropriate work is in place. Students will be accepted initially on a **one month’s trial basis**.
* Provide the school/agency with one point of contact responsible for the education and welfare of each student.
* Deliver a core curriculum of Maths, Science, English, IT and PSHE. Additional subjects will be delivered in consultation with the School/Agency, Parents and Student.
* Ensure students have access to independent careers advice and guidance.
* Make entries for all examinations in unless written notification of alternative arrangements is given by the school.
* Provide the student with appropriate examination courses in additional courses compliance with those offered by the school.
* Provide feedback to schools, students and parents/carers with all relevant programme details.
* Record individual attendance and provide termly reports to the school/agency.
* Store and maintain student records in accordance with GDPR and data protection regulations, ensuring that all records are kept confidential.
* Review the placement each term.
* Ensure that the school/agency is invoiced on a monthly basis.

**The SCHOOL/AGENCY will:**

* Fund the placement at £110 per day Plus any SEN funding and Pupil Premium Funding attached to the child.
* Fund exam fees relating to the child
* Fund Y11 and Y6 students until the last day of the Academic year (July)
* Unless otherwise agreed in writing, the school/Agency will retain **ultimate responsibility** for the education of individual students placed at the Coritani Academy for the duration of the programme as the student **remains on their role, this includes Local Authority Virtual roll for referring Local Authorities**.
* Complete the Coritani Academy admission form ensuring all details are complete and accurate. Information on Attendance, Exclusion and Prior Attainment information (including KS1 and 2 scores). Must be included.
* Ensure that provision has been made to transport the student to Coritani.
* Provide for each student an emergency contact number and information on any know medical condition.
* Nominate and provide a named person who will act as the authorised representative of the school and will liaise with the admissions officer in organising, and addressing any issues related to the delivery of learning provision.
* Nominate and provide a named person for each student who will be the contact for student progress and work with the Academy on transition back to school.
* Carry out a pre-assessment of the student to determine suitability for accessing the Coritani Mindset provision. It should be noted that Coritani Academy is a provision for very vulnerable young people not all students will be suitable for this provision.
* Notify Coritani Academy staff of any information which may affect the teaching or learning experience of any student.
* Ensure that the prospective student has been interviewed and parental/carer approval has been granted for the student to participate in the programme. Also when possible, the named school representative will attend the first visit with the student, prior to a placement being formally considered.
* Continue to track student attendance and welfare while on roll at the Academy.
* Continue to support the student and family in any social care intervention. Attending LAC, EHA, CIN, CP meetings etc.
* Attend all review meetings for the placement.

**Both Parties will:**

* Adhere to the Data Protection Act 2018 and GDPR legislation from 25th May 2018 and ensure that personal information is only processed where there is a lawful basis for doing so. This basis should be documented in the organisations privacy statement and may mean obtaining consent from an individual before data can be processed.
* Keep in confidence the terms of this agreement and any document, material, data or other information that relates to the subject matter of this agreement or to the business affairs of either party, which is obtained under this agreement, and will not disclose the information to any person (other than their employees who need to know the information) without the consent of the other party.
* Not disclose any of the confidential information to any third party (including any subsidiary, holding or associated companies) other than senior employees of that company and their professional advisors on a need-to-know basis.
* Not use the confidential information for any purpose (including, without limitation, any competitive or commercial purpose) except for the purpose of evaluating a potential business relationship between the parties.
* Use all reasonable endeavours to prevent unauthorised persons having access to the confidential information.  (This clause does not apply to information which is already in the Public Domain or is required to be disclosed).
* Respect the nature of this partnership and the commitment to the shared aim, whilst recognising that each organisation will inevitably be engaged in discussions and collaborations with other agencies for other aspects of their work.
* Respect the confidentiality of this partnership with regard to information, materials and activities and will work to ensure an open and honest flow of communication about issues of mutual interest between the two organisations.
* Mutually support additional collaborations and will do nothing that will undermine or impact negatively on any work created by either organisation.
* Ensure that they take no actions that may cause damage to the reputation of the other.

**Grievance procedure**

Any issues of concern within either organisation should be addressed in the first instance to the contacts on page one of this agreement.

**Termination of Agreement**

Either party may withdraw from this agreement by giving two weeks written notice to end placements

Either party may terminate with immediate effect if there is a breach of terms/obligations

Signed for and on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CORITANI ACADEMY Name & Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Representative Name & Title