

**PART TIME ALTERNATIVE PROVISION PLACEMENTS
ANNUAL SCHOOLS AGREEMENT
2025 - 2026**

This agreement is between:

| | |
|-----------------------------|-------------|
| Provider | Junction 16 |
| Commissioning School | |

This agreement reflects the commitment of the parties to work in collaboration to raise the attainment and the opportunities for progression for young people. In particular, this agreement is intended to:

1. Clarify the responsibilities of each of the parties for and to the students.
2. Clarify the commitments and responsibilities of each of the parties in respect of the placement.

For all Alternative Provision (AP) placements Junction 16 will:

- ensure all guidance and directives from the latest version of KCSIE is followed by all AP, checked and recorded by J16
- ensure safer recruitment processes and procedures for all AP staff are carried out and in line with KCSIE current version. This includes volunteers, cover, temporary, self-employed and permanent staff, all recorded on RCS's SCR.
- be responsible for ensuring that appropriate insurance cover is in place at all times
- ensure all site and activity risk assessments are kept up to date, checked and recorded by J16
- ensure all applicable policies including Safeguarding, Health & Safety, Behaviour and Equality and Diversity, kept up to date, checked and recorded by J16
- give prompts and updates on specific training requirements to all AP such as Safeguarding, online systems Arbor/CPOMS, PREVENT and First Aid. Either offered and delivered by J16 or checked and recorded as completed
- dual register students as subsidiary and the commissioning school will register as main*
- ensure that legal attendance recording following DfE guidance, first day response and management of any unauthorised absences is carried out*
- hold dedicated termly QA appointments along with ongoing regular checks on all AP by J16
- carry out annual lesson observations (by the RESPECT Leadership Team members) and quality visits on each AP and where necessary or agreed, each course*
- provide appropriate data to the commissioner where applicable*, relating to:
 - Attendance (weekly herringbone report)
 - Absences (daily Officer contact)
 - Progress and behaviour (in line with RCS reporting – at least termly)

- Share all necessary and appropriate student information with the chosen AP, including any updates*
- ensure all AP are responsible for complying with all current GDPR regulations*
- J16 Officer service – may include advice and guidance on appropriate placements, visits, incident management, student/family work, liaison with multi agencies and attendance at key meetings where appropriate and capacity dependent

The Commissioning School will:

- complete the current J16 part-time referral form in full and any other RCS template documents required*
- communicate in full with the parent/carers and student about the reasons for referral to AP and J16*
- provide J16 with all current and appropriate information and documentation regarding the student*, including but not exhaustive;
 - Commissioning agreement
 - Behaviour/risk assessments (including any friendship groups of concern)
 - SEND including exam access arrangements (may include DIT documentation)
 - Safeguarding
 - Medical and health details
- dual register students as main and J16/RCS will register as subsidiary *
- arrange, fund and oversee all transport for placements and update J16 where there are any changes
- agree to pay all charges relating to placements outlined in each individual costs sheet sent by J16, including any cancellation fees that may be applicable
- provide a key contact staff member who will support in effective communications on a day-to-day basis
- provide an attendance contact*
- update J16 on any known absences such as exams, work experience, medical, other agency involvements, inset days
- update J16 on any change of contact details/circumstances details for the student*

**For any individual or group placement arrangement that is hosted entirely on the commissioning school's site, these sections of the agreement will not be applicable. Specifics of this type of placement agreement will be confirmed and agreed in an independent commissioning agreement before any provision is arranged.*

This Agreement:

| | | | |
|-------------------|--|--|----------|
| Starts on | 04/09/25 | Ends on | 23/07/26 |
| Provider | Junction 16 (part of RESPECT Collaboration of Schools) | Commissioner/School | |
| Print Name | Vicki Grainger | Print Name | |
| Signature | | Signature Electronic or wet signature only | |
| Position | Director of AP & Commissioning | Position | |
| Date | | Date | |

Charging

- weekly cost for placements will be defined in the individual costs sheet
- charges will be calculated weekly and invoiced termly
- where a student's placement through J16 ends, charging will cease according to the individual cancellation period of each provider, outlined on the costs sheet (between 5 days and 1 half term)

Term Dates:

Autumn Term

Thursday 4 September – Friday 24 October 2025

Monday 3 November – Friday 19 December 2025

| INSET DAY(S) (AP closed) | Disaggregated Days (AP closed) |
|--|--------------------------------|
| Thursday 4 and Friday 5 September Thursday 4 December | Friday 5 December |

Spring Term

Monday 5 January – Friday 13 February 2026

Monday 23 February – Friday 27 March 2026

| INSET DAY(S) (AP closed) | Disaggregated Days (AP closed) |
|--------------------------|--------------------------------|
| Monday 19 January | Friday 27 March |

Summer Term

Monday 13 April – Friday 22 May 2026

Monday 4 May – Bank Holiday

Monday 1 June – Thursday 23 July 2026

Dispute Resolution

- If any dispute arises between J16 (part of RCS) and the Commissioning School the following process should apply-
 - A representative from each school shall meet as soon as possible to resolve the matter to each party's satisfaction
 - If a resolution cannot be reached the matter will be passed to the relevant headteachers to resolve the issues
 - If issues cannot be resolved to mutual satisfaction a formal complaint should be made through the relevant schools complaints procedure

PLEASE RETURN AS A WORD DOCUMENT