

Memorandum of Understanding

ENGAGE, ENRICH, EXCEL ACADEMIES T/A

Between: Surrey County Council and RAVENSCOTE JUNIOR SCHOOL..... (insert name of Academy)

This Memorandum of Understanding signifies a statement of intent to collaborate and work in partnership to ensure the best possible outcomes for children and young people (CYP) in Surrey.

1. The council remains responsible for ensuring that vulnerable pupils are appropriately supported in schools and that the achievement gap between them and non-vulnerable peers is reduced and the impact of any gap minimised. This duty sits alongside the academy's and the council's duties to comply with the Equalities Act to ensure that CYPs within this group are not discriminated against on grounds of their vulnerable status. The council's services for vulnerable pupils remain committed to supporting all schools where Surrey pupils are educated.
2. As the corporate parent, the council retains responsibilities regarding Looked After Children resident in Surrey. It is important for the council to work collaboratively with the academy to improve the educational attainment of Looked After Children. Every Looked After Child has a named Assistant Headteacher at Surrey Virtual school who is responsible for all aspects of their education provision. These experienced education professionals will be on hand to support the academy with all aspects of the education planning for the Looked After Child.
3. The council remains responsible for pupil place planning across the county. The council and academies have a shared interest in ensuring all pupils have access to good quality local provision. Where there is a need changes to school sizes, it may be appropriate to request that an academy expands or contracts (and to undergo their own consultation). Equally the council should be involved in early discussions should an academy wish to consult on changes to the school size. Capital funding may be made available to the academy in these circumstances, and both parties will work together to resolve local place planning issues and to maximise development and investment in Surrey.
4. The council remains responsible for the planning of special education need pupil places. Where SEN resource centres are on academy sites, it is expected that this provision will continue and discussions with academies may be appropriate where there is an identified need for new or changed SEN resource base provision.
5. The council will continue to hold and administer the budget for pupils with a statement over and above the amount which all schools and academies are expected to meet from the delegated budget (usually £6000 in 2014/15) and has a legal duty to ensure the statement is fulfilled through monitoring the provision. The cost of provision for pupils on school action and school action plus will be met from the budget an academy receives from the EFA, this is based on data submitted by schools, and is largely deducted from the council's Dedicated Schools grant allocation. In turn the DSG is affected by pupil numbers in academies.
6. The council retains its duty to conduct 139a assessments (Education, Health and Care Plans from September 2014) in relation to the progression from school of young people with Statements of Special Education Need. The council and the academy will need to ensure timely review meetings are

arranged together with the exchange of data to support transition. Both parties will work together to support the Strategy for Learners with Learning Difficulties and Disabilities and the development of provision and progression pathways that reduce the need for expensive out-County provision. The academy and the council will work together to support the SEN strategy and agree policies on SEN placements that reduce the need to direct monies into expensive non-Surrey provision.

7. The council and the academy will continue to work together to safeguard and promote the welfare of children and families. The academy will be responsible for ensuring all staff are appropriately trained and informed of the academy's safeguarding policy and procedures, including the process for the escalation of concerns about any registered pupil.
8. The council and the academy will alert each other where complaints, incidents or other matters related to an academy are likely to attract significant press interest or involve any enforcement agencies.
9. The council will ensure that, where appropriate, any national Health and Safety advice, emergency planning information or incident information is communicated to all academies buying into the H&S SLA, at the same time as maintained schools and in the same manner, so long as academy contact details are up to date.
10. The council retains its role as the coordinator of admissions and is committed to working with schools and academies to ensure the process is efficient, equitable and transparent and that the Fair Access Protocol works for the benefit of pupils. Both the academy and the council will need to share data, as appropriate, in order for this function to be discharged.
11. The council and the academy are committed to working together to identify and support the best provision for those pupils for whom mainstream school is no longer appropriate on either a temporary or permanent basis. The academy will need to notify the council of fixed term, permanent exclusions and alternative packages of support to permanent exclusion.
12. The council retains its statutory duty to track and monitor all children within the county who are at risk of missing education. The academy has a responsibility to share information with the council about any statutory school age child who is out of school for 15 days or more. The council must always be informed when a pupil is removed from the academy school roll. In Surrey that duty is discharged by the timely upload of the pupil's Common Transfer Form (CTF), via the DfE Secure Access website.
13. In terms of attendance, the council will continue to carry out the issuing of Penalty Notices and prosecution of parents where appropriate, where the academy provides a complete and accurate set of case documentation which meets the legal standards required by the Court.
14. The council continues to have the legal responsibility for Home to School Transport for all Surrey resident entitled pupils. The academy has freedoms to choose term dates, length of school days and inset days. These choices could have significant impact on other schools and drive up costs where there are, for example, shared transport arrangements. It is understood that any changes to the school days (term dates, length of days and use of weekend days) could necessitate a review of their contract, which could incur costs and would be the academy's responsibility.
15. The council retains its duty to secure provision for young people beyond the current compulsory age for school attendance i.e. provision for young people aged 16 to 18, and to prepare for the Raising of the Participation Age. The council is committed to working with all schools and academies, and other providers of education and training to ensure all young people have access to education and training opportunities and to secure their participation to meet the new requirements. The council and the academy will need to work across the 14-19 age range to support young people's progression, providing alternative pathways and targeted support. Both the academy and the council will need to share data for these opportunities to be realised. Additionally, the Raising of the Participation Age will require data to be shared on young people at risk of becoming NEET, and those who become NEET, in order that support can be targeted to meet requirements on the Local Authority to promote participation and the requirement for progression measures for schools as outlined in the White Paper.

16. Where there has been an agreement between a school and the council on managing a children's centre, this agreement will continue, on any conversion to academy status, subject to performance against and any changes to the contract.
17. In the interests of maintaining a strategic dialogue with all state-funded schools, academy membership will continue to be invited at phase councils and to all general meetings between the council and all Surrey schools. Academy members will continue to participate in Schools Forum; the number of representatives will be determined by statutory requirements.
18. Academies will provide the local authority with data needed for funding purposes, where that data cannot be obtained by the council from statutory funding returns. Where the council funds academies directly, the council will aim to make those payments on a regular basis (usually monthly) and will advise the academies of the basis on which those sums are calculated.
19. Where academies spend or manage funds for which the council is accountable to the DfE/EFA or other funding body, the academy will provide access to financial and staff records to the extent that is necessary to allow the council to demonstrate to the funding body that the funding has been spent appropriately.

Signed by for and on behalf of:

THE ACADEMY

Name:.....MELANIE BARK.....
Position:.....SCHOOL BUSINESS MANAGER.....
Tel.No:.....01276 709111.....
Signature:.....M Bark.....
Date:.....5/11/14.....

Signed by for and on behalf of:

THE COUNCIL

Name:.....Julie Beckett.....
Position:.....Academies Project Officer.....
Tel.No:.....01483 518109.....
Signature:.....J Beckett.....
Date:.....19th November, 2014.....