

COMMUNITY LINKS ACADEMY TRUST

EDUCATION LINKS – STANDARD STUDENT PLACEMENT

This service level agreement is made on **25th June 2025**

Between

Community Links Academy Trust - Education Links (DfE no. 316/6071; company reg. no. 8341194)

and

Newham Community Learning (the Commissioner)

For the period **1st September 2025 - 31st July 2026**

1. Purpose

The purpose of this agreement is to clearly define the roles, responsibilities, and collaborative efforts of both **Newham Community Learning** and **Community Links Academy Trust – Education Links** in delivering an alternative education programme. This partnership aims to provide targeted educational support and intervention for students from Newham Community Learning who have been identified as requiring a different learning environment to succeed. The agreement outlines the commitments and expectations of both parties in supporting student development and ensuring the effective delivery of the programme, as detailed in **Appendix 1**. The ultimate goal is to promote academic engagement, personal development, and successful progression for each participating student.

2. Scope and Criteria

This agreement specifically pertains to the placement of a limited number of students from **Newham Community Learning at Community Links Academy Trust – Education Links**, with a maximum of **five pupils per group**. Under this arrangement, Education Links will provide **2 group(s)** for students referred by Newham Community Learning.

It is important to note that this agreement does not apply to students with an **Education, Health and Care Plan (EHCP)** or those classified as having **high needs**. Such students may still be referred to Education Links; however, their placement will require a separate process involving thorough consultation with all relevant stakeholders, including the local authority, parents/carers, and appropriate educational professionals.

3. Aim and Objectives of the Programme

The overarching aim of the partnership programme delivered by **Community Links Academy Trust – Education Links** is to support the educational attainment, personal development, and social well-being of students referred by **Newham Community Learning**. This is achieved by offering a flexible and supportive learning environment tailored to the individual needs of each learner.

The specific objectives of the programme, as detailed in **Appendix 1**, include:

- Reintegration into mainstream education where appropriate.
- Engagement in a curriculum that promotes academic, social, and emotional development.
- Attainment of nationally recognised qualifications.
- Development of life skills and improved behaviour for learning.

4. Activities and Services Provided by Community Links Academy Trust – Education Links

Community Links Academy Trust – Education Links agrees to provide the following services and activities as part of the programme:

(a) Deliver a structured, timetabled programme of learning designed to meet the needs of the referred pupils. This will include core subjects and **Personal, Social, Health and Economic (PSHE) education**, following clear aims and objectives, using established teaching methods. The programme will lead to **nationally recognised qualifications**, including those listed under **Section 96**, and others deemed suitable for the individual students.

(b) Ensure that comprehensive programme information is shared with all relevant parties. This includes:

- Term dates and holiday schedules.
- Timetables for individual students.
- Key points of contact for parents/carers and staff from Newham Community Learning.
- Policies and procedures relevant to the student's experience at the centre.

(c) Recruit and assign qualified and experienced staff who are trained to support the specific needs of students in alternative provision, including behaviour management and pastoral care.

(d) Fully comply with all relevant statutory requirements, including but not limited to:

- Health and safety legislation.
- Safeguarding and child protection protocols.
- Data protection laws, ensuring student data is processed in accordance with GDPR and related regulations.

(e) Develop, maintain, and utilise effective **monitoring and reporting systems** to:

- Track and evaluate student progress.
- Provide regular feedback to Newham Community Learning, parents/carers, and other stakeholders.
- Ensure accountability for student outcomes.

(f) Collect, analyse, and share **agreed-upon data metrics** in a timely and consistent manner to assess the **effectiveness and impact** of the programme. This will include academic progress, attendance, behavioural indicators, and engagement levels. Data will be reviewed collaboratively with Newham Community Learning to inform ongoing improvements to the programme and to ensure that it is meeting the intended outcomes for each participant.

(g) Ensure that all educational activities and support strategies **adhere to current national guidance**, particularly the **Special Educational Needs and Disabilities (SEND) Code of Practice**. This includes recognising and responding to the diverse needs of learners, making reasonable adjustments, and working in partnership with external agencies and families to support students with additional needs.

(h) Uphold and implement robust policies and procedures in relation to **drug use, bullying, and behaviour management**, in full alignment with Newham Community Learning's existing policies. Education Links will work closely with Newham Community Learning to ensure that disciplinary practices are consistent, fair, and supportive of student development, with clear communication channels maintained between both parties.

(i) Adhere strictly to **Department for Education (DfE) guidance** regarding the planning and execution of **educational trips and visits**. This includes ensuring that comprehensive risk assessments are conducted, consent forms are obtained, and safeguarding measures are fully in place. All relevant documentation will be completed and shared with Newham Community Learning in accordance with agreed protocols.

(j) Provide each student with a **clearly defined progression pathway** for their **post-16 transition**, whether into further education, vocational training, apprenticeships, or employment with training. This will involve personalised career guidance, support with applications, and, where appropriate, liaison with local further education providers, employers, and training organisations.

(k) Appoint a **designated member of staff** within Community Links Academy Trust – Education Links to act as the **primary point of contact** for all matters concerning the placement. This staff member will liaise regularly with the corresponding representative at Newham Community Learning (the commissioner) to coordinate support for individual students, ensure information is shared appropriately, and respond promptly to any emerging issues or concerns.

5. The Commissioner will:

- (a) Nominate an appropriate member of staff to act as the key contact and co-ordinator for all matters relating to each young person on the programme. This Nominee or other representative to attend all review meetings concerning the participant.
- (b) Provide in writing, prior to the commencement of the programme place, relevant detailed reports on the participant's circumstances, behaviour, educational status and any necessary medical information (see Appendix 2). This includes intended examination entries and completed coursework.
- (c) Ensure that the referral to Community Links Academy Trust – Education Links is in the best interests of the student and that for long-term placements all parties, including parents, are in agreement with the referral. This includes considering if the student has high needs. **Education Links reserves the right to decline a referral if our risk assessment indicates that the placement would not be suitable, that we cannot meet the student's needs or that their presence would not be compatible with the education of other students.**
- (d) Agree the length of time the student will be based with Community Links Academy Trust – Education Links and to be involved in regular reviews to ensure that this continues to be in their best interest, in relation to qualifications, further training opportunities etc. In the case of a short term placement, this will not be extended beyond 30 days unless progress reviews have indicated that this is in the child's best interest and agreed by both Education Links and the referring school - Newham Community Learning. On reaching the threshold of 30 days and no agreement having been reached prior to this, the placement becomes long-term, with the relevant agreement of all parties, or the student returns to Newham Community Learning. In the case of a long term placement, there will be a trial period of 4 weeks to ensure that the referral is appropriate and likely to be successful.
- (e) Liaise with Community Links Academy Trust – Education Links in public examination entries for Year 11 students (and where appropriate Year 10 students) to ensure entries, or transferred entries, are agreed with all parties in a timely fashion. Examinations officers in both establishments must agree the suitability of transferred entries and the relevant support to be put in place for students. Late transfers of examination entries are likely to incur additional administration costs, and Newham Community Learning will be notified of any such costs.
- (f) Support Community Links Academy Trust – Education Links in attendance issues, following up of non-attendees after notification of absence and provide support if other problems occur.
- (g) Assist Community Links Academy Trust – Education Links with carrying out the previously agreed disciplinary procedures and behaviour policies.

- (h) In the event that the participant does not engage with the programme, or the placement breaks down, then the commissioner will take full responsibility for the return of the participant to mainstream education, or in placing the student elsewhere. Education Links will pursue all options and communicate fully with the commissioner if the placement is not proceeding satisfactorily.
- (i) If a participant leaves the programme for whatever reason then the commissioner will be able to nominate another young person in their place, providing the numbers do not exceed the agreed group size.

6. Complaints:

- (a) Should a complaint arise from a parent or external advocate then Community Links Academy Trust – Education Links will respond in accordance with the Complaints Policy, available on request or on the website.

7. Monitoring & Evaluation

Community Links Academy Trust – Education Links and Newham Community Learning will be jointly responsible for monitoring and evaluating the programme. Community Links Academy Trust.

8. Accountability

- (a) **Newham Community Learning** continues to be accountable for the education of individual pupils placed in the programme.
- (b) Community Links Academy Trust – Education Links is responsible for the day to day management and for the participants attending the programme, and will take all appropriate steps to ensure the health, safety and welfare of participants.
- (c) All participants are **dual registered** and must be recorded as such by the Commissioner for purposes of School Census and examination results.

9. Review of SLA

This service level agreement will be reviewed before the end of the agreed period and amended as appropriate for subsequent periods. There will be a mid-year review to ensure that all parties are satisfied with the arrangements made.

10. Payment arrangements:

- (a) Newham Community Learning will pay a total of **£103,889.40** for the academic year 1st September 2025 to 31st July 2026 for **2 groups**, for the agreed programme as described herein.
- (b) Payment to be made by three instalments payable on receipt of invoices from Community Links Academy Trust – Education Links, on the following dates:
 - 16th September 2025
 - 20th January 2026
 - 22nd April 2026

Each instalment to be one third of the total amount - **£34,629.80**
- (c) Invoices will be sent by email by the School Business Manager / Finance Officer unless informed otherwise by the Commissioner.
- (d) Payment is required in full for each participant allocated to the programme.
- (e) In the event of a participant leaving the programme another participant may be allocated to the programme, providing agreed maximum numbers are not exceeded.
- (f) No refunds in cash terms can be made.
- (g) Newham Community Learning will pass on any Pupil Premium amount for each young person that is eligible. Invoices will be issued Annually.
- (h) Newham Community Learning will pay all fees relating to placement of the participant on their work experience programme organised by external providers.
- (i) Newham Community Learning will pay all fees relating to public examinations that the participant may be entered for.
- (j) Newham Community Learning will pay any other reasonable fee for agreed extra provision that may arise for an individual participant.
- (k) All invoices will be sent within the financial year to which they relate.
Newham Community Learning will pay all invoices within 30 days.

Signed on behalf of Newham Community Learning

Anthony Wilson

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(Headteacher)

Anthony Wilson

Date

CEO

17 / 08 / 2025

Signed on behalf of Community Links Academy Trust – Education Links

End Comm

(Headteacher of Education Links)

Date: 25th June 2025

Nominated key contact for Newham Community Learning Andy Hemmings

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Email *Phone*

andrew.hemmings@ncltrust.net

07864855698

Appendix 1

COMMUNITY LINKS ACADEMY TRUST – EDUCATION LINKS

PROVISION DETAILS - Core programme for Participants

Community Links Academy Trust will provide for the agreed number of full time participants a learning programme that will offer the following elements:

- 25 hours education per week;
- A structured programme of learning, with clear aims, objectives and methods, leading, where appropriate, to a nationally recognised qualification;
- Classes in English, Mathematics, Science, Wellbeing (PHSE, Citizenship, Careers & Employability), Technology, Drama, Art and Sport, as appropriate to Key Stage;
- Preparation and regular review of Individual Education Plans for all students with an Education Health and Care Plan;
- Compliance with statutory requirements pertaining to such areas as health and safety, child protection, The Children’s Act, data protection;
- Partnership working with a wide cross-section of organisations and people, e.g. schools, parents and the wider community, voluntary groups, public sector agencies and the private sector;
- Systems to evaluate, monitor and report on the educational and social progress of pupils including regular reports on the attendance of individual pupils;
- Enhanced Disclosure and Barring Service checks completed for all staff working on the programme;
- Healthy lunch and refreshments;
- Access to information, advice and guidance on post-16 progression; and
- Access to counselling, educational psychology assessments and other interventions as necessary.

Programme Costs

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16th September 2025

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Each instalment to be one third of the total amount - **£34,629.80**

N.B. Additional costs to the commissioner include public examination fees and, with agreement, work experience placements.

Appendix 2

COMMUNITY LINKS ACADEMY TRUST – EDUCATION LINKS

PROVISION DETAILS – Core Data Requirements

N.B. Community Links Academy Trust – Education Links is a data controller registered with the Information Commissioner's Office. Our systems and processes meet the requirements of legislation (UK GDPR) and our data protection policy is available for inspection.

Newham Community Learning will provide the following student information to Community Links Academy Trust – Education Links **prior** to their commencement on the programme. Exceptions to this will only be made in cases of emergency, for example where it is deemed the student's welfare is at risk. **A CTF file transferred via S2S Secure Access is the preferred method of providing the data.**

- Unique Pupil Number
- Unique Learner Number (where appropriate)
- Forename/Surname
- Address (inc. postcode)
- Parent/Carer details
- Emergency Contact Number
- Gender
- DOB
- Current Free School Meal Entitlement (if known) **with dates**
- Pupil Premium/Ever 6 status **with dates**
- Ethnicity
- Religion
- Home language
- SEN Status (EHCP or K) and Learning Difficulties description
- Medical Issues e.g. allergies, diabetes, epilepsy
- Child Looked After
- Other Agencies / Professionals involved
- Known to Social Care (allocated social worker)
- Refugee/Asylum Seeker
- Previous School
- Previous Exclusions (temp/perm) with reasons for exclusions
- Other Behavioural Indicators
- Pastoral Support Plan
- Initial Assessment data obtained prior to commencement of the programme

- Intended examination entries, with relevant codes for exam board, specification, module/option and current status
- Any other useful information obtained in the referral process

Community Links Academy Trust – Education Links will provide the following student data to Newham Community Learning in a timely manner.

- Student Attendance including authorised and unauthorised attendance (weekly)
- Student Punctuality (in a form to be agreed with the commissioner)
- Results of initial and follow up assessments in literacy, numeracy and behaviour
- Programme of Study
- Programme Completion
- Qualifications obtained (within 10 working days of notification by the awarding body)
- Post-16 destination.
- Results of student, parent/carer satisfaction surveys
- Any other reasonable information that will assist judgement of student attainment

Community Links Academy Trust – Education Links will also provide Newham Community Learning with information, including copies of policies, which will assist in meeting statutory regulations, e.g. Ofsted inspections.

CERTIFICATE *of* SIGNATURE

REF. NUMBER
UWUMN-DNIXO-F9AHS-BY7LD

DOCUMENT COMPLETED BY ALL PARTIES ON
17 AUG 2025 08:13:45 UTC

SIGNER

ANTHONY WILSON

EMAIL
ANTHONY.WILSON@NCLTRUST.NET


TIMESTAMP

SENT
14 AUG 2025 12:32:39 UTC

VIEWED
17 AUG 2025 08:12:05 UTC

SIGNED
17 AUG 2025 08:13:45 UTC

SIGNATURE



IP ADDRESS
168.182.197.200

LOCATION
MAFRA, PORTUGAL

RECIPIENT VERIFICATION

EMAIL VERIFIED
17 AUG 2025 08:12:05 UTC

