INDIVIDUAL FUNDING AGREEMENT

Individual Funding Agreement for use by:

- schools when they admit a pupil with an Education, Health and Care Plan from another Local Authority;
- the council when placing pupils with Education, Health and Care Plans in state funded schools in other Local Authority areas (mainstream, resource base or special school).

CONTRACT FOR ADDITIONAL SUPPORT
PUPIL WITH SPECIAL EDUCATIONAL NEEDS

This agreement dated…is an Individual Funding Agreement (IFA) for:

Name of pupil:
Date of birth:

This IFA is made between:
(Service Purchaser):
Local Authority Name:
Local Authority Address:

And
(Service Provider)
School Name:
School Address:
Service Provision:

1. The service will be provided at...(school) where (child’s name) will be in attendance. The …. (Local Authority) will provide the necessary funding to support (child’s name)’s attendance at this school and enable the school to deliver the provision as specified in (child’s name)’s Education, Health and Care Plan.

2. The provision made by the school will be in accordance with the Children and Families Act 2014, SEND Code of Practice 2015, the Equality Act 2010, statutory guidance on Supporting Pupil at School with Medical Conditions, any other relevant legislation and the child’s Education, Health and Care Plan.

3. The school will provide a broad and balanced curriculum on a full time basis unless otherwise agreed with the Purchaser. The school will ensure children can access the normal activities of the school, including out of school activities and any exclusion will be kept to a minimum. The school will notify the Purchaser of any exclusions.

4. The school will monitor the child’s attendance and will notify the Purchaser where this below 90% in a year.

5. The school will comply with its statutory duties in relation to undertaking annual reviews of the child’s Education, Health and Care Plan which includes forwarding the report of the review meeting to the Local Authority within 2 weeks of the date of the meeting.

Safeguarding:

6. The school agrees to fulfil its statutory duties in relation to safeguarding. The school must inform the Purchaser if there are any safeguarding concerns in relation to this child. This includes significant absences from school.

Contract Price:

7. The Fee payable to the school for the provision of the additional support is set out below. The Period indicates the length of time for which the Fee is applicable.

8. Additional Support Cost (top up) £..... per annum  
   Therapy Cost £.....per annum  
   Sub total Cost £..... per annum  
   Admin fee (5%) £..... per annum  
   Total Cost £..... per annum for the Period of the Agreement

9. Payable to: (add school bank details)
10. Period: this placement will commence on (add start date) and until such time as either Party terminates it in accordance with the contract will continue thereafter until (add expected end date) when the additional support will be reviewed and may be extended with the written agreement of both parties. (Note: end date could be annually as subject to annual reviews).

11. This agreement shall end if for any reason (child’s name) no longer attends (school name) School.

12. Invoices will be sent termly in advance along with the attendance register of the pupil for the prior term (where applicable). Where attendance is for only part of a term the invoice will be pro rata to the total number of school days in that term.

13. Child Information:
   - ID….
   - Name:
   - Date of Birth:
   - Home Address:
   - Next of Kin:
   - Relationship to Child:
   - Telephone Number:
   - Email Address:

14. Service Purchaser’s Contact Details:
   - Local Authority representative for the child’s education is:
   - Position:
   - Telephone Number:
   - Address:
   - Email Address:

15. The service will be provided in accordance with this IFA. In signing this Agreement, the Service Provider (school) is agreeing to abide by the conditions and any attached Schedules as Service Provider to the Service Purchaser for the above named child. Likewise, the Service Purchaser is bound by its contents.

Signed by:                          Signed by:  
Name:                               Name:  
Position:                           Position:  
For and on behalf of:               For and on behalf of:  
Local Authority                    School  
(Service Purchaser)                (Service Provider)  
Date:                               Date: