

# Payment Agreement Form

Out of Borough

School: Northern House School (City of Wolverhampton)

Northern  
House  
School



This agreement is between:

(1) NORTHERN HOUSE SCHOOL ACADEMY TRUST whose registered office is at Northern House School, South Parade, Summertown Town Oxford, Oxfordshire. OX2 7JN (Company Registration Number: 08140768); and

(2) \_\_\_\_\_ [Local Authority];

each a “Party” and together the “Parties”.

## Preamble

This agreement sets out the financial arrangements between \_\_\_\_\_ [Local Authority] and Northern House School Academy Trust regarding the carrying out of special education needs (“SEN”) functions by the Northern House School (City of Wolverhampton), for the place detailed below, which will be funded by \_\_\_\_\_ [Local Authority].

This form is to ensure the commissioning officer of the relevant Local Authority is fully aware of the charges in relation to commissioning a place at Northern House School (City of Wolverhampton).

## Options

Out of Borough Local Authorities have the option to either purchase a place, that can be:

- used only for a specific pupil, what we deem an adhoc place (option 1)
- used for any pupil, what we deem a commissioned place (option 2)

Option 1 are places that are normally time bound or are for pupils that are starting mid year, where the Local Authority does not wish to commission a full year placement from the beginning of the school year. The amount charged is the amount per school day the pupil is on roll at Northern House School (City of Wolverhampton).

Option 2 are for places where the school will ensure a place is always held open for your Local Authority, subject to capacity within the various year groups. Such held places are not limited to just one pupil, although may initially be intended for a specific pupil.

## Multi- Year Discounts

A commissioned place (option 2), can be commissioned for a single year or multiple years. Places commissioned for multiple years offer a variety of discounts, depending on level of commitment, details of which are on the school website.

## Notice Period

When option 2 is chosen, for a single year, this agreement will run from the 1<sup>st</sup> September and will be on an on-going basis, subject to two terms written notice from either party. Written notice will be on headed paper. Failure to issue such notice will result in the

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commissioned place being automatically renewed for a further full school year, i.e. the following school year. This is irrespective as to whether the pupil the place was initially intended for has left or not. For avoidance of doubt notice needs to be issued by 31<sup>st</sup> December in order to avoid the place being reallocated and recommissioned, this is critical for staff planning. Commitments for Option 1 cease on the day the pupil departs and is no longer on roll.

## Payments

Northern House School Academy Trust shall invoice at the beginning of each term. The Local Authority shall pay each invoice submitted to it by Northern House School Academy Trust, in full and in cleared funds, within 30 days of receipt to a bank account nominated in writing by Northern House School Academy Trust.

Without prejudice to any other right or remedy that it may have, if the Local Authority fails to pay Northern House School Academy Trust on the due date the Local Authority shall pay interest on the overdue amount at the rate of 3% per annum above The Bank of England's base rate from time to time. Such interest shall accrue on a daily basis from the due date until actual payment of the overdue amount, whether before or after judgment. The Local Authority shall pay the interest together with the overdue amount; and Northern House School Academy Trust may suspend all Services until payment has been made in full.

I, the undersigned, agree that I am suitably authorised to purchase:

Option 1) An adhoc placement for \_\_\_\_\_ [Pupil Name] at a rate of £350 per day\*, commencing from \_\_\_\_\_ [Date]

Option 2) A commissioned place that can be used for any pupil for a period of \_\_\_\_\_ year(s), commencing from 01/09/2017. I understand that this is a place being commissioned, not a specific child, therefore, if a child were to leave the place is still commissioned, despite this the initial place will be utilised by \_\_\_\_\_ [Pupil Name, if known]. The rate of this place is £20,000 per annum\*.

I agree that I am purchasing Option \_\_\_\_\_

	Local Authority	School
Signature		
Name in (capitals)		
Position		
Date		

\*all charges will be subject to annual inflation increase, which will come into effect on 01/04/2017 and will normally be based on annual inflation.