



Tillington Manor Primary School Looked After Children Policy

Approved by:	S.Rowland	Date: 27 th September 2023
Last reviewed on:	September 2023	
Next review due by:	September 2024	

Document History

Date	Author	Notes of amendments
Sept 2020	KB	Policy Written
Sept 22	KB	Update to reflect new Designated Teacher Update to reflect new Looked After Link Governor
Sept 23	KB	Review of policy

a) The Objective

To promote the educational achievement and welfare of Looked After Children.

b) The Name of the Designated Teacher for Looked After Children

Mr S Brockhurst

c) The Role of the Designated Teacher for Looked After Children

- Within School:***
- to ensure that all staff, both teaching and non-teaching, are aware of the difficulties and educational disadvantage faced by Looked After Children and understand the need for positive systems of support to overcome them
 - to inform members of staff of the general educational needs of Looked After Children and to promote the involvement of these children in extra curricular activities, school councils etc
 - to act as an advocate for Looked After Children

- to develop and monitor systems for liaising with carers, Social Workers and the Virtual School for Looked After Children
- to hold a supervisory brief for all Looked After Children e.g. to ensure all relevant education and care information is available to school staff and carer(s), and that this information is kept up to date
- to monitor the educational progress of all Looked After Children in order to inform the school's development and provision/intervention planning, thereby ensuring that the attainment 'gap' is closing
- to intervene if there is evidence of individual underachievement, absence from school or internal truancy
- to liaise with staff from secondary schools to ensure that Looked After Children are supported during transition at Y6
- to liaise with staff from the receiving school if children transfer from Tillington Manor to another education provider.
- to report annually to the Governing Body of the school on Looked after Children's progress (see model proforma available from the Virtual school)

Work with Individual Looked After Children:

- to enable the pupil to make a contribution to the educational aspects of their Care Plan; especially,
- helping to ensure that each pupil has a Personal Education Plan - PEP (initiated by the pupil's Social Worker) or Early Years PEP (aged 3 to end of Reception Year)
- to ensure that a home-school agreement is drawn up with the primary carer and signed by the Social Worker

Liaison:

- to liaise with the member of staff responsible for monitoring children on the Child Protection Register
- to help co-ordinate education and PEP reviews so that they can inform the pupil's Care Plan
- to attend, when appropriate, or arrange for someone else to attend, Looked After Children Care Plan meetings
- to be the named contact for colleagues in Families First (including the Virtual School)
- to forward information on Staffordshire Looked After Children's current and target NC levels to the Virtual School (see PEP document)
- to ensure the speedy transfer of information between agencies and individuals

Training:

- to develop knowledge of legislation and good practice by attending training events organised by the Virtual School and cascade to school staff as appropriate

d) The name of a Governor with special responsibility for Looked After Children:

Mr Trevor Adams

e) The role of that Governor

The named governor will ensure reporting to the Governing Body on an annual basis:

- a comparison of attainment as a discrete group
- the attendance of pupils as a discrete group
- the level of fixed term/permanent exclusions
- pupil destinations

(see model proforma available from the Virtual school)

The named governor will ensure a school's self audit of provision for Looked After Children is undertaken (see example self audit available from the Virtual School)

The named governor should be satisfied that the school's policies and procedure ensure that Looked After Children have equal access to:

- the full curriculum and extra-curricular activities
- public examinations
- careers information, advice and guidance
- additional educational support
- work experience

f) Responsibility for Looked After Children in School

It is important that all teaching staff that are in contact with the child or young person are aware that he/she is being Looked After by the Local Authority. The responsibility for the transfer of this information should be that of the Co-Headteacher and/or the Designated Teacher for Looked After Children.

It is appropriate for a Learning Support/Teaching Assistant to have knowledge that the young person is Looked After when directly involved in the teaching of the young person.

In the absence of the usual class teacher, some information regarding the child's circumstances should be shared with the teacher covering the class. The extent of this sharing should be determined by the Headteacher or the Designated Teacher for Looked After children.

g) Admission Arrangements

On admission, records (including the PEP) will be requested from the pupil's previous school and a meeting will be held with carer/parent/Social Worker. A date will be agreed for a PEP meeting, taking reference to statutory timescales. An appropriate school induction will take place.

h) Involving the Young Person

It is important that a young person is aware that information is being recorded regarding their personal circumstances. How this is shared with them clearly depends on their age and understanding. The explanation should emphasize that the school, the Social Worker, and their carer(s) are working together to promote their education.

i) Communication with Other Agencies

Schools should ensure that a copy of all reports (e.g. end of year reports) should be forwarded to the young person's Social Worker in addition to the Foster Carer or Residential Social Worker.

Schools, Families First, including the Virtual School and education services should endeavour to co-ordinate their review meetings e.g. to have an Annual Review of a Statement combined with a Statutory Care Review.

Schools, Families First, including the Virtual School and education services will need to exchange information between formal reviews if there are significant changes in the young person's circumstances, e.g. if school is considering an exclusion, there is a change of care placement or there are significant attendance issues.

j) Assessment, Monitoring and Review Procedures

Each Looked After Child will have a Care Plan that will include a PEP which the Social Worker takes a lead in developing. School will play an active role in contributing to those areas of the PEP that are education related e.g.

- SMART target setting
- identification of current and target NC levels
- how additional resources are being utilised to meet educational targets (e.g. the Pupil Premium, Personal Education Allowance)
- attendance
- involvement in Extra Curricular Activities
- Special Educational Needs (if any) (Please refer to SEND Information Report)
- long term plans and aspirations

The PEP will be updated at least every six months, as part of the Statutory Reviewing process carried out by Families First.

The named governor will ensure reporting to the Governing Body on the progress of all Looked After Children against the key indicators outlined above.