



**POLICY FOR PROMOTING THE EDUCATIONAL
ACHIEVEMENT OF CHILDREN LOOKED AFTER
AT SCHOOLS WITHIN
THE KEYS FEDERATION ACADEMY TRUST**

**St. Peter's C. of E. Primary School, Hindley
Hindley Green Community Primary School
St. John's C. of E. Primary School, Hindley Green
St. John's C. of E. Primary School, Abram**



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Policy for promoting the educational achievement of Children Looked After

“Though some do well, the educational achievement of Children and Young People in Care as a group remains unacceptably low. That is why the Children Act 2004 places a duty on local authorities to promote the educational achievements of Children and Young People in Care”.
(S52, Children Act, 2004)

Children Looked After have a right to expect the outcomes we want for every child. All schools and settings have a role in supporting the local authority to achieve the highest possible educational standards and outcomes for all Children Looked After, irrespective of their placing authority.

Our schools understand and support the premise that as **Corporate Parents** we have a special duty to safeguard and promote the education for Children Looked After.

Our schools ensure there is a common understanding amongst all staff of the needs of Children Looked After, and, staff are supported in identifying their areas of strength and their capacity to improve in their work with Children Looked After.

1. The Role of the Designated Teacher

Our schools have named Designated Teachers (DT) for Children Looked After (Principals and Inclusion Manager), who have full Qualified Teacher Status, are in a position of authority, and, are able to influence and challenge school policy and practice. The Designated Teacher operates in accordance with the statutory duties as set out in the Children and Young Persons Act 2008.

1.1 The DTs act as an advocate for the educational needs of Children Looked After.

1.2 The Principals ensure the DTs have sufficient time allocated in order to carry out their duties in supporting Children Looked After, their carers and social care staff.

1.3 The DTs and the Principals maintain and update the lists of CLA on the school rolls. The lists provide accurate contact information, legal status, type of care placement, social worker's details, placing authority details (in the case of a Child from other Local Authority – COLA) etc including the name of the Virtual Head as appropriate. The DTs ensure that all staff are aware of individual Children Looked After on roll in our Schools.

1.4 The DTs make every effort to get to know the child/young person and will attend CLA Reviews and other essential meetings whenever possible: when necessary, the DTs will ensure attendance at such meetings by an appropriate deputy and ensures feedback and staff updates as appropriate.

1.5 The DTs ensure that all CLA have a current, purposeful and meaningful PEP (Personal Education Plan) in place and that the child participates fully in the development of the PEP.

1.6 The DTs work with the child's social worker to ensure timely review of the PEP and supports distribution of the completed plan to all relevant parties.

1.7 The DTs are responsible for ensuring that accurate information re CLA on roll is conveyed at Census time to the local authority.

1.8 The DTs are responsible for collating the information re CLA Delegated funding spend and for accessing Pupil Premium funding for individual children identified in the Personal Education Plan targets.

1.9 The DTs are responsible for ensuring high quality information is formulated for Principal use with the Director of Academy Excellence, School Improvement Plan, Ofsted, the SEF (or other self-evaluation mechanisms) etc.

1.10 The DTs are proactive in identifying ways in which the schools can raise the attainment of all Children Looked After on roll.

1.11 The DTs maintain an overview of CLA attendance and ensures the Virtual School Team are contacted if there are any concerns.

1.12 The DTs ensure that the CLA attendance protocol is followed if a CLA reaches the threshold for attendance monitoring meeting.

1.13 The DTs will promote and support the authority's position re holidays in term-time for CLA and will ensure that the Principals have all necessary information should an approach be made by carers requesting any such authorisation. The DTs ensure that reference is made to the child's social worker and Virtual School team prior to authorised absence being considered.

1.14 The DTs work in partnership with the Principals when considering Exclusions or other disciplinary measures for CLA, supporting the authority's position that formal exclusions for children in care must only be used as a last resort and only after having sought the views of the Virtual school team and/or the inclusion team and, in accordance with the authority's policy in this matter.

1.15 The DTs are instrumental in collating attainment data for CLA and will use it to ensure the highest levels of achievement and attainment are promoted.

1.16 The DTs ensure the understanding of all staff regarding matters to do with CLA.

1.17 The DTs induct new staff in such matters and regularly reviews the training needs for all staff. DTs attend at least annual training sessions from Wigan's Virtual School team and disseminates information to staff as necessary.

1.18 The DTs are released for appropriate training as required (DT training, PEP training, associated safeguarding etc) and have opportunities to feedback to staff.

1.19 The DTs and each CLA agree together which key members of staff should be aware of their circumstances.

1.20 The DTs ensure that information is managed in a confidential manner, that records are kept, and that information is shared appropriately and in accordance with authority guidelines.

1.21 The DTs are mindful of potentially difficult periods in the child's life e.g. transition, change of care placement, SEN issues etc. and will ensure staff support and understanding as appropriate.

1.22 The DTs may wish to delegate certain responsibilities to other members of staff: whilst this may be practicable, the DTs are mindful of their statutory duties and will always ensure appropriate line management and support for staff when undertaking delegated duties.

1.23 The DTs ensure that any SEN issues are dealt with appropriately, that referrals are timely and outcomes achievable. The DTs will ensure that the PEP is updated and the child's social worker and carer are kept informed.

1.24 The DTs ensure priority is given to CLA in accessing in-school opportunities to boost learning e.g. 1:1 tuition, Homework Clubs etc.

1.25 The DTs will address any potential barriers to accessing these resources and will make strenuous efforts to ensure the child engages in any beneficial activities as appropriate.

1.26 The DTs ensure fair representation of CLA in prestigious positions e.g. playworkers, office assistants, etc. and works with the virtual school team and gateway vulnerable team and others to ensure that appropriate support is given when choices need to be made e.g. high school applications etc.

1.27 The DTs ensure that all school staff are knowledgeable about the additional obstacles to be faced by CLA. They will support staff in raising the child's aspirations and ensure appropriate support access to the necessary professionals.

2. Communication with Carers

The schools ensure they establish good communication links with all carers/parents/residential home staff and ensure they are aware of Keys Federation policies and procedures for CLA.

2.1 The carer knows who the DT is and feels welcomed by the school and able to ask questions etc.

2.2 The DTs ensure that school gives information to the carers in a timely way and takes a proactive role in ensuring that both carer and pupil are aware of important deadlines e.g. Coursework, examination dates, Parents' Evenings etc.

2.3 The DTs ensure that information re trips, after school clubs etc is conveyed.

2.4 The DTs will also receive information from carers and others and ensures that it is recorded and processed appropriately.

2.5 The DTs understand the importance of the carer's role in partnership working and fosters a collaborative working relationship with both carers and parents (as appropriate).

2.6 The DTs understand the need for flexibility when timing contact with a carer and/or social worker.

3. Communication with Social Care & other agencies

The designated teachers will ensure all changes in the child's education are communicated directly to the social worker and any other involved agencies.

3.1 The DTs promote strong, positive, working relationships between social workers, health professionals and others and all Keys Federation staff involved with the CLA.

3.2 The DTs recognise the importance of effective communication with all professionals involved and takes all reasonable steps to ensure that information is effectively passed between agencies.

3.3 The DTs provide information as requested by social care colleagues or other professionals involved with the CLA.

3.4 The DTs will always be mindful of the child's legal status and will advise accordingly on the issue of **Parental Responsibility**.

3.5 The DTs will ensure they are clear who has parental responsibility and who has powers of authorisation via delegated responsibly from the social worker.

4. Communication with the Virtual School Team

Every school has the opportunity to call on the help of the Virtual School Team through advice, training, attending meetings, PEP support and direct support for CLA. The DT can always contact VST via phone (01942 486176) or email (r.clemow@wigan.gov.uk) to request this support. There is no formal referral process for this support.

4.1 The DTs understand that the Virtual School Team (VST) is the primary source of information concerning educational issues and, equally, the team must be kept informed of any developments in the child's life which may impact on educational progress and attainment e.g. exclusions for behaviour, initial concerns etc.

4.2 The DTs will provide any information requested by VST colleagues or other professionals involved with the CLA.

4.3 The DTs ensure that the team is informed of any DT name change.

