



Looked After Children Policy

Policy Code:	SG3
Policy Start Date:	October 2020
Policy Review Date:	September 2022

1. Background and definition

Nationally, Looked After Children significantly underachieve and are at greater risk of exclusion compared with their peers. Schools have a major part to play in ensuring Looked After Children are enabled to be healthy, stay safe, enjoy, achieve, make a positive contribution to society and achieve economic wellbeing.

Helping Looked After Children succeed and providing a better future for them is a key priority for Community Inclusive Trust (CIT). This policy takes account of:

- CIT's duty under Section 52 of the Children Act 2004 to promote the educational achievement of Looked After Children (LAC);
- The Education (Admission of Looked After Children) (England) Regulations 2006;
- Relevant DfES guidance to Governing Bodies (*Supporting Looked After Learners: A Practical Guide for School Governors*).

CIT's approach to supporting the educational achievement of Looked After Children is based on the following principles:

- Prioritising education;
- Promoting attendance;
- Targeting support;
- Having high expectations;
- Promoting inclusion through challenging and changing attitudes;
- Achieving stability and continuity;
- Early intervention and priority action;
- Listening to children;
- Promoting health and wellbeing;
- Reducing exclusions and promoting stability;
- Working in partnership with carers, social workers and other professionals.

2. Implications

As for all our pupils, CIT is committed to helping every Looked After Child to achieve the highest standards they can, including supporting aspirations to achieve in further and higher education. This can be measured by improvement in their achievements and attendance.

The Trust Board of CIT is committed to providing quality education for all pupils and will:

- Ensure a Designated Teacher for Looked After Children is identified and enabled to carry out the responsibilities set out below;
- Ensure a Personal Education Plan is put in place, implemented and regularly reviewed for every Looked After Child;
- Identify a Governor as Designated Governor for Looked After Children.

This policy links with a number of other school policies and it is important that Governors have regard to the needs of Looked After Children when reviewing them:

- Oversubscription and admissions criteria;
- The School Code of Conduct;
- Behaviour Policy and Discipline Policy;
- Home School Agreement;

- Anti-bullying Policy;
- Equal Opportunities Policy;
- Policy on Racial Harassment;
- Child Protection and Safeguarding Policy;
- Special Educational Needs Policy.

The school will champion the needs of Looked After Children, raise awareness and challenge negative stereotypes to ensure they achieve the highest level possible.

3. Responsibility of the CEO (delegated to Headteachers)

- Identify a Designated Teacher for Looked After Children, whose role is set out below. It is essential that another appropriate person is identified quickly should the Designated Teacher leave the school or take sick leave;
- Ensure procedures are in place to monitor the admission, progress, attendance and any exclusions of Looked After Children and take action where progress, conduct or attendance is below expectations;
- Report on the progress, attendance and conduct of Looked After Children. OFSTED now select a number of Looked After Children, tracking their results and the support they have received;
- Ensure school staff receive relevant training and are aware of their responsibilities under this policy and related guidance.

4. Responsibility of the Trust Board

- Ensure that Governors are aware of the need to appoint a Governor with responsibility for Looked After Children – this will usually be the Governor who is responsible for safeguarding;
- Ensure all Governors are fully aware of the legal requirements and guidance on the education of Looked After Children;
- Ensure the school has an overview of the needs and progress of Looked After Children;
- Allocate resources to meet the needs of Looked After Children;
- Ensure the school's other policies and procedures support their needs.

5. Procedures: The Local School Board will:

- Appoint a Governor with responsibility for Looked After Children – this will usually be the governor who is responsible for safeguarding;
- Monitor the academic progress of Local After Children, through an annual report (see below);
- Ensure Looked After Children are given top priority when applying for places in accordance with the school's oversubscription criteria;
- Work to prevent exclusions and reduce time out of school, by ensuring the school implements policies and procedures to ensure Looked After Children achieve and enjoy their time at the school, by recognising the extra problems caused by excluding them and by not excluding them except as a last resort;
- Ensure the Academy has a Designated Teacher, and that the Designated Teacher is enabled to carry out his or her responsibilities as below;
- Support the Headteacher, the Designated Teacher and other staff in ensuring the needs of Looked After Children are recognised and met;
- Receive a report (APPENDIX A) once a year setting out:
 - The number of looked-after pupils on the school's roll (if any);

- Their attendance, as a discreet group, compared to other pupils;
- Their SAT scores, GCSE results, and other qualifications achieved, as a discreet group, compared to other pupils;
- The number of fixed-term and permanent exclusions (if any);
- The destinations of pupils who leave the school;
- The information for this report should be collected and reported in ways that preserve the anonymity and respect the confidentiality of the pupils concerned.

6. The Role of the Designated Teacher

Government Guidance says the Designated Teacher should be “*someone with sufficient authority to make things happen [who] should be an advocate for Looked After Children, assessing services and support, and ensuring that the school shares and supports high expectations for them.*”

Governors should be aware all schools are already required to have a designated teacher for LAC. It is strongly recommended this person should be a member of the Senior Management Team. Training for Designated Teachers has been and will continue to be available through our Looked After Children Education Adviser Team. Governors should be aware that OFSTED will focus on Looked After Children, monitoring how the academy has promoted their inclusion and attainment and the effectiveness of joint working with other services involved with them. Our Designated Teacher will:

- Ensure a welcome and smooth induction for the child and their carer, using the Personal Education Plan to plan for that transition in consultation with the child’s social worker;
- Ensure a Personal Education Plan is completed with the child, the social worker, the foster carer and any other relevant people, at least two weeks before the Care Plan reviews;
- Ensure each Looked After Child has an identified member of staff they can talk to. This need not be the Designated Teacher but should be based on the child’s own wishes. Members of staff who take on this role may need to be supported by someone from the school’s pastoral staff. They should also be alert to any child protection issues, any disclosures that pupils may make, and know what action to take. They should link closely therefore with the school’s Designated Teacher for Child Protection;
- Track academic progress and target support appropriately;
- Co-ordinate any support for the Looked After Children that is necessary the within school;
- Ensure confidentiality for individual pupils, sharing personal information on a need to know basis.
- Encourage Looked After Children to join in extra-curricular activities and out of school learning;
- Ensure, as far as possible, attendance at planning and review meetings;
- Act as an advisor to staff and Governors, raising their awareness of the needs of Looked After Children;
- Set up timely meetings with relevant parties where the pupil is experiencing difficulties in school or is at risk of exclusion;
- Ensure the speedy transfer of information between individuals, agencies and – if the pupil changes school – to a new school;
- Be pro-active in supporting transition and planning when moving to a new phase in education;
- Track academic progress and target support appropriately;

- Promote inclusion in all areas of school life;
- Be aware 60% of Looked After Children say they are bullied, so will actively monitor and prevent bullying in school by raising awareness through the school's anti-bullying policy;
- Ensure the audit on attendance and numbers is returned to the LAC Education Adviser every Term;
- Raise awareness in secondary schools that Looked After Children are automatically entitled to an allowance if they go into the sixth form;
- Work in partnership with the Virtual School and promote associated initiatives such as the Caring 2 Learn Project;
- Support staff teams to access related training, e.g. trauma informed practice.

7. The Responsibilities of All Staff

All our staff will:

- Have high aspirations for the educational and personal achievement of Looked After Children, as for all pupils;
- Maintain Looked After Children's confidentiality and ensure they are supported sensitively;
- Respond positively to a pupil's request to be the named member of staff whom they can talk to when they feel it is necessary;
- Respond promptly to the Designated Teacher's requests for information;
- Work to enable Looked After Children to achieve stability and success the within school;
- Promote the self-esteem of all Looked After Children;
- Have an understanding of the key issues that affect the learning of Looked After Children;
- Be aware that 60% of Looked After Children say they are bullied so work to prevent bullying in line with the School's policy.

- 8.** This policy will be reviewed every two years, or when deemed necessary by the Trust.

APPENDIX A

[NAME OF SCHOOL]

Looked Children Report

[Academic Year]

PLEASE REMEMBER THAT ALL INFORMATION MUST MAINTAIN THE ANONYMITY AND RESPECT THE CONFIDENTIALITY OF THE PUPILS CONCERNED

Date:	
Number of Looked After Children on role:	
Absence of all children (%)	
Absence of Looked After Children (%)	
Number of days - Fixed Term Exclusions All Pupils	
Number of days - Fixed Term Exclusions All Looked After Children	
Number of Pupils who have left school in previous academic year and their destination (Grammar School, Comprehensive School, PRU, etc.)	
Assessment Information (Statutory Results as compared with all pupils):	
Assessment Information (Internal Tracking as compared with all pupils):	
Report writer (name)	

The Community Inclusive Trust

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This Policy has been approved by the Quality of Education Committee

Signed..... Name..... Date:
Chair of the Trust Board

Signed..... Name..... Date:
Chief Executive Officer