



Lingfield Education Trust

Looked After Children (LAC) Policy

Policy Version Control	
Policy type	Academy Trust
Policy prepared by (name and designation)	Nick Blackburn CEO
Last review date	January 2017
Description of changes	Incorporation of new Trust name throughout document.
Date of Board of Directors approval	
Date released	7 th March 2017
Next review date	Autumn 2018

1. Objectives

To promote the educational achievement and emotional and social welfare of looked after children at each school within Lingfield Education Trust.

2. Definition of Looked After Children

Looked After Children, as defined by the Children Act 1989, are either looked after or in the care of a local authority, or they are provided with accommodation for more than 24 hours by a local authority.

3. Rationale

Nationally only 11 % of children in care achieve 5+ GCSEs including English and Maths, and 0.8% of children in care are permanently excluded compared with 0.1% of the general school population. 13% of children in care miss more than 25 days schooling a year. These individuals may have experienced neglect or abuse and in all cases will have experienced anxiety associated with separation and loss of attachment. It is therefore essential that children who are looked after are identified as a vulnerable group with regular monitoring of academic progress, attendance, well-being and behaviour.

4. The Designated Teacher

Each school will identify a named Designated Teacher responsible for Looked After Children. This person will be a member of the Leadership Team. The designated staff responsible for LAC are identified in **Appendix 1**.

5. The Role of the Designated Teacher

- To ensure that all staff, both teaching and non-teaching are aware of the difficulties and educational disadvantage faced by LAC;
- To develop systems of support to overcome the difficulties and educational disadvantage faced by LAC;
- To monitor the progress of all LAC;
- To intervene if there is evidence of individual underachievement;
- To develop and monitor systems for liaising with carers, social services departments;
- To prepare an annual report for the School's Local Governing Body to include:
 - the number of Looked After Children on roll and the confirmation that they have a Personal Education Plan – PEP;
 - their attendance compared to other students/pupils;
 - their attainment compared to other students/pupils;
 - the number, if any, of fixed term and permanent exclusions;

- the destinations of pupils who leave the school.
- To ensure that all LAC have an appropriate PEP that is completed within 20 days of joining the school or of entering care and ensure that the young person contributes to the plan;
- To arrange and contribute to PEP Review meetings;
- To keep PEPs and other records up to date and review PEPs at transfer and at six monthly intervals;
- To monitor the targets set out in the PEP;
- To enable the child to make a contribution to the educational aspects of their Care Plan;

Liaison

- To liaise with the member of staff responsible for monitoring children on the Child Protection Register;
- To co-ordinate education and social services review meetings, so that any PEPs can inform the child's Care Plan;
- To attend, arrange for someone else to attend, or to contribute in other ways to social services care planning meetings;
- To be the named contact for colleagues in the school and in outside agencies;
- To report on the progress of all looked after children when requested by relevant outside agencies;

Training

- To develop knowledge of LAC procedures by attending training events;
- To cascade training to school staff as appropriate.

6. Named Local Governing Body representative

Each school's Local Governing Body will identify an individual who will be the named member with responsibility for Looked After Children. See Appendix 2 for the current list of Governors at each school.

7. Role of the named Local Governing Body representative

The named Local Governing Body representative should be satisfied that the school's policies and procedures ensure that Looked After Children have equal access to:

- The National Curriculum
- Public examinations
- Extra-Curricular Activities
- Additional Education Support

8. Information sharing

It is important that all teaching staff that are in contact with individual LAC, and are aware that the young person is being looked after by the Local Authority. They should know who the Designated Teacher is and liaise with that individual regarding the young person's well-being. It is appropriate for a teaching assistant to have knowledge that the young person is being looked after only when directly involved in the teaching of the young person.

9. Admission arrangements

On admission, records will be requested from the pupil's previous school/carer/parent/Social Worker as appropriate to complete base line information to inform the pupil's PEP and clarify contact arrangements. A meeting will be held with the carer and pupil.

10. Involving the Young Person

It is important that a young person is aware that information is being recorded regarding their personal circumstances. The school, carer and Social Worker work together to promote the young person's education. It is important to establish the young person's view of the changed circumstances and what they want others to know. It is important to ensure that the young person is prepared for situations when they may be asked about home.

Review Date: Autumn 2018

Issued Subject to Trust Board Approval

Appendix 1

Designated Teachers for Looked After Children

School	Designated Teacher
<p>Mount Pleasant Primary School</p>  The logo for Mount Pleasant Primary School is circular, featuring a central emblem with the school's name and a ring of smaller icons around the perimeter.	<p>Jo Blackham</p>
<p>Hurworth Primary School</p>  The logo for Hurworth Primary School features the school's name in a serif font above a blue and white wave graphic.	<p>Alison Maddison</p>
<p>Corporation Road Primary School</p>  The logo for Corporation Road Community Primary School features a stylized blue and white graphic of a building or structure within a circular frame, with the school's name below.	<p>Pam Sayer</p>
<p>Heathfield Primary School</p>  The logo for Heathfield Primary School features a shield-shaped crest with a cross and four quadrants, with the school's name above and below.	<p>Sue Wilson</p>
<p>Northwood Primary School</p>  The logo for Northwood Primary School features a green and white stylized leaf or flower graphic, with the school's name and the tagline "...growing success" below.	<p>Paul Sanderson</p>

Appendix 2

Designated Governors with responsibility for Looked After Children

School	Designated Governor
<p>Mount Pleasant Primary School</p> 	<p>Mrs S Robb</p>
<p>Hurworth Primary School</p> 	<p>Mrs A Astbury</p>
<p>Corporation Road Primary School</p> 	<p>Mr J Steel</p>
<p>Heathfield Primary School</p> 	<p>Mr J Martin</p>
<p>Northwood Primary School</p> 	<p>Mrs R Reid</p>