



LAC/ PLAC Policy

This LAC / PLAC policy is in line with the Children Act 1989 and takes a full account of documents

- Designated teacher for looked-after and previously looked-after children 2018.
- Promoting the education of looked-after and previously looked-after children 2018.

Headteacher:	Mrs Juliet Monaghan
Acting Assistant HT:	Mr Mike Taylor
Acting Assistant HT:	Mr Mark Vasey
Part Time SENDCo:	Mrs Lyn Powell
SENDCo:	Mrs Becky Wood
SENDCo Contact:	Phone 01723 582910 Email lpowell@cayton.n-yorks.sch.uk
DSL:	Mrs Becky Wood
DDSL:	Mr Michael Taylor/ Mrs L Powell
Designated LAC teacher:	Mrs Becky Wood
SLT/ LAC Advocate:	Mrs Becky Wood / Mrs Lyn Powell
Pastoral Support:	Mrs Lynn Wilson
SEN Governor:	Mrs Carol Tindall

Abbreviations

LAC	Looked after children
PLAC	Previously looked after children
CiC	Children in Care
PEP	Personal Education plan
ePEP	Electronic PEP form
SEND	Special Educational Needs and / or Disabilities
SENDCo	Special Needs Co-ordinator
TA	Teaching Assistant
DfE	Department of Education
SALT	Speech and language therapy
OT	Occupational therapy
PP	Pupil premium
FSM	Free school meals
CPOMS	Child Protection On-line Monitoring System
LACES	Looked after Children Employability skills

Cayton School Mission Statement

To deliver the highest educational standards enabling all children and adults to grow, learn and work together in a caring atmosphere where laughter, respect, trust and harmony are highly valued.

Aims and Values

We will foster and develop self-confidence and self-esteem in all our pupils so that they can use their individual skills and personal talents to make a positive contribution to the school. We will provide a happy, secure and safe environment in which all adults and children can take pride in the school and wider community environment in which they all work together.

Learning

We will offer learning experiences for all children, which are both challenging and stimulating. We will provide an inclusive curriculum where positive attitudes of hard work and resilience are developed so we can maximise the personal achievements of every child. We will help all children to develop lively, enquiring and creative minds.

Life skills

We will help our children to show respect, understanding and tolerance of all different groups in our society, so that they can listen to and be able to value the views of others. We will help them acquire the knowledge, skills and understanding which they need to adapt to a rapidly changing world, so that they can eventually take their place in that society as young adults.

Rationale

LAC / Children in Care (CiC) are one of the most vulnerable groups in society. The majority of LAC / CiC have suffered some disruptions in childhood and may have experienced adverse events. It is nationally recognised that there is considerable educational under-achievement, with LAC / CiC, when compared to their peers. LAC / CiC often achieve poor exam success rates in comparison with the general population. Fewer LAC / Children in Care progress to Higher Education or follow progression pathways that will lead to future economic success and well-being.

Cayton School's approach with LAC

- To champion the needs of Looked after Children, raise awareness and challenge negative stereotypes about them, in order to ensure they achieve to the highest level possible.
- To provide a safe and secure environment, where education is valued and where there is a belief in the abilities and potential of all children.
- To support our Looked after Children and give them full access to every opportunity to achieve to their potential and enjoy learning.

Legal framework around LAC / PLAC children

Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or provided with accommodation for more than 24 hours by the authority. They fall into four main groups:

1. Children who are accommodated under a voluntary agreement with their parents (**Section 20**)
2. Children who are the subjects of emergency orders for their protection (**Sections 44 and 46**)
3. Children who are the subjects of a care order (**Section 31**) or interim care order (**Section 38**)
4. Children who are compulsorily accommodated – this includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement (**Section 21**)

Children who are cared for on a voluntary basis are “accommodated” by the local authority under **Section 20** of the Children Act – they may live in foster care, in a Children’s Home or in a residential school.

The term “in care” refers only to children who are subject to a care order by the courts under **Section 31** of the Children Act 1989 – they may live with foster carers, in a Children’s Home, in a residential school, with relatives or with parents under supervision.

For all children who receive more than 75 days of ‘short breaks’ in every 12 months CiC status applies and an independent Reviewing Officer is appointed. As the care arranged is not continuous academic attainment does not have to be reported in the same way to the DfE.

All these groups are said to be “Children in Care” (CiC). They may be looked after by our local authority or may be in the care of another authority but living in ours.

Our Philosophy**Cayton School believes that:**

- The teaching of all pupils in school is the responsibility of all staff
- There must be high aspirations for every child in our school
- All our children must have access to a broad and balanced curriculum, where their personal outcomes can be measured
- Teaching and learning in school will be adapted to meet the different learning styles of pupils and to support any identified needs of our learners

- All staff will have access to training to support them to identify and support a wide range of needs in school, including the challenges known to face LAC / PLAC children
- Early and accurate identification of areas of need is essential
- Carers will be fully involved in the education and support of their children. They will be partners along with school and social care in supporting these children
- We will keep provision for LAC / PLAC flexible and regularly reviewed
- Whenever we can we will seek the views of our LAC / PLAC children to help us to understand what their wishes and views on school are
- Through the LAC Governor and SLT, Governors will, within child protection and confidentiality reasons, ensuring information is collected and reported in ways to preserve anonymity, and respect the confidentiality of the pupils, have access to reports to allow them to monitor the provision and funding for LAC / PLAC throughout school.

Procedures and Responsibilities

The Headteacher is Mrs Juliet Monaghan

The Headteacher will:

- Identify a Designated Teacher for Looked after Children, whose role is set out below. Another appropriate person will be identified quickly should the Designated Teacher leave the school or take sick leave
- Support the Designated teacher in carrying out their role by making time available so they can attend specific training on Looked after Children which is required to ensure that they have the most up to date information on supporting Looked after Children
- Ensure procedures are in place to monitor admission, progress, attendance and any exclusions of Looked after Children and take action where progress, conduct or attendance is below expectations
- Report on 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
- Review all policies and procedures regularly to ensure they adequately address the needs of Looked after Children and that those children have access to all aspects of education, particularly with regard to admissions, curriculum, examinations, extra support, extra-curricular activities, work experience and careers guidance (where applicable)
- Ensure that staff in school receive relevant training and are aware of their responsibilities under this policy and related guidance
- Have a clear and consistent plan for attendance at all PEP (Personal Education Plan) meetings to ensure coherence and efficiency in planning and attaining targets. Members of staff attending need to be free from teaching commitments to attend PEP meetings
- PEP meetings will be called at least annually and more regularly if required
- Papers required for each PEP meeting will be available prior to the start of the meeting or there will be reading time at the start of the meeting if new papers are tabled
- Unless otherwise agreed the child or young person should attend all or part of the meeting and be released from lessons to do so. Following a PEP meeting, targets and actions will be circulated to all relevant teaching and support staff immediately after the PEP meeting or as soon as minutes are received from the Social Worker
- Further details raised at PEP meetings will be circulated to other teaching and support staff on a 'need to know' basis as agreed at the meeting and, in best practice, agreed with the child or young person concerned
- School will ensure staff training in correctly completing any required ePEP forms
- Discuss issues relating to attendance and/or exclusions with the Virtual School Head Teacher or a member of LACES to ensure that there is as little disruption to a child's education as possible. When considering a permanent exclusion, a discussion will be held with the Corporate Director of Children and Young People.

The Designated teacher

Government Guidance says that 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.

The name of the Designated LAC teacher is Mrs Becky Wood

The Role of the Designated Teacher for LAC / Child in Care:

Within School:

- To ensure all staff, both teaching and non- teaching have an understanding of the difficulties and educational disadvantages faced by LAC / PLAC and understand the need for positive systems of support to overcome these
- To inform members of staff of the general educational needs of LAC / PLAC and to promote the involvement of those children in school, homework clubs, extra-curricular activities, home reading schemes and school councils etc
- To develop and monitor systems for liaising with carers, social workers, health professionals and the North Yorkshire Virtual School
- To hold a supervisory brief for all LAC / Children in Care to ensure all relevant education and care information is available to school staff and carer(s); and that this is kept up-to-date. It is important to be aware some children in care do not want all adults or peers to know about their accommodation or care status
- To monitor the educational progress, attainment and attendance of all LAC / Children in Care.
- To intervene if there is evidence of individual under-achievement, absence from school or internal truancy
- To celebrate in school the success of all LAC / Children in Care.

Work with Individual Looked after Children:

- To enable the child or young person to make a contribution to the educational aspects of their care plan
- To help ensure each pupil has a Personal Education Plan (this should be initiated by the young person's social worker from the Authority responsible for them). The PEP sets out appropriate targets and the support available
- Ensure that the Pupil Premium is targeted at improving attainment and achievements. A summary of the impact of the Pupil Premium should be included on the school website. For PLAC to have details of what support is currently in place from Pupil Premium funding for them in school (see class overview sheet). This is identified and discussed during termly Pupil Progress meetings.
- To consult with the child or young person and ensure they have an appropriate adult who will attend school events e.g. parents' evenings; sports; drama events to provide support and encouragement.

Liaison with other Partners:

- To liaise with member of staff responsible for monitoring children on the Child Protection Register, ensuring all LAC / CiC in school are safeguarded
- To help an Independent Reviewing Officer (IRO) co-ordinate education and Children in Care review meetings, so that the Personal Education Plan can inform the child's Care Plan
- To attend or arrange for others to attend, or to contribute in other ways to Children in Care at care planning meetings and PEP meetings
- To be the named contact for colleagues in the North Yorkshire Virtual School and other local authorities as appropriate
- To ensure the speedy transfer of information and school records between agencies and other schools

- To ensure school admits LAC / Children in Care in line with the Admissions Code of Practice; schools should admit all LAC / CiC separate to 'In Year Fair Access Protocols'
- To ensure that the Headteacher considers a range of strategies before exclusion for any LAC / CiC, as exclusion should always be a last resort.

Training

- To develop a knowledge of Vulnerable Children/Education inclusion procedures by attending training events organised by the Local Authority and other providers
- To attend training for Designated Teachers as appropriate
- To cascade training to school staff as appropriate
- To enable all Looked after Children to achieve stability.

The name of a Governor with special responsibility for LAC / Children in Care is: Mrs Carol Tindall

The role of that Governor:

The named governor will report to the Governing Body on an annual basis

Areas that may be reported:

- A comparison of test scores for LAC / CiC as a discrete group, compared with the attainment and progress of other pupils
- The attendance of pupils as a discrete group, compared with other pupils
- The level of fixed term/permanent exclusions.

The named governor should be satisfied that the school's policies and procedure ensure looked-after pupils have equal access to:

- The national curriculum
- Public examinations
- Careers guidance
- Additional educational support
- Extra-curricular activities

Responsibility for Looked after / Children in Care in School

It is important all teaching staff that have 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 Headteacher and/or the Designated Teacher for Children in Care.

It is appropriate for Teaching Assistants to have knowledge that the young person is being looked-after **only when they are directly involved in the teaching of the young person or the direct supervision of them during breaks and lunch times.**

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 Children in Care.

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 new Personal Education Plan within 20 school days of a new LAC / CiC being admitted. An appropriate school admissions meeting will take place. In some cases it may be helpful to provide a mentor from within or external to the school community.

Involving the Young Person

It is important that a young person is aware information is being recorded regarding their personal circumstances. How this is shared with them clearly depends on their age and understanding. It is good

practice to consult and share with a young person appropriate records that are held by school and the local authority. The explanation should emphasise that the school, the social worker, and their carer(s) are working together to help them achieve in school.

Communication with Other Agencies

Schools should ensure 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. It should be agreed at the PEP meeting what information parents will receive, this needs to be in line with the legal framework. A Social Worker will be able to give advice on correspondence with parents and approaches to normalise consent for routine school activities.

Assessment, Monitoring and Review Procedures

Each looked-after pupil will have a Care Plan that will include a Personal Education Plan (PEP) that the Social Worker takes a lead in developing. This will identify, success, specific areas of concern and include achievable targets. The PEP developed by North Yorkshire County Council is age group specific. Areas for consideration will include

Attendance;

Pupil Premium breakdown; expenditure, areas to be targeted and impact; Achievement Record (academic or otherwise);

Behaviour; Homework;

Involvement in Extra Curricular Activities; Special needs (if any);

Developmental needs (short and long-term development of skills, knowledge or subject areas and experiences); and

Long-term plans and aspirations (targets including progress, career plans and aspirations).

North Yorkshire County Council will:

Provide a Virtual School Head who has responsibility for championing the education of Children in Care

Publish guidance on the distribution of the Pupil Premium for LAC / CiC

Provide a specialist team to provide targeted support for children as part of the North Yorkshire Virtual School

Ensure the education for this group of pupils is as good as that provided for every other pupil

Ensure that LAC / Children in Care receive a full-time education in a mainstream setting wherever possible

Ensure that every LAC / Child in Care has a school to go to within 20 school days of coming into care or of coming to North Yorkshire from another authority

Make sure that each LAC / Child in Care has a PEP according to national guidance Ensure that every school has a Designated Teacher for Children in Care and that these teachers receive appropriate information, support and training

Ensure that appropriate support is provided whenever possible Work with others to provide smooth transitions at the end of the Foundation Stage and Key Stages 1, 2, 3 and 4

Provide advice and guidance for those LAC / CiC and Care Leavers in Further and Higher Education

Be vigilant and proactive in identifying additional needs and the special education needs of LAC / Children in Care and work collaboratively with schools, other services and agencies to meet those needs

Hold events that celebrate the achievement of LAC / CiC

Consider the views of all LAC / CiC through a variety of strategies including the Young Person's Council

Local Authority contact details for the Education of Children in Care are:

North Yorkshire Virtual School

North Yorkshire County Council

County Hall
 Northallerton
 North Yorkshire
 DL7 8AE The generic phone number for all enquires is 01609 533231 FAX: 01609 797141
 EMAIL: elac@northyorks.gov.uk/ virtualschool@northyorks.gov.uk
 North Yorkshire Virtual School structure and roles;
 Virtual School Head; 01609 532169

VIRTUAL SCHOOL DETAILS Room SB114 County Hall, Northallerton, DL7 8AE,			
Emails: virtualschool@northyorks.gov.uk Secure: ooalac@northyorks.gcsx.gov.uk			
<u>SENIOR LEADERSHIP TEAM</u>			
<u>HEAD TEACHER</u> Julie Bunn 01609 532169 07974 176030 <i>Full time</i> Northallerton/ Countywide	<u>LEAD</u> <u>EDUCATION ADVISER</u> Pauline Cross 01609 534714 07970 884645 <i>Full time</i> Scarb/Whitby/Ryedale	<u>ASSISTANT HEAD</u> <u>TEACHER</u> <i>Vacant</i> Scarborough/ Countywide	<u>LEAD</u> <u>YOUTH MENTOR</u> David Snell 01609 535629 07929 360660 <i>Full time</i> Craven/Countywide
<u>ADMINISTRATOR</u>	<u>EDUCATION ADVISER</u>	<u>SEND TEACHER</u>	
<u>Michele Moffitt</u> 01609 533231 (enquiry line) <i>Full time</i>	<u>Maggie Green</u> 01609 798927 07969 101850 <i>Mon/Tues/Wed</i> Harrogate/Craven/Ham/Rich	<u>Fi Wilkins</u> 01609 535142 07966 935284 <i>Part –time</i> Scarborough/Harrogate	
<u>LEARNING ADVISERS</u>			
<u>Anne Hodgson</u> 01609 533472 07800 968439 <i>Full time</i> Scarborough/Whitby/Ryedale	Anne Williams 01609 797137 07976 768131 <i>Full time</i> Harrogate/Craven/Selby	Sarah Watson 01609 797238 07583 064644 <i>Full time</i> Hambleton/Richmondshire	
<u>YOUTH MENTORS</u>			
<u>Ross Welford</u> 01609 797140 07855 271501 <i>Full time</i> Scarborough/Whitby/Ryedale	<u>Jen Aspinall</u> 01609 536273 07929 361273 <i>Tues/Wed/Thurs am</i> Hambleton/Richmondshire	<u>Nikera Davidson</u> 01609 797145 07773 935927 <i>Tues/Wed/Thurs</i> Hambleton/Richmondshire	
<u>Nicola Streets</u> 01609 797156 07989 697492 <i>Mon am/Tues/Wed</i> Scarborough/Whitby/Ryedale	<u>Kim Clarkson</u> 01609 797196 07970 150952 <i>Tues/Wed/Thurs am</i> Selby		
<u>SESSIONAL ASSOCIATE TUTORS</u>			
<u>James McQueeney</u> 01609 797190 07866 942369	<u>Georgie Rigby</u> 01609 797165 07970151245	<u>Margaret Lane</u> 01609 797191	

<u>Jane Grainger</u> 01609 797177 07966 261236	<u>Janice Harrison</u> 01609 533015	<u>Nicola Elson</u> 01609 533457
---	---	--

Other Responsibilities

DSL: Mrs Becky Wood

DDSL: Mr Michael Taylor/ Mrs L Powell

Teacher Responsible for Children with Medical Needs: Mrs Becky Wood

Pastoral support: Mrs Lynn Wilson

Discussions were undertaken over time between the Headteacher, LAC / DSL Designated teachers, SENDCo's and LAC Governor when writing this LAC Policy.

Written By:	Mrs L Powell
Date:	Sept 2021
Shared with Governors:	October 2021
Reviewed:	October 2022
Review Date:	October 2024
Shared with Governors:	November 2022