

## Looked After Child (LAC) Policy

<b>This policy has been written for...</b>	All staff and students at West Heath School
<b>Copies of this policy may be obtained from...</b>	<ul style="list-style-type: none"> <li>The School <b>web site</b> - <a href="http://www.westheathschool.com">http://www.westheathschool.com</a></li> <li>It is available as a hard copy on request from the <b>school office</b></li> <li>Hard copies for reference are filed in the <b>staff room</b></li> </ul>
<b>This policy links with the following policies</b>	This policy should be read in conjunction with the Ethics Policy
<b>Participants and consultees in the formulation of this policy were...</b>	The Principal, senior leadership team, student services committee and the trustees of the School. A representative group of students were invited to make comments and suggestions.
<b>Edition, Review frequency and dates</b>	This is edition 2, released September 2016 This policy will be reviewed every 2 years It is due for review September 2018
<b>Relevant statutory guidance, circulars, legislation &amp; other sources of information are...</b>	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 ( <i>Supporting Looked After Learners: A Practical Guide for School Governors</i> ).
<b>The Lead Member of staff is</b>	Vice Principal Teaching & Learning
<b>Definitions and key terms used in this policy...</b>	<p><b>LAC</b> – looks after child/children</p> <p><b>LAC definition</b> – A child is looked after by a local authority if s/he is in their care by reason of a care order or is being provided with accommodation under section 20 of the 1989 Act for more than 24 hours with the agreement of the parents, or of the child if s/he is aged 16 or over (section 22(1) and (2) of the 1989 Act).</p> <p><b>Care leaver</b> – when LAC reaches 18 years of age typically</p>
<b>The Rationale and Purpose of this policy</b>	To set out our statutory requirements and be clear about our procedure for LAC
<b>Appendices</b>	This policy has 1 appendix
<b>Copying</b>	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at West Heath School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

## The Aim of this policy..

Nationally, LAC significantly under achieve and are at greater risk of exclusion compared with their peers. Schools have a major part to play in ensuring that LAC are enabled to be healthy, stay safe, enjoy, achieve, make a positive contribution to society and achieve economic well being, in line with Every Child Matters.

West Heath School's approach to supporting the educational achievement of LAC 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.

### Implications

As for all our pupils, West Heath School is committed to helping every LAC 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 Trustee Body of West Heath School is committed to providing quality education for all pupils and will:

- Ensure a Designated Teacher for LAC 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 LAC, in line with Kent's guidance on Personal Education Plans.
- Identify a Trustee as a Designated Trustee for LAC.

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

- Promoting Positive Behaviour Policy
- Anti-bullying Policy
- Race Equality Policy
- Safeguarding Children Policy

The school will champion the needs of LAC, raise awareness and challenge negative stereotypes about them, in order to ensure that they achieve to the highest level possible.

### RESPONSIBILITY OF THE PRINCIPAL

- Identify a Designated Teacher (Vice Principal Teaching & Learning) for LAC, whose role is set out below. It is essential that another appropriate person is identified quickly should the Designated

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SCHOOL POLICY  
ATTACHMENT**

Teacher leave the school or take sick leave.

- Ensure that 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 that staff in school receive relevant training and are aware of their responsibilities under this policy and related guidance.

### RESPONSIBILITY OF THE TRUSTEES

- Identify a nominated Trustee for LAC.
- Ensure that all Trustees are fully aware of the legal requirements and guidance on the education of LAC.
- Ensure the school has an overview of the needs and progress of LAC.
- Allocate resources to meet the needs of LAC.
- Ensure the school's other policies and procedures support their needs.

### **Procedures: the Trustees through the Student Services Committee:**

- Monitor the academic progress of LAC, through an annual report (see below).
- Ensure that LAC are given top priority when applying for places in accordance with the school's oversubscription criteria.
- As with all students at West Heath School, work to prevent exclusions and reduce time out of school, by ensuring the school implements policies and procedures to ensure LAC 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 that the school 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 that the needs of Looked After Children are recognised and met.
- Receive a report once a year setting out:
  1. The number of looked-after pupils on the school's roll (if any).
  2. Their attendance, as a discreet group, compared to other pupils.
  3. Their SAT scores, GCSE results, and other qualifications achieved, as a discreet group, compared to other pupils.
  4. The number of fixed term and permanent exclusions (if any).
  5. The destinations of pupils who leave the school.
  6. The information for this report should be collected and reported in ways that preserve the anonymity and respect the confidentiality of the pupils concerned.
  - 7.

### THE ROLE OF 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 LAC, assessing services and support, and ensuring that the school shares and supports high expectations for them."

Trustees should be aware that all schools are already required to have a designated teacher for LAC. It is strongly recommended that this person should be a member of the Senior Management Team. Training for Designated Teachers has been and will continue to be available through the KCC Looked After Children Education Adviser Team. Trustees should also be aware that OFSTED will focus on Looked After Children, monitoring how the School 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 that 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 that each LAC has an identified member of staff that 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 LAC that is necessary within school.
- Ensure confidentiality for individual pupils, sharing personal information on a need to know basis.
- Encourage LAC 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 Trustees, raising their awareness of the needs of LAC.
- 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 that 60% of LAC say they are bullied, so will actively monitor and prevent bullying in school by raising awareness through the school's anti-bullying policy.
- Ensure that the audit on attendance and numbers is returned to the LAC Education Adviser every Term.
- Raise awareness in secondary schools that LAC are automatically entitled to an allowance if they go into the sixth form.

### THE RESPONSIBILITIES OF ALL STAFF

All our staff will:

- Have high aspirations for the educational and personal achievement of LAC, as for all pupils.
- Maintain LAC'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 LAC to achieve stability and success within school.
- Promote the self-esteem of all LAC.
- Have an understanding of the key issues that affect the learning of LAC.
- Be aware that 60% of LAC say they are bullied so work to prevent bullying in line with the School's policy.

The Designated Teacher/the Staff Development Officer *as appropriate for your own school* will ensure that all staff are briefed on the regulations and practice outlined in this policy.

Advice and support is available from Virtual School Kent: <http://www.virtualschool.lea.kent.sch.uk/>

## Procedures:

### School procedures:

The Designated LAC Teacher (DLT) is responsible for ensuring this policy is adhered to and the DLT responsibilities outlined above are fulfilled.

### Learning Director Responsibilities

Each Learning Director will be responsible for students who are looked after or are care leavers, in their respective key stage (see appendix 1). This will involve attending the LAC review and ensuring the personal education plan (PEP) is completed and the associated PEP meetings are attended by the relevant tutor.

### Administration

Lac reviews and PEP meetings are organised by Children's Social Care, where they have a responsibility for setting the meeting dates and circulates meeting minutes. All LAC and PEP dates are to be given to the school secretary who will ensure the dates are entered in the relevant calendars, the room is booked and those due to attend within the school are invited as directed by the Learning Director.

## Persons with particular responsibilities

Vice Principal Teaching & Learning  
Contact point for all Virtual Heads.

## Other Participants & Stakeholders

## Monitoring & Evaluation

SLT  
Student Services Committee  
Trustees

## Appendix 1

