

Looked After Children and Care Leavers

New City college – Redbridge campus have a number of Looked After Children (LAC) and Care leavers (CL) from various Local Authorities. Children’s Services have a duty to support LACs until the age of 18, care leavers from 18 until the age of 21, or 25 if in full time education or has an Educational Health Care Plan.

The main aims of Redbridge collage are to:

- a) Promote the education of looked-after children
- b) Close the attainment and progress gap between looked after children and their peers
- c) Maintain an up to date roll of looked after children
- d) Monitor educational progress and attendance of LAC in college
- e) Effective communication with Virtual Schools
- f) Safeguard and promote the welfare of all Students

Redbridge College recognises the importance of creating a culture of high aspirations for looked after children and aims to follows statutory guidance set in Promoting the Educational Welfare of Looked After Children 2014.

Looked After Children and Care Leavers

<p>Identifying Looked after Children</p>	<p>At enrolment, it is important that LACs and CLs are aware of the support available and they can identify the central contact with in the college. Student Services are highly supportive in supporting this process at the earliest stage.</p> <p>All curriculums are sent a list of Looked after Children (LAC) and it is visible on E-tracker that a student is looked after. All identified LACs are shared with the Safeguarding Team.</p> <p>Difficulties can arise if students do not disclose they are a LAC. If at any stage it becomes apparent that a student is or may be a LAC, safeguarding must be informed to ensure records are up to date.</p>
<p>Virtual schools</p>	<p>Each Authority has a Virtual School to support and monitor LAC students through education training and employment. Most Virtual schools are able to seek extra opportunities for LACs such as work experience and further training. Good and timely communication with virtual schools is vital to ensuring the achievement of looked after Children in Education.</p> <p>Working closely with virtual schools helps identify the Looked after Children with in the college.</p>

Looked After Children and Care Leavers

<p>Attendance Monitoring</p>	<p>COMS and tutors must monitor attendance and progress and also prepare to contribute to Personal Educational Plans (PEPS).</p> <p>If staff have concerns regarding attendance of a LAC student, they <u>must inform the COM of the area and the SESW for LAC immediately</u>. Attendance and attainment go hand in hand. Support can be put in place, targets can then be set and it can be monitored closely.</p> <p>The social worker, placement/carer and where necessary the virtual school must also be informed of any concerns.</p> <p>Welfare calls</p> <p>Many Local Authorities utilise Welfare call, an organisation that monitors the attendance of LAC. The current system in place within the college works well. Welfare call contact Curriculum administrators via phone or fax, requesting regular attendance data we hold for students. <u>If an administrator recognises concerns for attendance they also must inform COM and SESW</u></p>
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Looked After Children and Care Leavers

<p>Personal Educational Plans</p>	<p>PEPs are a statutory requirement for children in care to help track and promote their achievements. PEPs are usually held termly until a child reaches the age of 18. Some authorities do request a post 18 PEP depending on circumstances and vulnerability.</p> <p>A separate detailed PEP process is in place with the responsibilities of tutors and designated persons in supporting LACs.</p> <p>Quality and Quantity</p> <p>Virtual school quality assures PEPS. They are expected to be of high quality and quantity.</p> <ul style="list-style-type: none"> • The whole document must be completed • PEPS must be typed not handwritten • They must be monitored <p>EPEP training is available if necessary.</p>
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Looked After Children and Care Leavers

Financial Support

Looked after children on a full time course are entitled to the vulnerable bursary of £1,200 and Free School meals. Bursary forms are available via student services.

A signed letter from the social worker confirming they are Looked after and dated within 3 months has to be submitted back to Student Services.

Care leavers need to provide evidence of household income.

All students must have a bank account of their own to receive bursary.

The non -attendance of a student does effect a student receiving their bursary.

Exceptions are made with:

- Medical appointments
- Home office appointments
- Court hearings
- Meetings with social workers

Students are required provide evidence to student services who can make adjustments where valid.

Looked After Children and Care Leavers

<p>Disciplinary/ Exclusions</p>	<p>Due to LACs identified as a vulnerable group, wherever possible exclusion should be avoided. Other avenues should be explored and it should be a last resort.</p> <p>When a LAC student is at risk of or facing exclusion, the Virtual school and Social worker must be informed at the earliest stage. This allows timely support to be put in place, regardless if they leave the college and begin studying elsewhere.</p> <p>Following an exclusion, it is good practise to support a PEP if one has not been had that term.</p> <p>The appeal process should also be disclosed to students and carers.</p> <p>If a student is invited to a disciplinary at any stage, the carer, virtual school and social worker must be informed to ensure the young person is supported at the meeting. It is good practice to attach the letter to an email to the social worker.</p> <p>The SESW is available to support any identified support needs either at or after the meeting.</p> <p>At the final stages of a disciplinary and a further option to explore, is a 6-week trial with monitored targets. It is good practise to ensure a student has been given every opportunity to avoid being withdrawn.</p>
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Looked After Children and Care Leavers

Additional Learning support	<p>LACs can access additional learning support via the brook Centre including: dyslexia support, in class support, support for a disability or extra time in exams, study skills support and any support that continues from school.</p> <p>Additional English and Math's support is also available and should be prioritised for LACs.</p> <p>Students with Educational Health Care Plans are also supported by the ALS department. They are also responsible for contributing to the review.</p>
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Looked After Children and Care Leavers

Pastoral support	<p>All staff are available to support LACs and ensure they are being supported and happy during their time at college.</p> <p>LACs can access pastoral support via the Specialist Educational worker for various reason's including:</p> <ul style="list-style-type: none">• Concerns with college• One to one guidance• Advocacy• Bullying• Domestic abuse• Signposting with bursary/ benefits• Concerns with housing/placement• Sign posting to other services <p>The college also has a qualified counsellor available. A student can self-refer or can be referred by any member of staff.</p>
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Looked After Children and Care Leavers

<p>Careers advisor</p>	<p>All LAC students should have access via the Virtual School to a careers advisor. Careers advice should be discussed at a student's PEP.</p> <p>Appointments can be made with the Careers advisor in the Brook Centre who can share current opportunities available and give advice on any questions regarding possible choices for the future. They are also able to support with regards to employment, university or further training, assist in supporting job applications and CV writing skills.</p>
<p>Enrichment</p>	<p>All students can benefit from the college Enrichment programme which aims to encourage learning outside of the classroom whilst having fun. Learning takes place through weekly activities, trips, awareness events, social events and many more. There is also an onsite sexual health clinic and a no smoking clinic.</p> <p>To support LAC students on the journey to independent living the following sessions delivered by Enrichment could be particularly beneficial; Cooking, Finance, Healthy Eating and Theory lessons.</p>

Looked After Children and Care Leavers

<p>14 -16 Looked After Children</p>	<p>All of the above applies to 14 -16 other than some alterations</p> <p>14-16 are not eligible to bursary. They do have access to pupil premium of £1900. This is usually discussed at the PEP. The spending should support the needs identified at the PEP. It is the VSH/ Authority that have the final decision on suggestions made.</p> <p>A 14-16 is never excluded but will be supported with a managed move to an alternative education.</p> <p>When a 14-16 LAC is at risk of being suspended, is suspended, displays concerns regarding progress or attendance, both virtual school, and social worker must be informed immediately.</p>
<p>Care Leavers</p>	<p>Local authorities provide care leavers with a Personal Adviser where they wish to resume education and training up to age 25. It is important to recognise all though they are 18 they are still considered a vulnerable group and do require additional support. Personal advisors that support CL often communicate with the college.</p>

Looked After Children and Care Leavers

1	Social worker initiates the first PEP of the term	Following the first PEP it is the college responsibility to organise future PEP's which are termly and where ever possible outside of students lesson time
2	New City College PEP reports sent to tutors of each curriculum area via designated person	Most students study English and Maths alongside their chosen course. It is a requirement to receive feedback from <u>all departments</u> for the PEP to ensure all subjects are supported
3	Tutor/s complete the New City College PEP form prior to the PEP date	The colleges PEP form should be filled in completely and sent back with current and expected attainment and completed SMART targets
4	Tutor feedback and additional information* is then completed to required PEP format	Each Local Authority has a different PEP format. EPEP (online) or PEP document *Additional information - Attendance, Disciplinary, Bursary
5	Designated person meets with student to complete Young person's views prior to PEP	Each Local Authority has a different way of collecting these views *This is a core part of each PEP
6	PEP meetings are held at the college with the student and designated person	It is usually the responsibility of the college to lead on PEP's unless directed otherwise by the Local authority. Other attendees can include the main carer, Virtual School and social worker *Please also note in some circumstances it is the best interest of the student that the tutor also attends
7	The PEP meeting	<ul style="list-style-type: none"> • Feedback from tutors • Current Attainment • Young person's views • Agree on SMART Targets • Enrichment activities • Signpost to college careers advice • Bursary payments • Provisional next PEP date

Looked After Children and Care Leavers

8	Upload PEP	All final PEP feedback needs to be shared with the COM and tutors via e-tracker
9	PEP sign off by Virtual school	Designated person completes appropriate PEP format. The virtual school will quality assure and sign off
10	Monitor the progress of student to achieve SMART targets	Ensure student receives required pastoral and academic support to meet needs identified at PEP
11	PEP 2 and PEP3	Repeat the above process from stage 2 in each term until student is 18 *Most Local Authorities require PEP's until a Young person becomes 18. Close to a LAC becoming 18 birthday, it is advised that the Young Person's Personal Advisor also attends to be able to support the transition as a care leaver. In some cases, the college has held post 18 PEP due to the vulnerability of a young person and the need for additional support. The PEP before end of term or turning 18 it is advised a target is to meet the college career advisor.