

Supporting Looked After Children and Care Leavers Policy	Quality Office Reference:
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Policy No:	
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Supporting Looked After Children and Care Leavers

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Induction

New City College 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 if they have an Education, Health and Care Plan.

New City College aims to:

- a) [Promote the educational progress and attainment of looked-after children and care leavers](#)
- b) Close the attainment and progress gap between looked after children and their peers
- c) Maintain an up to date record of looked after children
- d) Monitor educational progress and attendance of LAC studying at the college
- e) Communicate effectively with Virtual Schools and other local authority professionals
- f) Safeguard and promote the welfare of all Students

New City College - recognises the importance of creating a culture of high aspirations for looked after children and aims to follow statutory guidance set by the DfE in 'Promoting the Educational Welfare of Looked After Children' (2014).

Identifying Looked after Children	<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 should be supportive in supporting this process at the earliest stage.</p> <p>All curriculum areas are sent a list of Looked after Children (LAC) and it is visible on the student monitoring system (eTrackr) 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>
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<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 support 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>
<p>Attendance Monitoring</p>	<p>Senior Curriculum Managers (SCM) and tutors must monitor attendance and progress and also prepare to contribute to Personal Educational Plans (PEPS). PEPs take place on a termly basis.</p> <p>If staff have concerns regarding attendance of a LAC student, they <u>must inform the SCM of the area and LAC administrator 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 the college holds for students. <u>If an administrator recognises concerns for attendance they also must inform the SCM.</u></p>

<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 assure the PEPS. They are expected to be of high quality with clear targets that provide an appropriate level of stretch and challenge for young people to work towards.</p> <ul style="list-style-type: none"> • The whole document must be completed • PEPS must be typed not handwritten. Some local authorities use an online portal for PEPs to be complete • Progress of the targets must be monitored on an ongoing basis <p>EPEP training is available if necessary from the relevant local authority.</p>
<p>Financial Support</p>	<p>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.</p> <p>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.</p> <p>Care leavers need to provide evidence of household income.</p> <p>All students must have a bank account of their own to receive bursary.</p> <p>The non -attendance of a student does effect a student receiving their bursary.</p> <p>Exceptions are made with:</p> <ul style="list-style-type: none"> • Medical appointments • Home office appointments • Court hearings • Meetings with social workers <p>Students are required provide evidence to student services who can make adjustments where valid.</p>

<p>Disciplinary/ Exclusions</p>	<p>Due to LACs identified as a vulnerable group, DfE guidance suggests that, wherever possible exclusions 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 (in line with the College’s disciplinary procedures), 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 practice to complete a termly PEP review, if one has not been completed during the college term.</p> <p>The appeals process should also be disclosed to students and carers (in line with the College’s disciplinary procedures).</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/Learning Mentor 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>
<p>Additional Learning support</p>	<p>LACs can access additional learning support via the Learning Zones 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 maths support is also available and should be prioritised for LACs.</p> <p>Students with Educational Health Care Plans (EHCP) are also supported by the ALS department. They are also responsible for contributing to the annual review and should be invited to the PEP.</p>

<p>Pastoral support</p>	<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 tutor for various reasons 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>
<p>Careers advisor</p>	<p>All LAC students should have access via their 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 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>

<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 for the bursary. They do have access to pupil premium of £1900. This is usually discussed at the PEP review and is allocated to the home school if the pupil is attending alternative provision. If the pupil is direct entry, then pupil premium will be allocated to the college via the relevant Virtual School. Pupil Premium is ringfenced for the individual LAC and should be used to support educational progress and attainment. Spend of the Pupil Premium should be identified and reviewed at each PEP meeting. 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 placed on a fixed term exclusion or 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>

Review

Last reviewed:

Updated:

Next reviewed:

Equality Impact Assessment:

Completed: N..... Date..... Signed..... Name.....

Additional Information:

Reference Associated Procedures:

This is the policy statement of New City College the overall responsibility for the policy is that of:

Signed	Name: Nick Steward	Date: 3 October 2018
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Policy Review Date: 3 October 2019