



Education for Children in Care

Guidance

Date written: Term 3 2023/24

Date of next review: Term 3 2024/25

DFE and Local Authority Information

- [Statutory Policies for Schools and Academy Trusts](#) (DFE March 2022)
- [Promoting The Education Of Looked-After Children & Previously Looked-After Children: Statutory Guidance For Local Authorities](#) (DFE February 2018)
- [The Designated Teacher For Looked After And Previously Looked-After Children](#) (DFE February 2018)
- [Promoting The education Of Children With A Social Worker: Virtual School Head Role Extension](#) (DFE June 2022)
- [The Education \(Admission of Looked After Children\) \(England\) Regulations 2006](#)
- The County Council's duty under Section 52 of the [Children Act 2004](#) to promote the educational achievement of Looked After Child

Trust Responsibilities

Coppice Primary Partnership must:

- Ensure that each school has a Designated Teacher for Children in Care
- Ensure that each LGB have a Designated Governor for Children in Care
- Share with trustees the progress, attendance and conduct of Children in Care

Governor Responsibilities

Each Local Governing Body must:

- Ensure Children in Care are prioritised in the school's oversubscription criteria, in line with the Education (Admission of Looked After Children) (England) Regulations 2006. (These require admissions authorities to give top priority for admission to CIC in their oversubscription criteria.)
- Ensure the Trust's other policies and procedures support their needs:
 - [Admission Arrangements](#)
 - [Behaviour principles](#)
 - [Data Protection](#)
 - [Equality policy](#)
 - Pupil Premium
[Coxheath Primary](#), [Loose Primary](#), [St Katherine's](#)
 - [Safeguarding Policy](#)
 - [SEND policy](#)
- Identify a nominated Governor for Children in Care.
- Ensure that all Governors are fully aware of the legal requirements and guidance on the education of Children in Care
- Ensure the school has an overview of the needs and progress of Children in Care.
- Allocate resources to meet the needs of Children in Care.
- Receive a monitoring report which includes:
 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 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.*

School responsibilities

Each school must:

- Identify a Designated Teacher for Children in Care, whose role is set out below. It is essential

that another appropriate person is identified quickly should the Designated Teacher leave the school or take sick leave.

- Identify a governor as Designated Governor for Children in Care
- Ensure that procedures are in place to monitor the admission, progress, attendance and any exclusion of Children in Care and act where progress, conduct or attendance is below expectations.
- Report to the Local Governing Body on the progress, attendance and conduct of Children in Care.
- Ensure that staff in school receives relevant training and are aware of their responsibilities under this, and related guidance.
- Ensure a Personal Education Plan is put in place, implemented and regularly reviewed every 6 months for every Child in Care, in line with Kent's guidance on Personal Education Plans.
- Provide governors and CPP with a monitoring report annually.

Role of the Designated Teacher for Children in Care

- 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 and VSK.
 - 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 Child in Care 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 Child in Care that is necessary within school.
 - Ensure confidentiality for individual pupils, sharing personal information on a need to know basis.
 - Encourage Children in Care 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 Governors, raising their awareness of the needs of Children in Care.
 - 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
- Coppice Primary Partnership

education.

- Track academic progress and target support appropriately.
- Promote inclusion in all areas of school life.
- Be aware that a high number Children in Care 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 attendance of each child in care on the school roll is monitored carefully each day.
- Ensure that Children in Care have a voice in setting learning targets.
- Liaise with VSK around any Pupil Premium + bids for extra funding linked to specific support for the Children in Care.
- The Designated Teacher will ensure that all staff are briefed on the regulations and practice outlined in this guidance.

Responsibilities of all staff

All staff will:

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

Advice and support is available from Virtual School Kent:

<http://www.virtualschool.lea.kent.sch.uk/>