

St Katherine's School



Looked After Children Policy

Policy Number SKP A 032

Next Review: September 2026

**Signed : Justin Humphreys
Headteacher**

Dated : 5.10.23

**Signed: Wiliam Harding
Chair of Governors**

Dated : 5.10.23

St Katherine's School

Policy No. SKP A032

Looked After Children Policy

1. Context

1.1 Children and young people become 'Looked After' (LAC) either if they have been taken into Care by the local authority, either via a legal route under The Children's Act 1989 or where a voluntary agreement has been reached with the birth family. Most LAC will be living in foster homes but a smaller number may be in a children's home, living with a relative or even be placed back at home with their birth family.

1.2 Previously looked-after children (PLAC) are those who are no longer looked after by a local authority because they are the subject of an adoption, special guardianship or child arrangements order.

2. Aims

2.1 To provide a nurturing and inclusive environment, where education is valued and there is a belief in the abilities and potential of all children.

2.2 To support our looked after and previously looked after children and give them access to every opportunity to achieve their potential and enjoy learning.

2.3 To fulfil our schools' role as corporate parents to promote and support the education of our looked after and previously looked after children,

3. Role of the school

The school will:

3.1 Nominate a Designated teacher who will act as their advocate and co-ordinate support for them.

3.2 Nominate a school governor to ensure that the needs of looked after and previously looked after children in the school are taken into account at a school management level and to support the Designated Teacher.

3.3 Support the Designated teacher in carrying out their role by making time available and ensuring that they attend Designated Teacher Network meetings and any specific training on Looked After Children which is required to ensure that they have the most up to date information.

3.4 Review all policies and procedures regularly to ensure that they adequately address the needs of looked after and previously 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).

3.5 Have a clear and consistent plan for completion of Personal Education Plans for all LAC children

3.6 Discuss issues relating to attendance and/or exclusions with the Virtual School Headteacher 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 Virtual School Headteacher

4. Role of the Governing Body

The Governing Body will:

4.1 Ensure all governors are fully aware of the legal requirements and Guidance for looked after or previously looked after children;

4.2 Ensure that there is a named Designated Teacher for looked after or previously looked after children;

4.3 Nominate a governor who links with the Designated Teacher, receives regular progress reports and provides feedback to the governing body for child protection and confidentiality reasons, ensure that information will be collected and reported in ways that preserve the anonymity, and respect the confidentiality of the pupils concerned.

4.4 Review the effective implementation of this policy at least every three years and earlier should the need arise

4.5 Ensure that the school's other policies and procedures give looked after or previously looked after children equal access in respect of:

- Admission to school
- The National Curriculum and public examinations
- Additional educational support where this is needed. Extra curricular activities
- Work experience and careers guidance.

4.6 Support the local authority in its statutory duty to promote the educational achievement of looked after or previously looked after children

4.7 Ensure that appropriate systems and procedures are in place in the school even if there are no looked after or previously looked after children on roll at the time and that the Designated Teacher continues to attend training and is up to date in regards to the legal processes.

5. Role of the Designated Teacher

The Designated Teacher will:

5.1 Be an advocate for any looked after and previously looked after children in the school.

5.2 Maintain an up to date record of all looked after and previously looked after children who are on the school roll.

5.3 Ensure that there is a Personal Education Plan for each looked after child/young person to include appropriate targets

5.4 Ensure that someone attends Childrens' Services Reviews on each child/young person and/or always prepares a written report which promotes the continuity and stability of their education.

5.5 Liaise with the Virtual School on a regular basis with regard to the performance, attendance and attainment of Looked After Children.

5.6 Provide the Virtual School with regular updates on attainment and progress by recording this in the child or young person's PEP, enabling the Virtual School Headteacher to have clear tracking data for all Looked After Children.

5.7 Ensure that if/when the child transfers school all relevant information is forwarded to the receiving school as a matter of priority.

5.8 Ensure that systems are in place to identify and prioritise when looked after or previously looked after children are underachieving and have early interventions to improve this in line with existing school policy including access to 1:1 tuition.

5.9 Ensure that systems are in place to keep staff up to date and informed about looked after or previously looked after children where and when appropriate.

5.10 Ensure that looked after or previously looked after children, along with all children are listened to and have equal opportunity to pastoral support in school.

5.11 Ensure that they keep the school up to date with current legislation and its implication for the school in respect of looked after or previously looked after children.

5.12 Report to the Governing Body annually on the academic performance; attendance and exclusions of the looked after or previously looked after children who are on the roll of the school.

5.13 Ensure that the school evaluates the performance data for all looked after or previously looked after children and that it is recorded in the school's self evaluation documentation

6. Staff

All staff will:

6.1 As with all children, have high aspirations and celebrate the educational and personal achievement of looked after or previously looked after children;

6.2 Ensure entry to examinations for looked after or previously looked after children;

6.3 Be familiar with the Guidance on looked after or previously looked after children and respond appropriately to requests for information to support the completion of PEPs and other documentation needed as part of the review meetings;

6.4 Liaise with the Designated Teacher where a looked after or previously looked after child is experiencing difficulty. These may be academic; pastoral; behaviour and/or attendance issues

7 Policy Review

The Governing Body of our school will review the policy every three years or earlier should the need arise.