



# **THE EDUCATION OF LOOKED AFTER CHILDREN POLICY**

**Adopted by the Governors of  
Cockwood, Kenn and Kenton Primary  
Schools  
December 2024**

**To be reviewed and updated by:  
December 2026**

## **Scope**

At Kenton Primary School we believe that all Looked after Children should have equal access to excellent educational provision and achieve at a similar level to all Devon children. We as a community aim to be champions for Looked after Children and take a proactive approach to support their success, recognising that, as Corporate Parents, we have a vital role to play in promoting children and young people's social and emotional development. To do this we commit to:

- Raising their aspirations;
- Giving them a sense of the control they have over their own lives;
- Promoting positive attitudes and behaviours;
- Providing continuity and 'normality' for those who may have been subject to emotional distress, abuse and disruption.

## **Requirements**

### **Definition**

Who are our Looked after Children? Most Looked after Children 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 parent(s) sharing parental responsibility with the Local Authority.

Under the Children Act 1989, a child is in the care of the Local Authority if he or she is provided with accommodation for more than 24 hours by the Authority. This includes the following:

- a) Children who are accommodated by the local authority under a voluntary agreement with their parents;
- b) Children who are the subject of a care order or interim care order;
- c) Children who are the subject of emergency orders for the protection of the child.

### **Legal Framework**

Legislation and guidance from the Department for Education 2018 requires schools to have effective policies for supporting and promoting the education of Looked after Children.

Schools must:

- Ensure access to a balanced and broadly-based education for all Looked after Children;
- Prioritise recording and improving the academic achievement of Looked after Children;

- Prioritise a reduction in the number of exclusions and truantries for all Looked after Children. Ensure there is a Designated Teacher to promote the educational achievement of all Looked after Children who are on the school roll;
- Develop effective systems of communications and protocols;
- Promote the attendance of Looked after Children

## **Objectives**

At Kenton Primary School we aim to ensure that those key qualities found by the DFE 2018 to be features of best practice in supporting Looked after Children are embedded in our practice.

In supporting Looked after Children we will:

- Create a whole school ethos in which all staff understand their role and accept their responsibility as a Corporate Parent;
- Provide a safe and secure environment, which values education and believes in the abilities and potential of all children;
- Bring the educational attainments of our Looked after Children in line with those of their peers;
- Make sure that they have access to education appropriate to their age and ability. This includes access to a broad and balanced curriculum;
- Balance high levels of support with challenge and high expectations;
- Plan for future transitions effectively;
- Have a Designated Teacher (DT) for Looked after Children who will act as their advocate and coordinate support for them, liaising with carers/parents (as appropriate) and social workers on a wide variety of educational and care issues.

All staff and Governors are committed to ensuring improved educational life chances for Looked after Children by ensuring that the relevant personnel have reasonable support and time to compete tasks and responsibilities. Also, to establishing and maintaining appropriate reporting and monitoring procedures both within the school and with other agencies.

In addition we will:

- Closely monitor the academic, social and personal progress of all Looked after Children;
- Work alongside social workers and other professionals to ensure that each Looked after Child has a current good quality Personal Education Plan (PEP) in place which includes challenging, curriculum-based targets and is an effective tool which supports the young person's educational progress;
- Ensure that Pupil Premium Plus funding is used to provide additional, personalised support to improve outcomes for Looked after Children;
- Challenge negative stereotypes amongst students and staff;
- Ensure discretion when addressing a child's care status and the background and family history of Looked after Children, especially surrounding teaching and learning relating to the family;

- Ensure a clear protocol is followed in the sharing of information, both within school and with outside agencies.

In pursuit of this Policy we will:

- Nominate a Designated Teacher for Looked after Children who will act as their advocate and co-ordinate support for them;
- Nominate a school Local Governor to ensure that the needs of Looked after Children in the school are taken into account at a school management level and to support the Designated Teacher;
- Support the Designated teacher in carrying out their role by making time available and ensuring that they attend training on Looked after Children.

## **Roles & Responsibilities**

The name of the Designated Teacher for Looked after Children is Ed Finch  
Designated Local Governor for Looked after Children Bob Baker

The role of the Designated Teacher is to:

- Promote the educational achievement of every Looked after Child on the school's roll;
- Monitor the standards and achievement of Looked after Children and evaluate these in line with the school's evaluation policy;
- Promote a whole school culture where the personalised learning needs of every Looked after Child matters and their social, emotional and academic needs are prioritised;
- Facilitate the training of school staff in developing their understanding of the factors which can affect how Looked after Children learn and develop;
- Contribute to the development and review of whole school policies to ensure that they do not unintentionally put Looked after Children at a disadvantage;
- Promote a culture in which Looked after Children believe they can succeed and aspire to further and higher education;
- Promote a culture in which Looked after Children are able to discuss their progress, have their views taken seriously and are supported to take responsibility for their own learning;
- Be a source of advice for teachers about differentiated teaching strategies appropriate for individual students who are Looked After;
- Make sure that Looked after Children are prioritised in any selection of students who would benefit from one-to-one tuition or any other initiatives/interventions promoted by the Department for Education;
- Promote good home-school links through contact with carers and effective communication;
- Set up systems to monitor and record the progress of all Looked after Children;

- Work with curriculum-base leaders to monitor the educational progress of Looked after Children and intervene, drawing upon external agency support if required, if there is evidence of underachievement, absence from school or internal truancy or other similar concern;
- Maintain records regarding all Looked after Children, including legal status and information regarding who should be contacted regarding matters concerning the child;
- Establish a system for contacting and forwarding educational records to new schools to facilitate a smooth and speedy transfer;
- Have an overview and coordinating role for gathering and holding all information regarding Looked after Children;
- Maintain and respect confidentiality of all Looked after Children and ensure that information is shared on a strictly need to know basis;
- Play an active role in care planning by ensuring that the attendance of the most appropriate member of staff and/or written reports are provided to statutory reviews of Looked after Children as required;
- Serve as a named contact for colleagues in Social Care and ensure effective communication between all relevant parties;
- Ensure that strategies are in place for effective transfers and transitions between Key Stages and Year groups and schools where appropriate;
- working closely with the school's Designated Safeguarding Lead to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to.

The role of the Headteacher:

- Ensure that, in partnership with the Local Governing Body, the Designated Teacher has the opportunity to acquire and keep up to date the necessary skills, knowledge and training to understand and respond to the specific teaching and learning needs of Looked after Children;
- Ensure that the Designated Teacher role contributes to the deeper understanding of everyone in the school who is likely to be involved in supporting Looked after Children to achieve;
- In partnership with the Local Governing Body, monitor the effectiveness of the role of the Designated Teacher;
- Oversee the development of the policy on Looked after Children;
- Evaluate the standards and achievement of Looked after Children and report these termly to the Local Governing Body and discuss at Leadership meetings.

## **Governors**

The portfolio holder for Personal Development, Welfare and Behaviour will be the Designated Local Governor for Looked after Children

What every Designated Local Governor for LAC needs to know:

- Number of LAC on school roll;
- Number of LAC with up to date PEPs
- Overall attainment of LAC in the school / performance compared to peers;
- Number of LAC with SEN and statements/EHCP

- Authorised and unauthorised absence levels of LAC;
- Number of LAC who have been excluded in previous 12 months;
- How LA supports educational achievement of LAC.

The Local Governing Body will:

- Ensure the Designated Teacher has opportunity to attend training and that school staff and Governors are aware of the DCSF Statutory Guidance;
- Have knowledge of the Duty on Local Authorities to Promote the Educational Achievement of Looked after Children, under Section 52 of the Children's Act 2004;
- Appoint a Local Governor with specific responsibility for Looked after Children;
- Take a proactive approach in cooperating with, and supporting, the relevant Local Authority with regard to the education of Looked after Children attending the school;
- Ensure that Designated Teachers and staff are aware of and enabled to carry out their responsibilities effectively with the full support of the Headteacher;
- Ensure that there are arrangements in place to keep themselves informed about provision for, and attainment of, Looked after Children.

#### **The role of all those involved in supporting Children in Care:**

- Ensure that all Children in Care are treated inclusively;
- Have high expectations of Looked after Children's involvement in learning and educational progress;
- Be aware of the emotional, psychological and social effects of loss and separation from birth families;
- Understand the reasons which may affect the behaviour of Looked after Children and why they may need more support than other children/be positively discriminated for;
- Understand how important it is to see Looked after Children as individuals and not to publicly treat them differently from their peers;
- Appreciate the central importance of showing sensitivity about who else knows about a Looked after Children's status;
- Understand what a PEP is and its importance in helping to create a shared understanding between teachers, carers, Social Workers and, depending on age and understanding, the child him/herself of what everyone needs to do to help them achieve their potential.

**Special Educational Needs/Gifted and Talented (see our SEND Policy)** Any special educational needs/gifted and talented abilities will be quickly identified and appropriate provision will be made;

- We will have systems in place so that we can identify and prioritise when Looked after Children are underachieving and have early interventions to improve this;
- If the child has a statement of special educational need or EHCP, we will ensure the annual review coincides with one of the six monthly care planning reviews. Dates can be obtained from the social worker.

## **Admissions and Transitions:**

We will:

- Prioritise Looked after Children within our own admissions procedures and admit students as quickly as possible recognising the importance of re-establishing school stability for Looked after Children;
- Ensure that all Looked after Children meet the Designated Teacher who will identify any relevant issues, academic or pastoral and seek agreement of the child as to who in school should be notified of the child's status;
- Ensure a warm welcome to our school by providing appropriate induction for all Looked after Children so that there is a smooth and successful transition which includes carers and parents where appropriate.
- Make sure that on admission or transfer all relevant information records are obtained at the outset.
- Forward appropriate documents, in a timely fashion, to any receiving school at the point of transition where the receiving school is made known.
- Make every effort to provide continuity of schooling and educational experience.

## **Attendance: (see our attendance policy)**

We will:

- Establish an effective first day of absence procedure where attendance is identified as a problem;
- Inform the Carer / Education Welfare service / Social Worker / Parents (if appropriate) if there are any concerns about attendance;
- We will acknowledge attendance in any education meetings, celebrating success and setting realistic targets if it is a concern.

## **Multi-agency liaison:**

- We will support the child to engage fully in planning and decision making;
- The DT will liaise closely with carers, parents (if appropriate) and the pupil's social worker on a variety of issues, including home learning, kit and equipment required. It is important that positive messages about behaviour and achievement are shared;
- There will be a well-planned and coordinated approach to meeting the child's educational and social needs, for example, whether potentially disruptive changes in school can be prevented;
- There will be a clear understanding about the role and responsibility of staff in relation to the child and the roles and responsibilities of the other professionals involved;
- Our staff will share positive perceptions and high expectations of the child with other professionals but especially with the child;
- We will be aware of and sensitive to the appropriate role of the parents;

- Our DT will ensure that requests from the LA for statistical or other information held by the school are completed and returned on time to comply with statutory obligations;
- We will encourage each of our Looked after Children to access out of hours learning activities realising the positive impact this could have on their self-esteem and learning.

### **Personal Education Plans (PEPs):**

We will:

- Hold a PEP meeting in time for every statutory care review that involves the social worker, foster carers, child and parent if appropriate. Additional attendees may include e.g. Educational Psychologist, Education Welfare officer etc. We will seek the views of the child as to appropriate attendees in line with the statutory guidance;
- Have a PEP for each child which includes appropriate targets. This will be compatible with the timing of the child's Care Plan. Other school plans e.g. Statement, Transition Plan, Pastoral Support Programme will feed into and form a part of the PEP;
- Contribute to the process whereby all Looked after Children have a high quality Personal Educational Plan (PEP) in place within 20 days of starting the school. This will include SMART educational targets and will be linked to the child's Care Plan and any other plan resulting from the assessment of the child (Statement of Educational Need/EHCP);
- Seek to nominate our Looked after Children to DCC for the Children in Care Celebration of Achievement Event;
- Make certain that following the writing of a PEP, any educational recommendations in that PEP will be adhered to by our staff in order that all our Looked after Children have the opportunity to fulfil and achieve the targets set;
- Ensure that Pupil Premium Plus funding is carefully targeted at the Looked after Children and identify clearly how the money is being spent and its impact in raising achievement;
- Make or support applications for a Personal Education Allowance (PEA) e.g. those who are at risk of underachieving academically or for extracurricular activities, through discussions at PEP meetings.

### **School Trips and Special Activities**

We aim to ensure that Looked after Children enjoy as many extra -curricular opportunities as possible by reserving places for them on trips or enrichment activities for which they are eligible. The responsibility for giving permission for school trips and enrichment opportunities is that of the Social Worker, sometimes delegated to Foster Carers. The person who may give permission will be clarified at the first PEP meeting.

### **Complaints**



If a young person, parent or social worker wishes to complain about the provision or policy, they should, in the first instance, raise it with the Designated Teacher, who will try to resolve the situation alongside the carer and social worker. If this cannot be resolved by the Designated Teacher then the Trust's Complaints Policy and Procedure should be referred to.

### **Related Documentation:**

- *DfES, Guidance on the Education of Young People in Public Care (DH/DfES, 2000)*
- *A Guide to the Law for School Directors, (2004)*
- *Children Act 1989, Children Act 2004*
- *DfES, Every Child Matters: Change for Children, (2004)*
- *DfES, Every Child Matters: Change for Children in Social Care, (2004)*
- *DfES, Statutory Guidance on the Duty of Local Authorities to Promote the Educational Achievements of Looked After Children under Section 52 of the Children Act 2004, (2005)*
- *DfES, Supporting Looked After Learners: A Practical Guide for School Directors, (2006)*
- *Ofsted, Raising Achievement of Children in Public Care, (2005)*
- *Social Exclusion Report, A Better Education for Children in Care: Full Report, (2003)*
- *DfES, Care Matters: Time For Change, (2007)*
- *DCSF, The Children's Plan: building brighter futures, (2007)*
- *Looked after children – good practice in schools (2008)iii*
- *DCSF, the Role and Responsibilities of the Designated Teacher for Looked After Children: Statutory Guidance for School Governing Bodies, (2009)*
- *DCC Eliminating Exclusions Protocol*
- *Ofsted, Children's Messages to the Minister, (2009)*
- *DCSF, Care Matters: Ministerial Stock take Report, (2009)*
- *Ofsted, The Annual Report of Her Majesty's Chief Inspector of Education, Children's Services and Skills 2008/09: Improving outcomes for looked after children (2009)*
- *DCSF, Improving the Attainment of Looked After Children in Primary Schools: Guidance for Schools (2009)i*
- *DCSF, Improving the Attainment of Looked After Children in Secondary Schools: Guidance for Schools (2009)ii*
- *DfE The designated teacher for looked after and previously looked-after children (2018)*

The Headteacher and/or DT will be responsible for briefing all staff on the regulations and practice outlined in this policy.

## Key Terms and Definitions

| ACRONYM | TERM                    | DEFINITION                                                                                                                                                                         |
|---------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PEP     | Personal Education Plan | A plan carried out termly by the PEP Coordinator, other key staff, carers, social worker and other relevant professionals to review the outcomes and welfare of each child in care |

## Amendment Record

| Date          | Reviewed By        | Nature of Change                                                                                                              | Next Review Date |
|---------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------|
| December 2024 | Lorraine Curry EHT | New policy                                                                                                                    | December 2025    |
| November 2025 | Lorraine Curry EHT | <p>Amendment - Gemma Pattison removed and changed to Ed Finch.</p> <p>Carla Custons-Cole removed and changed to Bob Baker</p> | November 2026    |