



# Looked After Children (LAC) Policy January 2025

Review date: January 2026

Reviewed by: Mrs. C Tomlinson

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# Knutton St Mary's C of E Academy



## Policy for Looked After Children and Previously Looked After Children

### Objective

To promote the educational achievement and welfare of Looked After Children.

The Name of the Designated Teachers for Looked After Children are **Mrs C Wright and Mrs C Tomlinson**.

### The Role of the Designated Teacher for Looked After Children Within School

- To ensure that all staff, both teaching and non-teaching, are aware of the difficulties and educational disadvantage faced by Looked After Children
- To ensure that staff understand the need for positive systems of support to overcome them
- To inform members of staff of the general educational needs of Looked After Children
- To promote the involvement of these children in extra-curricular activities, school councils etc
- To act as an advocate for Looked After Children to develop and monitor systems for liaising with carers, Social Workers and the LA provided Virtual School for Looked After Children
- To hold a supervisory brief for all Looked After Children e.g. to ensure all relevant education and care information is available to school staff and carer(s)
- To ensure information is kept up to date to monitor the educational progress of all Looked After Children in order to inform the school's development and provision/intervention planning
- To ensure that the attainment 'gap' is closing and to intervene if there is evidence of individual underachievement
- To monitor absence from school or internal truancy to report annually to the Governing Body of the school on Looked after Children's progress.
- To work with Individual Looked After Children: to enable the pupil to contribute to the educational aspects of their Care Plan; especially helping to

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ensure that each pupil has a Personal Education Plan – (PEP - initiated by the pupil's Social Worker) or Early Years PEP (aged 3 to end of Reception Year)

- To ensure that a home-school agreement is drawn up with the primary carer and signed by the Social Worker Liaison
- To liaise with the member of staff responsible for monitoring children on the Child Protection Register
- To help co-ordinate education and PEP reviews so that they can inform the pupil's Care Plan To attend, when appropriate, or arrange for someone else to attend, Looked After Children Care Plan meetings
- To be the named contact for colleagues in Families First (including the Virtual School)
- To forward information on Staffordshire Looked After Children's current and target NC levels to the Virtual School (see PEP document)
- To ensure the speedy transfer of information between agencies and individuals Training
- To develop knowledge of legislation and good practice by attending training events organised by the Virtual School and cascade to school staff as appropriate

## The role of Governor

The name of a Governor with special responsibility for Looked After Children is Anne Gadsden (Safeguarding).

The named governor will ensure reporting to the Governing Body on an annual basis: a comparison of NC levels/results as a discrete group the attendance of pupils as a discrete group the level of fixed term/permanent exclusions pupil destinations.

The named governor will ensure a school's self-audit of provision for Looked After Children is undertaken.

The named governor should be satisfied that the school's policies and procedure ensure that Looked After Children have equal access to: the full curriculum and extra-curricular activities public examinations careers information, advice and guidance additional educational support work experience.

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## Responsibility for Looked After Children in School

It is important that all teaching staff that are in contact with the child or young person are aware that he/she is being Looked After by the Local Authority. The responsibility for the transfer of this information should be that of the Headteacher. It is appropriate for a Learning Support/Teaching Assistant to have knowledge that the young person is Looked After when directly involved in the teaching of the young person. In the absence of the usual class teacher, some information regarding the child's circumstances should be shared with the teacher covering the class. The extent of this sharing should be determined by the Headteacher or the Designated Teacher for Looked After children.

## Admission

Records (including the PEP) will be requested from the pupil's previous school and a meeting will be held with carer/parent/Social Worker. A date will be agreed for a PEP meeting, taking reference to statutory timescales. An appropriate school induction will take place.

## Involving the Young Person

It is important that a young person is aware that information is being recorded regarding their personal circumstances. How this is shared with them clearly depends on their age and understanding. The explanation should emphasise that the school, the Social Worker, and their carer(s) are working together to promote their education.

## Communication with Other Agencies

Schools should ensure that a copy of all reports (e.g. end of year reports) should be forwarded to the young person's Social Worker in addition to the Foster Carer or Residential Social Worker. Schools, Families First, including the Virtual School and education services should endeavour to co-ordinate their review meetings e.g. to have an Annual Review of a Statement combined with a Statutory Care Review. Schools, Families First, including the Virtual School and education services will need to exchange information between formal reviews if there are significant changes in the young person's circumstances, e.g. if school is considering an exclusion, there is a change of care placement or there are significant attendance issues.

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## **Assessment, Monitoring and Review Procedures**

Each Looked After Child will have a Care Plan that will include a PEP which the Social Worker takes a lead in developing. School will play an active role in contributing to those areas of the PEP that are education related e.g. SMART target setting identification of current and target NC levels how additional resources are being utilised to meet educational targets (e.g. the Pupil Premium, Personal Education Allowance) attendance involvement in Extra Curricular Activities, Special Educational Needs (if any) long term plans and aspirations. The PEP will be updated at least every six months, as part of the Statutory Review process carried out by Families First. The named governor will ensure annually reporting to the Governing Body on the progress of all Looked After Children against the key indicators outlined above.

Review date: January 2026

Signed: Mrs C G Tomlinson Designated Teacher  
Signed: Headteacher  
Signed: Named governor

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