

HEXHAM MIDDLE SCHOOL AND QUEEN ELIZABETH HIGH HADRIAN LEARNING TRUST

POLICY FOR THE EDUCATION OF CHILDREN LOOKED AFTER

Queen Elizabeth High School and Hexham Middle School believe that, in partnership with Northumberland, and other local authorities who place children with us as Corporate Parents, we have a special duty to safeguard and promote the education of Children Looked After.

Aim

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

To support our Children Looked After and give them access to every opportunity to achieve to their potential and enjoy learning.

To fulfil our schools' role as corporate parents to promote and support the education of our Children Looked After, by asking the question, **'Would this be good enough for my child?'**

In pursuit of this policy we will do the following

- Nominate a Designated Teacher for Children Looked After who will act as their advocate and co-ordinate support for them. The Designated Teachers are:

QEHS	Diane Harris, Senior Deputy Headteacher
HMS	Amanda Frankish, Deputy Headteacher

- Nominate a school governor to ensure that the needs of Children Looked After in the school are taken into account at a school management level and to support the Designated Teacher. The nominated trustee is Jonathan Holmes.
- Support the Designated Teacher in carrying out their role by making time available and ensuring that they attend training on Children Looked After.

The Designated Teacher will:

- Maintain an up to date record of all Children Looked After who are on the school roll. This will include:
 - Status i.e. care order or accommodated.
 - Type of placement i.e. foster, respite, residential.
 - Name of Social Worker, area office, telephone number.
 - Daily contact and numbers e.g. name of parent/carer or key worker in children's home.
 - SEN Code of Practice – details, as appropriate
 - Child Protection information where appropriate.
 - Baseline information and assessment data (via Management Information System - MIS).
 - Attendance figures (via MIS)
 - Exclusions (via MIS)

Intervention/monitoring information will feed directly into Personal Education Plan (PEP) reviews.

- Ensure that there is a Personal Education Plan for each child/young person to include appropriate targets and above information. This must be compatible with the child's/young person's Care Plan and where applicable include any other school plan, e.g. Statement of Special Educational Need, and associated plans, Transition Plan, Pastoral Support Plans.
- Ensure an appropriate colleague attends all PEP reviews. Pastoral Leaders at QEHS and Heads of Year at HMS to coordinate information to feed into the PEP in liaison with the designated person.
- Ensure that an appropriate colleague attends Children's Services Reviews on each child/young person and/or always prepares a written report which promotes the continuity and stability of their education.
- Liaise with the Education Support Service for Children Looked After on a regular basis with regard to the performance, attendance and attainment of Children Looked After.
- Ensure that if/when the child transfers school all relevant information is forwarded to the receiving school as a matter of priority.
- Ensure that systems are in place to identify and prioritise (via monitoring checks) when Children Looked After are underachieving and undertake early interventions to improve this in line with the existing school policy.
- Ensure that systems are in place to keep staff up to date and informed about Children Looked After where and when appropriate. (Year Teams to provide appropriate information for all staff who teach a Child Looked After at QEHS and HMS).
- Ensure that Children Looked After, along with all children are listened to and have equal opportunity to pastoral support in school. (All Children Looked After will be assigned to the caseload of a learning mentor at QEHS).
- Ensure that they keep the school up to date with current legislation and its implication for the school in respect of Children Looked After.
- Report to the Governing Body annually on the performance of the Children Looked After who are on the roll of the school.

All trustees and staff will:

- Support the local authority in its statutory duty to promote the educational achievement of Children Looked After.

This policy will be monitored annually.