



St. Ethelbert's RCP Children Looked After (CLA) Policy

Love, Care, Share...

Love learning as friends;

Care for our community as neighbours;

Share our faith in Jesus as disciples.

St. Ethelbert's RCP School aims to promote the educational achievement and welfare of pupils in public care, as part of its Mission Statement.

Designated Teacher for CLA – Mrs Mandy Messham
Governor with responsibility for CLA – Mrs Karen Baxendale

The governing body is committed to providing quality education for all its pupils based on equality of access, opportunity and outcomes. This policy pays due regard to the guidance set out in '*Promoting the Education of Looked After Children*' (2018)

The aims of the school are to:

- ensure that school policies and procedures are followed for CLA as for all children
- ensure that all CLA have access to a broad and balanced curriculum
- provide an adapted curriculum appropriate to the individual's needs and abilities
- ensure that CLA pupils take as full a part as possible in all school activities
- ensure that carers and social workers of CLA are kept fully informed of their child's progress and attainment
- ensure that CLA are involved, where practicable, in decisions affecting their future provision.

Who are Children Looked After?

Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or provided with accommodation for more than 24 hours by the authority. They fall into four main groups:

- children who are accommodated under a voluntary agreement with their parents
- children who are the subjects of a care order or interim care order
- children who are the subjects of emergency orders for their protection

- children who are compulsorily accommodated – this includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement .

The term 'in care' refers only to children who are subject to a care order by the courts under section 31 of the Children Act 1989 - they may live with foster carers, in a Children's home, in a residential school, with relatives or with parents under supervision. Children who are cared for on a voluntary basis are 'accommodated' by the local authority under section 20 of the Children Act – they may live in foster care, in a Children's home or in a residential school. All these groups are said to be 'Children Looked After' - CLA. They may be looked after by our local authority or may be in the care of another authority but living in ours.

Admissions

Children Looked After who are baptised Roman Catholics, come under criterion 1 of our Admissions Policy. CLA are also given preference within the 'Other Children' criterion.

Inclusion

This policy recognises that all pupils are entitled to a balanced, broadly based curriculum. Our CLA policy reinforces the need for teaching that is fully inclusive. The Governing Board will ensure the school makes appropriate provision for all CLA pupils.

Allocation of resources

The Governing Board will ensure that the school allocates resources to support appropriate provision for CLA, meeting the objectives set out in this policy.

Monitoring the progress of CLA

The social worker for the CLA should initiate a Personal Education Plan – PEP - within 20 days of joining the school, or of entering care, and ensure that the young person is actively involved. It is vital that the school assesses each CLA's attainment on entry to ensure continuity of learning. The school will monitor and track the achievement and attainment of all pupils at regular intervals. CLA will require their PEP to be reviewed, according to their needs, as initiated by the reviewing office or social worker, and the young person's views should be sought by the Designated Teacher and noted on the PEP.

Record Keeping

The Designated Teacher will know who are all the CLA in school and will have access to their relevant contact details including parents, carers and social worker. The Designated Teacher will also know about any CLA from other authorities. It is important that the school flags CLA status appropriately in the school's information systems so that information is readily available as required.

Staff Development

We encourage staff to attend courses that help them to acquire the skills needed to support CLA. Part of the Designated Teacher's role is to develop awareness of issues associated with CLA.

Partnership with parents/carers and care workers

At school, we firmly believe in developing a strong partnership with parents/carers and care workers to enable CLA to achieve their potential. Review meetings are an opportunity to further this partnership working.

Links with external agencies/organisations

We also recognise the important contribution that external support services make in supporting CLA. Colleagues from the following support services may be involved with individual CLA:

- Virtual Schools Team
- educational psychologists and others from SEN services
- medical officers
- school nurses
- CAMHS
- Education Welfare Officers
- Social care worker/ Community care worker/ Residential child care worker
- Youth Offending Service
- school age parents' officer.

Roles and Responsibilities

The Designated Teacher will:

- be an advocate for CLA within school
- give regard to the impact of relevant decisions for CLA on both the CLA and the rest of the school community
- know all the CLA in school, including those in the care of other authorities, and ensure the availability of all relevant details from school record-keeping systems as required
- attend relevant training about CLA
- act as the key liaison professional for other agencies and carers in relation to CLA
- seeking advice from the CLA team when appropriate.
- ensure that CLA receive a positive welcome on entering school, especially mid year and, if necessary, offer additional support and a pre-entry visit to help the new pupil settle.
- ensure that all CLA have an appropriate PEP that is completed within 20 days of joining the school or of entering care and ensure that the young person contributes to the plan
- keep PEPs and other records up to date and review PEPs at transfer and at six monthly intervals
- convene an urgent multi-agency meeting if a CLA is experiencing difficulties or is at risk of exclusion
- ensure confidentiality on individual children, sharing confidential and personal information on a need to know basis, bearing in mind the wishes of the individual pupil
- act as the key adviser for staff and governors on issues relevant to CLA
- ensure that care and school liaison is effective including invitations to meetings and other school events
- actively encourage and promote out of hours learning and extra-curricular activities for CLA
- ensure a speedy transfer of information, records and coursework, where appropriate, when a CLA transfers to another educational placement
- contribute information to LAC reviews when required
- report to the Governing body on CLA in the school and inform of relevant policy and practice development
- agree with the social worker the appropriate people to invite to parents' evenings etc

- prepare reports for Governors' meetings
- attend governor meetings as appropriate – such as the admission, disciplinary and exclusion of CLA
- arrange a mentor (adult and /or pupil) to whom the young person can talk,
- ensure that any Special Educational Needs are addressed in conjunction with the SENCO and in accordance with the Code of Practice for SEN. CLA are six to eight times more likely to have a statement of Special Educational Needs than the general school population.

All school staff will:

- follow school procedures.
- keep the Designated Teacher informed about a CLA's progress
- have high expectations of the educational and personal achievements of CLA positively promote the raising of a LAC's self esteem
- ensure any CLA is supported sensitively and that confidentiality is maintained
- be familiar with the school's policy and guidance on CLA and respond appropriately to requests for information to support PEPs and review meetings.
- liaise with the Designated Teachers where a CLA is experiencing difficulties
- contribute to regular liaison with social care colleagues and other appropriate professionals and keep carers fully informed at all times
- keep appropriate records, confidentially as necessary, and make these available to other professionals/ parents/carers/pupil as appropriate
- make extra copies of reports available when required.

The Governing Board will:

- ensure that the admission criteria and practice prioritises CLA according to the CES Admissions Code of Practice
- ensure all governors are fully aware of the legal requirements and guidance for CLA
- ensure there is a Designated Teacher for CLA
- liaise with the Headteacher, Designated Teacher and all other staff to ensure the needs of CLA are met
- nominate a governor with responsibility for CLA who links with the Designated Teacher
- receive regular reports from the Designated Teacher.
- ensure that the school's policies and procedures give CLA equal access in respect of: admission to school, National Curriculum, out of school learning and extra curricular activities
- annually review the effective implementation of the school policy for CLA
- ensure that the Designated Teacher is invited to the exclusion meetings of CLA

Reviewed September 2025