

**Pupil Premium**  
**for Norfolk Looked After Children**  
**Guidance on payment and use**  
**for the financial year**  
**April 2017 - March 2018**

**Norfolk Virtual School for Children in Care**  
**Updated edition wef September 2017**

**Guidance on the payment and use of the Norfolk Pupil Premium for  
Looked After Children 2017/18  
Updated edition – wef September 2017**

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## Section 1- What is the Pupil Premium for Looked After Children and how does it work?

### 1.1 What is the Pupil Premium for Looked After Children?

The Pupil Premium is additional per pupil funding allocated to schools to support looked after pupils to achieve better educational outcomes and help close the attainment gap with their peers. Evidence shows that where funding is carefully targeted, e.g. via one-to-one tuition or group tuition, a significant impact on attainment – particularly in English and Mathematics - can be made, enabling children from disadvantaged backgrounds to catch up with their peers. Looked after children in Reception through to Year 11 qualify for the funding. For 2017/18 the allocation per looked after child is £1900.

The conditions of grant published by the Department for Education reflect the challenges of supporting the education of looked after children. The Virtual School Head is statutorily responsible for promoting the educational achievement of children and young people in the care of Norfolk County Council. The fund allocated to Norfolk is managed by the Virtual School Head as per the 'Pupil Premium 2017 to 2018: conditions of grant' published by the DFE. Applications for funding will be approved by the Virtual School Head before payment.

Children and young people who are in care are one of the lowest performing groups in terms of education outcomes. Norfolk data shows an upward and improving trend, however, the achievement gaps between looked after children and their peers both nationally and in Norfolk are still too wide. Pupil Premium funding has been used to fund a range of effective interventions for Norfolk Looked After Children.

### 1.2 The Norfolk policy - How does it work for 2017/18?

#### 1.2.1 Allocation of funding

During the Summer Term 2017 Norfolk completed a pilot which allowed applications to be made via the target section of the electronic PEP as follows:-

- In *May 2017*, an initial allocation of £1,000 was made to every Norfolk LAC (with the exception of those being educated in independent schools or other alternative provisions) on roll at a maintained school/academy as at the 1st April 2017 and who had been looked after **for 6 months or more**.
- During the *Summer Term 2017* initial or further applications for pupil funding up to a maximum of £1900 (including any initial allocations of £1000) were made via the PEP

This trial is now complete and **with effect from September 2017** until the end of the Spring Term 2018 all applications for funding should be made using the 'additional funding' application form.

This includes:-

- any initial allocations for pupils newly on roll
- further pupil funding requests as per targets identified in the PEP

Please ensure that the smart targets and any agreed funding is recorded and evaluated within the pupil's personal education plan.

- Where funding is requested for individual pupils, group interventions or projects, applications should be made via Perspective Lite for schools in Norfolk.
- Out of County Schools should complete the exceptional funding application form provided and return via secure email [cs.virtualschoolcic.gcsx@norfolk.gcsx.gov.uk](mailto:cs.virtualschoolcic.gcsx@norfolk.gcsx.gov.uk).
- Evidence of impact for all pupil premium funding for looked after children must be recorded in the PEP and will be needed before subsequent applications are approved.
- Funding will not be released until the ePEP record has been signed off by the Virtual School CiC
- Please discuss any additional exceptional funding applications with a Virtual School LAC Adviser in the first instance and note on the form where indicated. All applications submitted will be reviewed by a panel on a monthly basis.

### **1.2.2 Monitoring and evaluation of funding**

Schools remain accountable for the achievement and progress of looked after children as for all pupils on their roll.

There is no requirement for the authority to pass a set amount of funding onto the school. Instead the money must be managed by the Virtual School to be used to improve outcomes as identified in the Personal Education Plan (PEP) in consultation with the school's Designated Teacher for LAC.

The Local Authority is not permitted to carry forward funding held centrally into the next financial year. Any under spend of Pupil Premium Grant will be recovered. However, the grant does not have to be completely spent by schools in the financial year beginning 1 April 2017; some or all of it may be carried forward to future financial years.

If you are making an exceptional application for a group intervention or project, you will be asked to include the impact of the funding on pupil outcomes and send a brief summative evaluation of the impact of Pupil Premium Plus funding during the Summer Term 2018 where the information is not recorded in the PEP.

### 1.2.3 Submission of applications

- All applications for funding within the 2017 – 2018 financial year must be received by the Virtual School **by 23rd February 2018**. If the PEP is not scheduled to be held before this date, please contact the Virtual School CiC to discuss.
- All applications for funding should be discussed at the PEP meeting. When the meeting is held, it should be agreed what intervention is needed and the funding this requires. The request should be linked to SMART targets which will detail the expected outcome and impact. Funding will be released when the PEP has been signed off by the Virtual School as complete
- Where a separate application is made for an individual pupil, group intervention or project it should be returned in Word format – ***please do not pdf***
- All Norfolk Schools must return completed additional application forms via Perspective Lite. Copies of the application form can be found on Perspective Lite; within the Summer 2017, Looked After Children section. If required, you can download the application, complete it and upload using the tag 'Looked After Children'.
- All Out of County Schools and other provisions should use the secure email address:- [cs.virtualschoolcic.gcsx@norfolk.gcsx.gov.uk](mailto:cs.virtualschoolcic.gcsx@norfolk.gcsx.gov.uk)
- To claim the funding Out of County schools should send an invoice to Norfolk County Council within 28 days of the date of the confirmation of funding letter. Invoices must be received by our Finance Department within 28 days. If we do not receive an invoice within this timescale we shall assume that the funding is not required.
- All Schools will be notified of additional funding allocated by the Virtual School. In some circumstances funding agreed may be split into termly allocations.
- Any submission for additional funding must include all the information requested on the form, including amount required and any additional school held information which may support the application. Applications must be in Word format and any incomplete application forms will be returned to the school, which may lead to a delay in allocation of funding.

Any queries should be addressed to: Clare Farrant, Business and Data Support Officer

✉ [clare.farrant@norfolk.gov.uk](mailto:clare.farrant@norfolk.gov.uk)

☎ 01603 307769

Any queries relating to Perspective Lite (Norfolk Schools only) should be addressed to:

✉ [chris.jackson@norfolk.gov.uk](mailto:chris.jackson@norfolk.gov.uk) or [dominic.mingaye@norfolk.gov.uk](mailto:dominic.mingaye@norfolk.gov.uk)

## **Section 2 – How should the Pupil Premium for looked after children be spent?**

### **2.1 How is need determined?**

The allocation of any enhanced intervention and support from the Virtual School will be driven by the child's needs, which can change rapidly during their time in care and this will be central to making differentiated allocations. This 'needs driven model,' will be managed through a robust PEP process and high quality PEP documents.

Children with the following characteristics are likely to need enhanced support to improve their life chances:-

- Children with demonstrable learning needs which can only be met through enhanced or additional intervention and support
- Children who come into care in an emergency with a fragmented home and education history and who are behind academically
- Children with significant social, emotional and physical learning needs that require specialist intervention and support.

**Pupil Premium will only be provided to meet needs identified in a high quality plan within the Personal Education Plan (PEP) with clear quantitative (and exceptionally qualitative) targets for improvement, underpinned by multi-agency support.**

If a target is for improvement over more than the life of the PEP, the school is advised to identify termly milestones in order to be able to monitor the impact of the grant.

Funding may be amended if circumstances change, or specific outcomes are identified. If monitoring of PEPs (including the Pupil Premium Grant Application) indicates that the provision agreed for the funding is not evident or having insufficient impact further funding instalments may be withheld.

### **2.2 How should schools use the funding?**

- To deliver key actions for the child agreed in the PEP incorporating the Personal Education Action Plan
- To provide additional or enhanced support / intervention, (one to one, or in a small group) to improve educational outcomes
- To pool funding with other disadvantaged or school funding to enable better provision and support outcomes as long as the child in care benefits from this
- To support extra-curricular or out of hours educational opportunities that will benefit the child's ability, interests and motivation to learn

Funding should be used to improve outcomes for looked after children in the following areas:

- Academic achievement, including attainment and progress and especially in reading, writing, speaking and listening, English and Mathematics

- Temporary additional support in schools
- Supporting attendance, reducing risk of exclusion
- Inclusion (by reducing internal and external exclusions)
- Additional needs, or wider achievement
- Transition into the next key stage and/or a new learning provider
- Overcoming the effects of attachment and developmental trauma where this affects learning
- Social Skills with definable impact on academic outcomes

### **2.3 What will funding NOT be allocated for?**

- To double fund services provided by a statement or EHC plan
- Other statutory work e.g. statutory assessment or support from health
- Interventions put in place that do not require any funding
- Where the school's own funding covers the cost of the interventions
- Where the Personal Education Action Plan does not meet funding criteria

### **2.4 What makes the difference?**

Identification and understanding of barriers to learning for pupils who are recipients of Pupil Premium funding is key to ensuring appropriate and effective provision.

Both the DfE and Ofsted continue to publish case studies of the most effective practice to raise the achievement of disadvantaged pupils.

With regard to Pupil Premium, Norfolk Governor Services have produced a self-review toolkit for Governing Bodies to use to ensure they fulfil their duties effectively in relation to disadvantaged pupils.

Detailed information regarding the above is available in Norfolk's publication 'A Good Education for Every Norfolk Learner – Raising Educational Achievement for Disadvantaged Pupils' which explores how to use the pupil premium to raise standards and close the gap. Copies of this publication were sent to schools during the Spring Term 2015.

Further information is also available on the Norfolk schools website under 'A good school for every Norfolk learner':-

<http://www.schools.norfolk.gov.uk/Supportforschoolimprovement/agoodschoolforeverynorfolklearner/index.htm>

The Sutton Trust is also an excellent resource:-

<http://www.suttontrust.com/about-us/education-endowment-foundation/teaching-learning-toolkit/http://www.suttontrust.com/wp-content/uploads/2015/06/Pupil-Premium-Summit-Report-FINAL-EDIT.pdf>

### Section 3 – Accountability

Accountability for outcomes rests with:-

- The Virtual School Head who must '*demonstrate how pupil premium funding managed by the virtual school head is linked to raising achievement for looked after children*' and
- The school. '*Schools are accountable for the educational attainment and progress of all disadvantaged pupils*'

Virtual School Heads are required to establish effective arrangements to ensure that funding is used to the greatest benefit of looked after children. The detail of these expectations are outlined in the DFE document 'Pupil Premium and the role of the Virtual School Head' 2014-15 Frequently Asked Questions This document remains a useful guide. That means:

- making sure that pupil premium funding for looked after children is spent effectively and fully, given any underspend needs to be returned to the Department for Education at the end of the financial year;
- being able to demonstrate how pupil premium funding managed by the Virtual School Head is linked to raising achievement for looked after children and closing the gap between their achievement and that of their peers; and
- having arrangements in place to engage with the looked after child's school (usually with the designated teacher) about how funding allocated to the school is contributing to meet the needs identified in his/her Personal Education Plan and challenging any underperformance by schools.

The PEP review should ensure that the Personal Education Action Plan is reviewed and evidence of impact is clearly noted.

It is an OFSTED requirement that schools evidence how the Pupil Premium was spent and how it benefitted looked after children. Schools are advised to keep detailed records of how any pupil premium monies have been spent and the impact this has made on the children's achievement.

Schools are required to publish online:-

- The school's total pupil premium allocation for the current academic year
- Details of how they intend to spend the allocation
- Details of how they spent the previous academic year's allocation
- How it made a difference to the attainment of disadvantaged pupils



## Section 4 - Frequently Asked Questions

### **What happens if a child moves school within a school term?**

Norfolk will not recoup funding where a child moves within a school term. However applications for large sums of funding will result in termly instalments and these *may* be transferred to the new provision if they wish to continue with the identified strategies for support.

The receiving school is entitled to make a separate claim for funding, based on the targets set within the PEP.

### **How should I apply for pupils in Years 6 and 11 who are due to transition to secondary school or further education?**

Where children have been in care for 6 months or more they have been allocated £1,000 for the Summer Term to support any preparations for end of year events and transition to secondary or further education. If additional funding is required it is good practice to make an early application for funding.

### **If a student is put back a year to assist them with accessing learning their chronological age will be over 16/17 before they leave high school. Does this mean they won't be entitled to pupil premium funding when they reach Year 11?**

You can use the funding for children that have been back-classed and are now outside of the normal age range for Pupil Premium funding.

### **How do I apply for funding for any pupils on my school roll who are in the care of another local authority?**

Pupils educated in Norfolk but 'Looked After' by another authority will have their Pupil Premium paid by that authority. Each authority are likely to have a slightly different approach to allocation of funding and you should contact the Virtual School Head of the relevant authority for clarification on the process.

### **Does the Virtual School oversee pupil premium funding for children adopted from care or who have left care?**

**No, this grant is outside the remit of this policy.** The pupil premium for 2017 to 2018 will include pupils recorded in the January 2017 school census and alternative provision census who were looked after immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order). These are referred to as post-LAC and £1,900 funding **is paid directly to schools** where the adoptive parents have disclosed the legal status of the child and schools have completed this information on their January Census return.

### **Are children in alternative provision or independent education establishments eligible for funding?**

For children in highly funded alternative provision, independent education or other non-mainstream schools there will be no automatic allocation. Applications can be made via the Personal Education Plan as outlined above. Exceptional applications should be discussed with the Virtual School Head. There should be a discussion about what provision is being delivered and what would be provided in addition to that in accordance with the child's Personal Education Plan, if the pupil premium funding was passed on to the non-mainstream education setting.

### **What is the process for pupils who previously qualified for Free School Meals Funding?**

Pupils who would qualify for FSM6 funding (Free School Meals eligibility within the last 6 years) and who have become LAC will **not** be funded through FSM6 funding and so an application should be submitted that identifies this and makes an application for additional funding so that they are not disadvantaged.

### **Basis of the allocations to Local Authorities**

The overall amount of Pupil Premium allocated to Norfolk will be based on numbers of LAC aged 4-15 with a mid-year revision to account for additional children and a notional £1,900 per child.

### **Does the Virtual School Head have to give the money to schools?**

There is no requirement to do so. There is, however, a strong expectation that Virtual School Heads will pass pupil premium funding onto a child's education setting to be used to meet additional needs set out in his or her Personal Education Plan. Any funding not passed down to schools by the end of the financial year will have to be returned to the Department. No money can be carried forward to the next financial year.

### **Does the Virtual School Head have to give £1,900 to schools or can they give a higher or lower amount?**

The conditions of grant state that grant allocation for looked after children must be managed by the Virtual School Head. It is for them to decide whether to provide £1,900 to a school for a looked after child or a higher or lower amount. Each application is considered, but there has to be a clear link to impact. Some of the most effective interventions cost very little and others are more than £1,900. Funding is allocated according to the identified need and we are flexible to ensure that we can be child focused and meet the needs of the individual.

Virtual School Heads can decide on whether to pay termly or annually. They can also link allocation to the content of the Personal Education Plan as agreed with the school.

### **Can money be spent on school trips?**

Funding applications will only be approved if it can be demonstrated that there is a clear link to raising attainment and closing the gap between looked after children and their

peers. Pupil Premium for looked after children should not be used to cover interventions which should be funded elsewhere.

### **Can money be paid directly to foster carers?**

No. funding can only be paid to the school who are responsible for the interventions and support.

### **Can the Virtual School Head pool funding for some of the authority's looked after children?**

The Department for Education expects Virtual School Heads to manage the pupil premium to ensure that it promotes the educational achievement of all the children looked after by the authority. It may be appropriate to pool some pupil premium for activities to benefit the authority's looked after children more holistically. For example, it might be appropriate to use this funding to provide training for a group of designated teachers across the authority or a group of Teaching Alliance schools.

Equally, a virtual school head might negotiate with a school regarding pooling pupil premium funding for looked after children with the school's pupil premium to provide an enhanced and more intensive package of support for disadvantaged children generally.

Approximately 20% of pupil premium funding will be retained by the LA to fund additional one to one and small group tuition, an enhanced programme of enrichment activities during school holidays to support placement stability, additional interventions organised on a county wide scale for efficiency and cost effectiveness and extra support for both the PEP process and improving attendance of LAC.

### **Can the pupil premium for looked after children fund a post in the virtual school?**

Pupil premium is additional funding provided to raise the achievement of looked after pupils and close the achievement gap. It is not intended to fund posts that should be the responsibility of local authorities as a corporate parent.

There may be instances where some pupil premium funding can be used to support the work of a person where it can be very clearly demonstrated that their role has a significant contribution to promoting the educational achievement of the children looked after by the authority. That role could, for example, involve working with schools to raise the quality of learning targets in a child's Personal Education Plan.