

Pupil Premium Grant for Norfolk's looked after children – Guidance on payment and process for the financial year 2018 – 2019

The Pupil Premium is additional per pupil funding allocated to schools to support looked after children in Reception through to Year 11.

For the financial year 2018 – 2019 the Department of Education (DfE) will allocate local authorities a provisional amount of £2,300 per Norfolk looked after pupil, as detailed in the DfE's Pupil Premium 2018 – 2019: Conditions of Grant.

It is the statutory responsibility of the Virtual School Head (VSH) to manage this fund and ensure that any funding allocated meets the looked after child's educational needs as described in their personal education plan. There is no automatic entitlement for schools to receive the funding, the VSH can pool funds or retain a portion of the full amount to use in a variety of ways to enhance the education, learning and outcomes of Norfolk looked after children.

Norfolk process for the allocation of the pupil premium grant 2018- 2019 wef April 2018

£600 termly allocation

- A termly (summer, autumn, spring) allocation of **£600** will be paid to the school for each eligible pupil
- The amount will be payable upon completion and sign off of the current term's PEP by the Virtual School team
- Schools will be notified that the PEP has been signed off and when payment can be expected (for Out of County schools how to claim the funding)
- The remaining £500 per eligible pupil will be retained centrally by the VSH in order to meet demand for additional support for individual looked after children or to provide funds for larger projects

Exceptional funding requests

- Where a requirement for funding over and above the termly allocation is identified in the PEP, schools should complete the *Exceptional Pupil Premium Funding Request Form*. Applications for larger projects or group interventions should also be made using this form.
- Any exceptional funding requests **MUST** be discussed with a VS Adviser (Achievement & Inclusion or Early Years Looked After Children) in the first instance and the form noted.

- The form itself will be uploaded to Perspective Lite for the individual Norfolk school's use once the conversation has taken place (emailed to out of county schools)
- Exceptional requests for funding should then be made:
 - Norfolk schools - via Perspective Lite (Summer 2018, Looked After Children section)
 - Out of County/other schools should complete their OOC Exceptional PP funding request and return via the secure email to: cs.virtualschoolcic.gcsx@norfolk.gcsx.gov.uk
- All exceptional funding requests will be considered at the monthly pupil premium panel meetings, following which schools will be notified of the outcome
- All applications should be in word format, not pdf

General information

- To claim any agreed 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.
- The final deadline for exceptional applications for funding must be received by the Virtual School by Friday **22nd February 2019**.
- It is an OFSTED requirement that schools evidence how the pupil premium is spent and how it benefits looked after children. Schools are advised to ensure that every PEP includes smart targets, any exceptional funding allocated and clear evidence of impact on children's achievement of all pupil premium funding.
- The funding is to provide additional support and should not meet costs which should be funded elsewhere. This includes the entitlement set out in the *SEND code of practice: 0-25 years*, published in June 2014

Pupil Premium for children adopted from care or who have left care

Children who have ceased to be looked after by the local authority in England & Wales because of adoption, a special guardianship order, a child arrangements order or a residence order are referred to as 'Post-LAC' in the conditions of grant.

Schools will receive £2,300 for each eligible pupil (previously in the care of ANY authority) direct where the adoptive parents/carers have disclosed the legal status of the child to the school. The pupil must then be recorded in the January school census and alternative provision census and to be eligible must have been looked after immediately prior to their current status. It is for schools to verify to their satisfaction that the parent/carer declaration is accurate.

This is a separate grant and outside of the process for looked after children as described above and not the remit of the Virtual School for Children in Care. There is no requirement to hold PEP meetings.

You can contact us on:-

 **01603 307769**  clare.farrant@norfolk.gov.uk

You can also find out more at:-  www.virtual-school.org.uk