



---

# Brentfield Primary School

Children of Today, Champions for Tomorrow

---

## Looked After Children (LAC) / Children Looked After (CLA) Policy

Head Teacher	Mrs N. Harmer
Person Responsible	Ms S. Rawat
Next Review	February 2027

41-43 Meadow Garth, London, NW10 0SL

Tel: 020 8965 5326

Email: [admin@brentfield.brent.sck.uk](mailto:admin@brentfield.brent.sck.uk)

Website: [www.brentfield.brent.sch.uk](http://www.brentfield.brent.sch.uk)

### 1. Definitions

---

- A child 'looked-after' by a local authority' is one who is looked after within the meaning of section 22 of Children Act 1989. A child is looked after by a local authority if a court has

granted a care order to place a child in care, or a council's children's services department has cared for the child for more than 24 hours.

- A previously looked-after child is one who is no longer looked after because s/he is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live, or when the child is to live with any person or has been adopted.

## 2. Aims

---

Many looked-after and previously looked-after children have suffered disrupted learning, may have missed extended periods of school, and may have special educational needs (SEN). The gaps in their learning and, in many cases the emotional impact of their experiences, may have become significant barriers to their progress. Attainment data for looked-after and previously looked-after children shows that they do not perform as well when compared to non-looked-after children.

It is our aim to ensure that appropriate support is put in place to increase the likelihood of good educational outcomes and secure emotional development for all our pupils.

We aim to achieve this by having the following in place:

- A Designated Teacher for Looked After Children
- Personal Education Plans for all Looked After Children.
- A clear understanding of confidentiality and issues that affect looked after children.
- Inclusion throughout school life (clubs, visits, music etc.) for all pupils.
- Stability and continuity by promoting attendance.
- High expectation of all pupils.

## 3. Roles and Responsibilities

---

### **Responsibility of the Governing Body**

- Ensure that they are fully aware of the legal requirements and Guidance for looked after children.
- Ensure that there is a designated teacher and governor for looked after children.
- Review the effectiveness and implementation of this policy annually.
- Ensure that the school has an overview of the needs and progress of LAC.
- Ensure the school's other policies and procedures support their needs.
- Support the Head teacher, the Designated Teacher and other staff in ensuring that the needs of LAC are recognised and met.

### **Responsibility of the Head teacher**

Identify a Designated Teacher for LAC, whose role is set out below.

- Identify replacement designated Teacher should the Designated Teacher leave the school or take sick leave.

- Ensure that procedures are in place to monitor the admission, progress, attendance and any exclusion of LAC and act where progress, conduct or attendance is below expectations.
- Report on the progress, attendance and conduct of LAC to all parties involved.
- Ensure that staff in school receive relevant training and are aware of their responsibilities in accordance to related guidance.

### **The role of the Designated Teacher**

Ensure a smooth and welcoming induction for the child and their carer and organise prompt assessment of needs.

- The responsibility of initiating the PEP will be that of the child's social worker but the Designated Teacher will ensure that all PEPs are completed in time for review meetings.
- Ensure the maintenance of records including the regular uploading of attendance data to the online portal.
- Ensure that attendance is monitored.
- Update all staff of the difficulties and educational disadvantage LAC may face.
- Act as key liaison between other agencies and maintain regular contact with home, statutory and voluntary agencies.
- Ensure confidentiality for individual pupils and the sharing of personal information.
- Promote inclusion in all areas of school life.
- Organise meetings with relevant stakeholders where the pupil is experiencing difficulties in school or is at risk of exclusion.
- Ensure the rapid transfer of information between individuals, agencies including if the pupil moves school.
- Attend training as required to keep fully informed of latest developments, policies and regulations.
- Produce a report to the governors relating to the Looked After pupils.

### The responsibility of all staff

- Have high aspirations for the educational and personal achievement of LAC.
- Maintain confidentiality and ensure pupils are supported sensitively.
- Respond promptly to requests for information and contribute towards the completion of PEPs.
- Promote positive mental and physical health and well-being.
- Promptly raise any concerns with the appropriate members of staff.
- Be aware of the possible barriers limiting educational, social and emotional growth.

## 4. Pupil Premium Plus (PPG+)

---

LAC and children adopted from care, on a special guardianship or child arrangements order are eligible for PP+ funding. This is additional funding provided to help improve the attainment of looked-after and previously looked-after children and close the attainment gap between this group and their peers. The PP+ funding is managed by the Virtual School Head (VSH) within the Local Authority in which the child is looked after. The VSH, Carers, LAC, social workers and schools work together to agree how this funding can most effectively be used to improve outcomes for LAC.

## 5. Personal Education Plans (PEP)

---

A personal education plan (PEP) is an evolving record of what needs to be in place for looked after children to enable them to be successful in school.

Our school's designated teacher for LAC takes the lead on the development and use of the PEP, and on monitoring the child's progress towards their education targets.

All PEPs are completed online and involve the collaboration of social workers, class teachers, the designated teacher for looked after children, carers/parents, pupils and the virtual school.

The PEP will include short term agreed targets and outline any additional resources specifically designated to support the attainment of the pupil.

## 6. Confidentiality

---

Information on Looked After Children will be shared with school staff on a “need to know” basis. The Designated Teacher will discuss what information is shared with which school staff. Records and data will be kept in keeping with General Data Protection Regulations.

## 7. Key Members of Staff

---

The Designated Teacher for looked after children is Ms Rawat and the Governor with responsibility for looked after children is Milimo Ninvalle. Ms Sam Matthews is the Family support Manager.

## 8. Policy Review

---

This policy will be reviewed annually by the designated teacher for looked after children.

## 9. Link to Other Policies

---

This policy links with the following school policies:

- Behaviour Policy
- Anti-bullying Policy
- Safeguarding Policy
- Special Educational Needs Policy
- Pupil Premium Policy and Strategy