



# **Virtual School Kent**

## **Pupil Premium Plus Policy for Kent Children in Care**

**April 2016- March 2017**

## 1. Introduction

This policy is informed by the three key Department of Education (DfE) documents announcing significant national changes in the arrangements for Pupil Premium for Children in Care (CiC) for financial year 2015/16. These three documents can be found on our website at: <http://www.virtualschool.lea.kent.sch.uk/>

- Pupil Premium Grant 2015 to 2016 Conditions of Grant (1<sup>st</sup> July 2015) *(to be replaced with 2016-17 Conditions of Grant once published)*
- Pupil Premium and the role of the Virtual School Headteacher - Frequently Asked Questions (March 2014)
- Early Years Pupil Premium: Guide for Local Authorities <https://www.gov.uk/early-years-pupil-premium-guide-for-local-authorities>

Throughout our policy, the Pupil Premium for CiC will be referred to as **Pupil Premium Plus** to distinguish it from other forms of Pupil Premium allocations.

The key changes are:

- Children and young people between the ages of four to sixteen years will be eligible as soon as they enter care.
- Although Local Authorities continue to be responsible for distributing the Pupil Premium Plus payments for CiC to schools and academies, the Virtual School Headteachers are now directly responsible for making sure there are effective arrangements in place for allocating Pupil Premium Plus funding to benefit CiC to their authority.
- The overall grant allocated to each Local Authority will be calculated on a per capita basis, however it does not have to be distributed on a per capita basis, given that children and young people in care have differing levels of need at different stages of being in care
- The grant must be managed by the Virtual School and used to improve attainment, narrow the gap and accelerate progress as identified in the young person's Personal Education Plan (PEP) in consultation with the Designated Teacher.
- In April 2015 further development introduced the Early Years Pupil Premium paid to children looked after aged 3 and 4.

The Pupil Premium Plus and Early Years Pupil Premium funding will be allocated according to the following principles:

- Children and young people will be eligible from the first day of the care episode.
- The Local Authority that looks after the child is responsible for distributing the Pupil Premium Plus payments to schools, settings and academies.
- The Virtual School Head is responsible for making sure that there are effective arrangements in place for allocating Pupil Premium Plus and Early Years Pupil Premium funding to benefit children looked after by their Authority.
- The grant must be managed by the Virtual School and used to improve outcomes and “narrow the achievement gap” as identified for individual children and young people in the targets set within their Personal Education Plan (PEP) in consultation with the Designated Teacher or Designated Person in the setting.

- The PEP must be monitored and reviewed closely by the Designated Teacher or Person, the Social Worker and Independent Reviewing Officer for effectiveness.
- The PEP must be reviewed on a termly basis by the Designated Teacher or Person.
- The ePEP will be used for all Kent children looked after
- The ePEP, once fully completed each term, will trigger the payment of the Pupil Premium grant to the school or setting.
- All PEPs and ePEPs will be monitored for SMART targets that have a positive impact on the improvement of educational outcomes.

As a result of the above changes, our allocation of Pupil Premium Plus needs to move to a model driven by a child's needs, managed through high quality PEPs.

As a result PEPs will need to be monitored even more closely by Designated Teachers, the Virtual School, Social Workers and Independent Reviewing Officers.

NB: In addition and through a separate process, children adopted from care will be entitled to £1,900 passed directly to the school. This grant is outside the remit of this policy and the role of the Virtual School.

## 2. Pupil Premium Plus Policy

### 2.1. Overall principles underpinning our child's needs driven model

The Virtual School Headteacher is responsible for the use of Pupil Premium Plus to close the learning gap and realise the potential for all children in our care, wherever they live.

Initially £900 will be allocated per Child in Care which will be paid in three £300 termly instalments. Any additional funding will be provided according to the needs of the child and there is no set maximum amount.

Kent County Council and the Virtual School Headteacher are Corporate Parents, so the question 'would this be good enough for my child?' is a central one in making decisions and evaluating the effectiveness of the use of Pupil Premium Plus

- **£900** will be allocated to the schools or settings for all Kent children looked after both in and out of the Local Authority) at **£300** per term.
- Allocation of the funding will be linked to clear Personal Education Plan targets for progress
- The Virtual School Head is responsible for the allocation of the Pupil Premium to schools and settings but will hold the schools and settings that receive the funding accountable for evidence of the effective and efficient use for the purpose it has been provided.
- Schools remain accountable for the educational attainment and progress of all disadvantaged pupils.
- Schools should ensure that the funding is used to narrow the gap between the outcomes for children looked after and all other children within the school as well as all children nationally.
- Schools can apply for additional funding in response to the changing needs of the child discussed during the Personal Education Planning meeting and for an agreed intervention.
- None of the grant will be used to pay for Virtual School management or grant administration.
- The Local Authority is not permitted to carry forward funding held centrally into the financial year 2016-2017. Grant held centrally that has not been spent by 31 March 2017 will be recovered.

In line with all allocations of grant it is expected that:-

- Termly high quality PEPs are completed, which can also be aligned to additional Pupil Premium Plus funding requests
- Termly progress and current attainment data shared through the ePEP
- Impact of interventions funded through Pupil Premium Plus are evidenced
- Pupil Premium Plus allocation must be spent in line with the Terms and Conditions of Grant as dictated by the DfE.

### 2.2. How and why will the amount of Pupil Premium Plus vary?

Children's needs may vary over time and therefore a personalised approach is needed. For some children a significant amount will be need to fund the cost of the support they need.eg:

- Children who come into care in an emergency with a fragmented home and education history who are behind academically
- Children who move into or out of Kent who may require additional support

- Children with significant and often delayed reaction to abuse and neglect, which may present as complex emotional, social and/or challenging behaviour impacting on progress.

In view of this, there may be variations in the amount of Pupil Premium Plus distributed.

Proposals to pool Pupil Premium Plus in a school or group of schools to enhance services, providing its use is directly linked to the needs of CiC via the PEP, are acceptable.

### **2.3. Circumstances in which Pupil Premium Plus will not be agreed**

Pupil Premium Plus will not be used to double fund or replace funding which should have or has already been allocated to the school to support the child. Specifically it cannot be used to:

- Fund services that should be provided via a statement or EHC plan
- Provide other statutory work e.g. statutory assessment or support from health

Pupil Premium Plus will not be paid if:

- The interventions put in place do not require any funding
- The school's own funding covers the cost of the interventions
- The PEP targets do not meet requirements (see Appendix 1)

Whereas in the past, some schools have used the Pupil Premium Grant to fund interventions for other learners, or to provide interventions which had no link to the individual CiCs needs, this practice will no longer be permitted.

## **3. Management and Accountability**

The Headteacher of Virtual School Kent (VSK) will be accountable to Kent County Councils Corporate Parenting Panel and for setting up a transparent and rigorous allocation process and ensuring maximised impact of the grant. The Headteacher will be supported in this by the wider senior leadership team within VSK.

The Headteacher has responsibility that Pupil Premium Plus is used in-line with the conditions of grant 2016/2017 and KCC Virtual School Policy Statement.

The VSK Assistant Heads will be responsible for initial agreement of the spending plan and subsequent monitoring of the spending plan via the ePEP.

The Designated Teacher is responsible for proposing an appropriate child's needs driven spending plan. The Designated Teacher is accountable via the PEP meeting for monitoring and measuring the impact of the actions and interventions agreed. These will be reviewed in terms of narrowing the gap for impact.

The Social Worker and Foster Carer have a key role in supporting and informing the discussions at the PEP meeting for a proposal of how Pupil Premium Plus could be used. They also have a key role in supporting the young person in achieving their targets.

## **4. Pupil Premium Plus for Children and Young People from other Local Authorities**

Each Local Authority has its own policy and therefore there will be variations.

Kent Schools who have Children and Young People in Care from other Local Authorities on their roll must contact the Headteacher of the relevant Virtual School to request their Pupil Premium Plus policy. The name and contact details of other Virtual School Headteachers can be requested from the Kent Virtual School team

## **5. Appeals Process**

It is anticipated, that if the guidance outlined above is understood and followed; there will be agreement in respect of the applications submitted for Pupil Premium Plus. If however, there is a dispute which cannot be resolved between the school and the respective Assistant Head within Kent Virtual School then the appeal process can be activated.

Appeals will be heard by the Kent Virtual School Headteacher and independent representatives from the Corporate Parenting Panel. Decisions of this panel are final.

Appeals should be submitted to [virsch01@kent.gov.uk](mailto:virsch01@kent.gov.uk) by the Designated Teacher of the school, addressed to the Headteacher of Virtual School Kent, marked Pupil Premium Plus Appeal, and include the name of the child, their date of birth, and the grounds for the appeal.

## APPENDIX 1

### Applying for Additional Pupil Premium Plus

The Pupil Premium Plus will only be provided to meet the needs identified in a high quality plan in the PEP meeting with clear quantitative (and exceptionally qualitative) targets for improvement, underpinned by well-targeted support.

The Pupil Premium Plus must be used to close the gap and for realising potential for children. Targets should fall within one of the following six areas of focus:

- Academic achievement and progress
- Attendance
- Emotional Health
- Transition
- Wider Achievement
- Inclusion (by reducing internal and external exclusion)

Underpinning the main 'Area of Focus', targeted interventions need to be identified and reflect the 'Sutton Trust' recommendations. Both the 'Area of Focus' and 'Intervention Type' are available as drop-down options in the 'Target' section of ePEP.

### Additional application should be made online via the Target Section of the ePEP (Target Tracker)

- Application can be made at the time of the PEP meeting, using the Target Section within Section D (The PEP Meeting).
- In addition, application can be made at any other time as required, by using the Target Tracker option on the young person's dashboard on ePEP.
- Targets should be smart, at least one related to a core subject and one out of school activity

Schools should select one of the three funding options below for each target.

1. One-off funding (e.g.: for a piece of equipment)
  2. Regular funding (e.g.: 6 weeks tuition at £ per week) if schools are unsure of start date please put proposed start date. Schools are expected to source their own tutoring.
  3. Yearly funding (e.g.: closing the gap writing intervention: 1:4 small group with HLTA, 30 minute sessions 3 x week, focusing on personalised writing targets and aiming to achieve expected levels in the programme of study by end of academic year.
- An application for funding for a plan for the whole academic year can be made. This does not mean that an application for additional funding if required later in the year cannot be made for the pupil concerned. In all cases a decision will be made by the VSK Assistant Head on funding requests. *Please note: if a child subject to a VSK yearly agreement leaves your school/academy before the end of the academic year, the next payment will not be made. The funding will follow the child and a new agreement will be made between VSK and the new school/academy.*
  - Group or collaborative applications can be made and these can be applied for as normal through the Target Tracker for each child. VSK would advise that you contact the relevant Assistant Head for your school to discuss this.

- Schools are accountable for the educational attainment and progress of all children and the new guidance from Ofsted means that schools will need to be able to demonstrate how the pupil premium is being used and the positive difference it makes. Schools will need to evidence for each child in care how he/she is supported by the pupil premium+.

## **Allocation of funding to Kent Schools and recoupment policy**

The Pupil Premium Grant will be transferred three times a year in the June, November and February advances via Kent's schools finance system APSA (Accounts Payable Schools Advances).

Payments will be based on an agreed spending plan in line with the child's needs. Where there is a need to clarify what funding a school is providing from its own resources, the school may need to provide evidence before Pupil Premium Plus can be allocated.

We reserve the right to recoup the funding if there is evidence that the funding is not being used to address the needs of the CiC.

## **Allocation of funding to Other Local Authority Schools**

Where schools and pupils are registered to use the online ePEP process the procedure for applications should replicate those in this Appendix. Payment however, will be different. Once schools receive notification via the ePEP process that target funding has been approved they should forward an invoice for payment (to include the ePEP Target ID number) to Kent County Council via e:mail to: [VSKFundingRequests@kent.gov.uk](mailto:VSKFundingRequests@kent.gov.uk)

For schools outside of Kent, not registered to use the online ePEP process, paper applications should be made using Appendix 2.

## **Allocation of grant to Special/Alternative/PRU/Independent providers and recoupment policy**

Pupil Premium Plus will only be paid to independent special schools in exceptional circumstances. This is because the provision required by pupils in these settings is agreed at the time of placement and already invoiced and paid in full by Kent County Council.

Exceptional circumstances are identified through the young person's needs and identified support, evidenced as additional to what the provider would be reasonably expected to provide

We reserve the right to recoup the funding if there is evidence that the funding is not being used to address the needs of the CiC.

This needs to be sent electronically to the Locality Assistant Head for approval.



**PUPIL PREMIUM+ FUNDING APPLICATION FORM FOR OLA SCHOOLS ONLY  
(SCHOOLS OUTSIDE OF KENT NOT USING ONLINE EPEP PROCESS)**

Name of Child:		Date of Birth:	
School Name:		Year Group:	
DFEE Number:			
<b>AREA OF FOCUS FOR TARGET WITH FUNDING REQUEST (please tick one only)</b>			
• Academic Achievement & value added		<input type="checkbox"/>	
• Attendance		<input type="checkbox"/>	
• Emotional Health		<input type="checkbox"/>	
• Inclusion		<input type="checkbox"/>	
• Transition (by reducing internal & external exclusion)		<input type="checkbox"/>	
• Wider Achievement (eg a gifted & talented area)		<input type="checkbox"/>	
What will be done to improve the Focus Area/Target?:			
Who will support the young person to achieve the target?			
Virtual School Kent/Assistant Headteacher		<input type="checkbox"/>	
Designated Teacher/School		<input type="checkbox"/>	
Social Worker		<input type="checkbox"/>	
Foster Carer		<input type="checkbox"/>	
<b>Intervention Type (please select ONLY one of the following options)</b>			
After School programme	<input type="checkbox"/>	1:1 Tuition	<input type="checkbox"/>
Behaviour Interventions	<input type="checkbox"/>	Oral Language Intervention	<input type="checkbox"/>
Carer Support	<input type="checkbox"/>	Outdoor Adventure learning	<input type="checkbox"/>
Collaborative learning	<input type="checkbox"/>	Parental involvement	<input type="checkbox"/>
Digital Technology	<input type="checkbox"/>	Peer tutoring	<input type="checkbox"/>
Emotional Coaching	<input type="checkbox"/>	Post 16 College liaison	<input type="checkbox"/>
Feedback	<input type="checkbox"/>	Provide access to internet	<input type="checkbox"/>
Homework (Pri)	<input type="checkbox"/>	Pupil incentive	<input type="checkbox"/>
Homework (Sec)	<input type="checkbox"/>	Small group + learning mentor	<input type="checkbox"/>
Improving Self Esteem	<input type="checkbox"/>	Social & emotional learning	<input type="checkbox"/>
Inclusion Activity	<input type="checkbox"/>	Summer School	<input type="checkbox"/>
Inclusion Support	<input type="checkbox"/>	Support Group	<input type="checkbox"/>
<b>Improvements Expected:</b>			

Attendance	<input type="checkbox"/>	External Exclusions	<input type="checkbox"/>
Internal Exclusions	<input type="checkbox"/>	Subjects	<input type="checkbox"/>
Improvement Area (eg YP's self-assessed wellbeing in school):			
Current Level:		Expected Level after intervention	
<b>FUNDING: (Please choose ONE type of funding from the four options below)</b>			
<b>1. NO FUNDING</b>	<input type="checkbox"/>		
<b>2. ONE-OFF FUNDING</b>	<input type="checkbox"/>	How much Funding is needed?	£
What will Funding purchase?			
Comment:			
<b>3. REGULAR FUNDING</b>	<input type="checkbox"/>		
How Many Hours per week?		Cost per Hour	£
Start Date:		Number of weeks	
Comment:			
<b>4. YEARLY FUNDING</b>	<input type="checkbox"/>		
What will Funding purchase?			
How much Funding is needed?	£		
Comment:			

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For VSK Use only:

Agreed Y/N

Amount Agreed: £ \_\_\_\_\_

Date: \_\_\_\_\_

Assistant Head: \_\_\_\_\_

Refer back to school Y/N

Date entered on ePEP: \_\_\_\_\_ Target ID No. \_\_\_\_\_