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Marlborough St Mary's CE Primary School



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Looked After Children and Designated Teacher Policy

Together we believe, learn and achieve

MARLBOROUGH ST MARY'S CE VC PRIMARY SCHOOL

Looked After Children and Designated Teacher Policy

This policy applies to all children in the school who are looked after or have been previously looked after.

Many looked after children and previously looked after children, have suffered disrupted learning and may have missed extended periods of school. The gaps in their learning – and in many cases the emotional impact of their experiences – are likely to have become significant barriers to their progress. At Marlborough St Mary's Primary School we believe that every child should be given the opportunity to achieve to the very best of their ability and aim to provide a learning environment in which every Looked after child and previously looked after child can be successful.

Admission arrangements

We recognise that due to care arrangements looked after children may enter school mid-term and that it is important that they are given a positive welcome and where appropriate additional support and pre-entry visits to help them settle.

The DfE Schools Admissions Code December 2014 states that:

'1.7 All schools must have oversubscription criteria for each 'relevant age group' and the highest priority must be given, unless otherwise provided in this Code, to looked after children¹⁶ and all previously looked after children.'

Special educational needs

Over a quarter of looked after children have a statutory Education and Healthcare Plan and many more are likely to need extra help at school to meet special educational needs and to make up for lost school time. Sometimes their special educational needs are overlooked or support is delayed. This can be because learning difficulties are attributed to their social and emotional circumstances or when frequent moves disrupt assessments and provision of support.

Designated teachers

The role of designated teacher for looked after and previously looked after children sits alongside that of the designated teacher for child protection and the SENCo.

In Marlborough St Mary's School the designated teacher for Looked After Children in the mainstream classes is the SENCo, Mrs Mandy Cook; the designated teacher for Looked After Children in the Complex Needs Resource Base will be the Resource Base Manager, Mrs Mandy Howarth. The designated governor is Mrs Janet Buck.

Section 20 of the 2008 Act places the following duties on governing bodies:

- to designate a member of staff (the designated teacher) as having the responsibility to promote the educational achievement of looked-after children, including those aged between 16 and 18 who are registered pupils at the school;

- to ensure that the designated teacher undertakes appropriate training (section 20(2)); and
- the governing body and the designated teacher must have regard to this guidance and any other relevant guidance issued by the Secretary of State.

Section 20(3) of the 2008 Act gives the Secretary of State powers to make regulations setting out the qualifications and experience which the designated teacher should have.

Following amendments by the 2017 Act, Section 2E of the Academies Act 2010 places the similar duties on Academy proprietors in England.

The *Designated Teacher (Looked-After Pupils etc) (England) Regulations 2009* require that the designated person is:

- a qualified teacher who has completed the appropriate induction period (if required) and is working as a teacher at the school (regulation 3(2)); or
- a head teacher or acting head teacher of the school (regulation 3(3)).

Previously looked-after children

Following amendments made by the 2017 Act, section 20A of the 2008 Act and Section 2E of the Academies Act 2010 place duties on the governing body of a maintained school in England and the proprietor of an academy in England to:

- designate a member of staff to have responsibility for promoting the educational achievement of previously looked-after pupils who are no longer looked after in England and Wales because they are the subject of an adoption, special guardianship or child arrangements order, or were adopted from 'state care' outside England and Wales;
- ensure the designated person undertakes appropriate training; and
- ensure they and the designated teacher has regard any guidance issued by the Secretary of State.

Specific duties of the designated teacher will vary depending on the number of looked after children in the school and the circumstances and needs of each individual child. Designated teachers are responsible for: receiving Personal Education Plans (PEPs) from social workers and coordinating the development of the plan; providing a central point of contact for all professionals working with each looked after child.

Role and Responsibilities of the Designated Teacher

- Refer to Appendix 1: *'The designated teacher for looked-after and previously looked-after children. Statutory guidance on their roles and responsibilities'*

Record keeping and information sharing

The Designated Teacher will keep an up-to-date record of Looked after and previously looked after children in school and will ensure that relevant information is made known to appropriate staff.

A Personal Education Plan will be initiated and will be reviewed regularly.

- Refer to Appendix 1: *'The designated teacher for looked-after and previously looked-after children. Statutory guidance on their roles and responsibilities'*

Staff development and training

Arrangements will be made to ensure that the Designated Teacher is kept up to date with developments relating to the education and attainment of Looked after and previously looked after children.

Other staff will receive relevant training and support to enable them to work sympathetically and productively with Looked after and previously looked after children, including those who are underachieving or at risk of underachieving or who have additional needs. These may include EAL, being Gifted and Talented or having learning or physical needs.

Teachers with responsibility for Special Educational Needs provision and for children who are more able will be informed of Looked after and previously looked after children. who have particular gifts, talents or learning needs and will work with them appropriately.

Home-school liaison

The school recognises the value of a close working relationship between home and school and will work towards developing a strong partnership with parents/carers and care workers to enable Looked after children to achieve their potential.

PEP and Care Plan review meetings provide opportunities to continue to develop this partnership working.

Links with other agencies

The school recognises the value of working together with other agencies and organisations and will work closely with colleagues from services involved with the Looked after and previously looked after child.

Role of the Governing Body

- Refer to Appendix 1: *'The designated teacher for looked-after and previously looked-after children. Statutory guidance on their roles and responsibilities'*