



Derbyshire Virtual School Pupil Premium+ Policy for Children in Care 2015-2016



Pupil Premium Plus

There were significant national changes in the arrangements for Pupil Premium for Children in Care from April 2014 and our policy is informed by two key Department for Education (DfE) documents:

1. Pupil Premium Grant 2015 to 2016 Conditions of Grant (March 2015) (See Appendix 1)
2. Pupil Premium and the role of the Virtual School Head 2014-15 - Frequently Asked Questions (March 2014) (See link in Appendix 2)

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

The changes are as follows:

- From 1 April 2014 'Pupil Premium Plus' will see funding to support children and young people in care at school increase by £1,000 per pupil to make it £1,900 per child.
- Children and young people will now be eligible following one day in care according to the SSDA903 social care census March 2014 and aged 4-15 August 2013.
- Local authorities continue to be responsible for distributing the Pupil Premium Plus payments for Children in Care to schools and academies. However, in addition, Virtual School Headteachers are responsible for making sure there are effective arrangements in place for allocating Pupil Premium Plus funding to benefit children looked after by their authority.
- The overall grant allocated to each LA 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 outcomes and “narrow the gap” as identified in the Personal Education Plan [PEP] in consultation with the designated teacher.
- As a result, PEPs will need to be monitored even more closely by designated teachers, the Virtual School team, social workers team leaders and Independent Reviewing Officers.
- Early Years Pupil Premium is additional funding (£300 per year) for Early Years settings to improve the education they provide for disadvantaged 3 and 4 year olds. Children aged 3 and 4 years who are looked after by Derbyshire County Council and who receive free early education will attract EYPP funding, even if they do not take-up the full free early education entitlement

In addition and through a separate process, children adopted from care will be entitled to £1900 passed directly to the school. However, this grant is outside the remit of this policy.

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

Pupil Premium Plus Arrangements 2015-2016

2.1. Overall principles underpinning our child’s needs driven model

- Pupil Premium Plus is to benefit the child in care and must be used to enhance and improve their education. The child in care’s voice and their specific needs are of paramount importance in considering the use and impact of this money by schools and settings. The Virtual School Headteacher is responsible for the use of Pupil Premium Plus to improve outcomes for all children in our care, wherever they live.
- The funding will be provided according to the needs of the child. A separate Provision Map is required for each child in care identifying the targets, timescales and costs involved in delivering the intervention.
- None of the grant will be used to pay for Virtual School management, administration or core staff salaries.
- In the academic year 2015-16, part of the grant will be used to fund Virtual School led interventions e.g. Letterbox for years 1, 3 and 5 pupils, Purple Parcels (book gifting programme), specialist interventions delivered by the Virtual School (which will clearly identified/agreed at the child’s PEP and in agreement with the appropriate Headteacher), SATs catch up literacy project, 2016 primary residential. These will be subject to review on an annual basis.
- Proposals to pool Pupil Premium Plus in a school to enhance services, providing its use is directly linked to individual children in care’s needs are acceptable.
- Derbyshire 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.

How and why will the amount of Pupil Premium Plus passed on to schools vary?

- Children’s needs vary and can change significantly.
- Children in care may move schools more frequently and not at natural transition points.
- Annual Allocations of PPP rather than termly
- Some LAs may keep money back for funding of Virtual School teams

In view of this, there may be a significant difference in the amount of Pupil Premium Plus distributed by all LAs. Proposals to pool Pupil Premium Plus in a school to enhance services, providing its use is directly linked to children in care’s needs via the PEP, are allowed.

Circumstances in which Pupil Premium Plus will not be provided

- Pupil Premium Plus will not be used to double fund or replace funding which should already have been allocated to the school to support the child and specifically:
 - To fund services that should be provided via a statement, SEN support plan or Education Health and Care plan
 - To fund other statutory work e.g. statutory assessment or support from Health
- The interventions put in place do not require any funding.
- The school's own funding covers the cost of the interventions.
- The PEP action plan does not meet requirements (see section 3.1).

Whereas in the past, some schools have used the Pupil Premium Plus to fund interventions for other learners, interventions which had no link to the child in care's needs will no longer be funded.

Management and accountability

The head teacher of the Virtual School will be accountable to the Virtual School Governing Body for setting up a transparent and rigorous allocation process, ensuring that effective use and impact of the grant is monitored, evaluated, supported and where necessary challenged.

Use and impact of the PPP will be clearly recorded in the child/young person's PEP and in other evaluative documentation held by the Virtual School. Impact will also be measure against termly progress data and returns from schools.

Schools and settings are accountable for ensuring the money is used appropriately and effectively to enhance and improve the child in care's educational achievement. Targets will be submitted termly by the school/setting on a provision map. Schools will be expected to review the previous terms target and the effect of the pupil premium spending.

Personal Education Plans [PEPs]

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- School will be asked to review and detail the impact of the 2014/15 PPP in May/June 2015. This form will be used for evaluation purposes.
- We will allocate to each school with a Derbyshire child in care on roll a termly PPP grant on receipt of a completed provision map from the school identifying how the school will use the Pupil Premium Plus for the 2015/16 period, the intended outcomes and making clear the links to the child/young person's PEP targets.
- Pupil Premium Plus must be used to improve educational outcomes for children and young people in care to Derbyshire in the following areas:
 - Academic achievement and progress
 - Wider achievement e.g. in an area in which the child is gifted and talented
 - Transition into the next key stage and/or a new learning provider

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

In light of revised Statutory Guidance and feedback from children/young people, Designated Teachers, social workers and other professionals, we are amending our PEPs and these will be introduced from September 2015.

Paragraph 41 of the new Statutory Guidance, Promoting the education of looked after children (June 2014, DfE), states: '*VSHs should make arrangements for PEPs to be reviewed each school term, this is to ensure that the story of the child's educational progress is current and continues to meet the child's educational needs. It is also to ensure that information from the PEP is available to feed into the next statutory review of the wider Care plan.*' Discussions will be held on achieving this for all children in care.

Allocation of grant to Derbyshire children placed in out of county residential provision.

- The Pupil Premium Plus allocation will have to be approved by the Virtual School head, on receipt of a Provision Map tied to a high quality PEP.
- We reserve the right to recoup the funding if there is no evidence that the funding is being used to address the child in care's needs.

Pupil Premium Plus for Children and Young People attending Derbyshire schools and settings placed by other Local Authorities.

- Different approaches will be adopted by different LAs and schools should discuss arrangements with the placing local authority Virtual School Head. A request for the Pupil Premium Policy should identify how the PPP will be paid – it is the responsibility of the Virtual School Head to ensure that PPP is allocated for all their school aged children and young people in care no matter where they are educated.
- The name and contact details of other Virtual School Heads can be requested from the Derbyshire Virtual School team.

Application for additional funds is to be submitted on the Request for Additional Pupil Premium Grant Pro forma – See Appendix 4

Allocation of funding to Derbyshire Schools and recoupment policy

- The Pupil Premium Grant will be transferred three times a year in the July, September and March via the Finance Team.
- Payments will be based on a fully costed high quality PEP action Plan and Provision Map (See section 3.1). We will consider requests for additional funding in exceptional circumstances. These must be submitted on a provision map.

- 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 will not recoup Pupil Premium Plus where a child moves during the term.
- We reserve the right to recoup the funding if there is evidence that the funding is not being used to address the Child in Care's needs.

Allocation of funding to Out of County (non-residential) Schools and recoupment policy

- The Pupil Premium Plus Grant will be transferred within 6 weeks upon receipt by the Virtual School PEP Coordinator of a high quality PEP and provisions map.
- The Grant will be transferred in 3 termly instalments. The school can submit additional request for further funding based on the child's specific needs if there are exceptional circumstances.
- Whichever PEP format the school uses (i.e. the Derbyshire template or their own LA's), the action plan must fulfil the requirements identified in section 3.1.
- We request that schools submit their application for Pupil Premium Plus, using the action plan template in Appendix 4.
- The grant will be transferred directly to the schools via Derbyshire Finance Team.
- 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 will not recoup Pupil Premium Plus where a child moves during the term, unless the termly amount is greater than £630.
- We reserve the right to recoup the funding if there is evidence that the funding is not being used to address the LAC's needs.

Allocation of grant to Out-of-County residential providers and recoupment policy

- We will provide extra funding to independent providers only in exceptional circumstances, because these schools are already funded at a high level by central budgets.
- The Pupil Premium Grant allocation will have to be approved by the Virtual School Headteacher, on receipt of a high quality PEP via the Social Worker and submitted on a provision map.
- The Grant will be paid on production of invoices to the Virtual School Team.
- We reserve the right to recoup the funding if there is evidence that the funding is not being used to address the LAC's needs.

Pupil Premium Plus for Children and Young People attending Derbyshire schools placed by other Local Authorities

- Different approaches will be adopted by different LAs, as the contexts vary so much, in terms of number of school-aged LAC, the size of Virtual School team and the existing operational budget for the Virtual School team (both vary enormously between LAs)

- Derbyshire schools who have Children and Young People in Care from other Local Authorities on their roll must contact the head teacher of the relevant Virtual School to request their Pupil Premium Plus policy, as nationally, all head teachers of Virtual schools are responsible for the allocation of Pupil Premium Plus for all school aged Children and Young People in care within their authorities, even though the child/young person is educated in a Derbyshire school. The name and contact details of other Virtual School Head teachers can be requested from the Derbyshire Virtual School team.

Appendix I

Extracts from the Department for Education Conditions of Grant 2015-2016

Basis of the allocations to the local authority

The Department will allocate a provisional allocation of £1,900 per child for the number of children looked after for at least one day as recorded in the March 2014 Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2013. This allocation will be updated and finalised in December 2015 based on the number of children looked after for at least one day as recorded in the March 2015 Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2014.

Use of the Looked After Children Premium

The Looked After Children premium must be managed by the designated Virtual School Head (VSH) and used for the benefit of the looked after child's educational needs as prescribed in their personal education plan.

The VSH should ensure there are arrangements in place to discuss how the child will benefit from the pupil premium funding with the designated teacher in the child's education setting. LAs may not carry forward funding held centrally into the financial year 2016-2017. Centrally – held LAC premium that has not been spent, or allocated to the child's education setting by 31 March 2016 will be recovered.

Further enquiries were made to DfE for clarification and received the following response:-

'There is no "right" for the provider (school) to have the £1900 Pupil Premium for CLA. As Virtual School Head teacher you will make a decision on how the money is best used. Some children will not require as much support as others, so in those discussions around the PEP and putting in place that extra support through PPG funding it may be that some support will be more than £1900 and some will be less. If you believe that, usually for those expensive independent providers, all aspects of support for the child (through the PEP) have been covered in the existing package then why would you make a PP payment to the provider? However if you decided that there was even more support that could be provided then you could use it - it would need to be detailed within the PEP and agreed with you as the Virtual School Head teacher. The amount you might use for such support is not fixed (i.e. at £1900) it will depend on what support is being given.'

Pupil Premium and the role of the Virtual School Head 2014-15 FAQ (there is no update for 2105/16)



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Virtual School Pupil Premium Plus Resource Panel

Frequency and Attendance at meetings

Virtual School Pupil Premium Plus Resource Panel will review the PPP Grant form and inform Designated Teachers of the decisions.

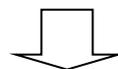
The Virtual Head will inform finance of the decision and funds will be transferred to school by Finance team.

See flow chart for application process and details.

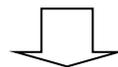
PUPIL PREMIUM GRANT FOR LOOKED AFTER CHILDREN

SCHOOL FLOWCHART FOR APPLICATION PROCESS

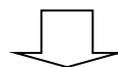
DESIGNATED TEACHER PRINT OFF
"REQUEST FOR PPP GRANT FORM"
PRIOR TO PEP MEETING



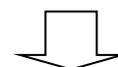
DESIGNATED TEACHER TO CONSIDER PPP NEEDS PRIOR TO PEP
MEETING



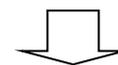
PEP MEETING TO TAKE PLACE



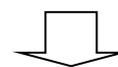
DESIGNATED TEACHER TO COMPLETE
"REQUEST FOR PPP GRANT FORM"
ENSURING IT LINKS TO PEP TARGETS



DESIGNATED TEACHER TO SEND COMPLETED FORM TO VIRTUAL
SCHOOL ADMIN
(via email – please see next page for email security procedures)



VIRTUAL SCHOOL TO INFORM DESIGNATED TEACHER OF
DECISION



VIRTUAL ADMIN TO INFORM FINANCE OF DECISION & FUNDS
TRANSFERRED TO SCHOOL BY FINANCE

PUPIL PREMIUM GRANT FOR LOOKED AFTER CHILDREN

Request for PPG Grant Form security procedures

Please be aware that the “Request for PPP Grant Form” needs to be sent securely to the Virtual School.

If your school has a secure gcsx email account please send the form to:

VirtualSchool@derbyshire.gcsx.gov.uk

Otherwise, please send the form from your.gov.uk email account to both

kim.brooks@derbyshire.gov.uk and lynn.steventon@derbyshire.gov.uk

Virtual School LAC Pupil Premium Records

The Virtual School will maintain a spreadsheet for recording the pupil premium payments due / decisions / pending / queries.

Making Payments

The Virtual School will send Accountancy details of School / other Vendor payments due & amount

Accountancy need payment requests to initiate only – not details of amounts already paid out by the CIC team (e.g. Orderpoint / invoices), that have already been coded to the Pupil Premium cost centre

Accountancy will make main payments on a termly basis, once the grant is received by DCC

Grant due to DCC	Virtual School to send payments requests to Accountancy
30 June 2015	July 2015
30 September 2015	December 2015
31 December 2015	March 2016
31 March 2016	

Other payments will be made on a half termly basis.

The whole process to be reviewed at point of 2nd termly payment in October.

Timescales for payment from Finance once approved

- Derbyshire County Council schools:

On receipt of approved requests from the Virtual School, Accountancy will implement an electronic transfer within 1 week of receipt to the schools budget.

- Bank Account schools & Academies:

On receipt of approved requests from the Virtual School, Accountancy will organise payment by BACS via Accounts Payable. Payment will be in the bank account within 2 weeks.

- Other LA Schools/Other Vendors:

On receipt of approved requests from the Virtual School, Accountancy will organise payment by BACS via Accounts Payable. Payment will be in the bank account within 3 weeks, provided that the vendor is set up on SAP. Payment may take longer if the vendor needs to be set up.

Pupil Premium Plus Provision Map



PEP Targets for this terms funding					
Targets: * * *					
Impact of last terms Pupil Premium funding (describe pupil progress).	Planned Provision/Resource (this term)	Staff/ professionals involved	Current levels / Attainment	Anticipated impact/ level of progress	Cost (session, daily or weekly)
Total being applied for					<u>Cost per Term</u> =

Please return to: lynn.steventon@derbyshire.gov.uk