New Rush Hall School

Children Looked After Policy

Reviewed:
October 2026

Due for review:
October 2027

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INTRODUCTION

Who are our Children Looked After (CLA)?

Pupils become 'Looked After' either if they have been taken into Care by the local authority (LA), or have been accommodated by the local authority (Care Order). Most CLA are accommodated with families (Foster Carers), some may be accommodated in a children's home, some may live with a relative or be placed back at home with their natural parent under a Supervision Order.

A CLA will have a care manager through their LA responsible for the care plan. This is usually a Social Worker.

CLA will have a designated Independent Reviewing Officer (IRO) who is an independent professional overseeing the wellbeing of the pupil. The IRO is responsible for chairing the CLA review and will give guidance on planning for the education and accommodation placements for the pupil. Every CLA should have an Education, Health and Care (EHC) plan managed by the LA in which they reside in.

The governing body of New Rush Hall School (NRHS) is committed to providing quality education for all its pupils, based on equality of opportunity, access and outcomes. This governing body recognises that, nationally, there is considerable educational underachievement of CLA's, when compared with their peers, and is committed to implementing the principles and practice, as outlined in DfEE Circular 0269/2000 and DfEE/DOH Guidance 2000 and the Children Act (2004). The Children Act places a duty to safeguard CLA, to promote their educational achievements and to ensure that they are able to "achieve and reach their full potential". The guidance recognises the collective responsibility of LA's and schools to achieve good parenting and sets out six principles:

- Prioritising education.
- Having high expectations.
- Inclusion – changing and challenging attitudes.
- Achieving continuity and stability.
- Early intervention – priority action.
- Listening to pupils.

The Guidance introduced two key measures:

- To ensure designated teachers are nominated in every school.
- To ensure Personal Education Plans (PEPs) are in place for all CLA.

Designated Teacher – Mr Sam Walters
Designated CLA Co-ordinators –Ms Gail Hayes and Ms Michelle Hodge

ROLES AND RESPONSIBILITIES OF THE DT/CLA CO-ORDINATOR

- Be an advocate for CLA.
- Ensure a smooth and welcoming induction for the pupil and Parents/Carers.
- Note any specific requirements, including care status and safeguarding concerns.
- Attend the CLA review whenever possible.
- Along with the SW/VS ensure that a PEP is completed (within 20 days of entering care or joining a new school). This should be prepared with the pupil, and the Parents/Carers, in liaison with the Virtual School, the Social Worker and other relevant support workers/agencies. Where appropriate, the PEP should take account of any Individual Educational Plan (IEP), Pastoral Support Plan (PSP), Individual Behaviour Plan (IBP), career plan or any other relevant plans. The PEP should include targets and show progress.
- Discuss the use of the Pupil Premium and how it is best used in supporting education.
- Ensure that each CLA has an identified member of staff to talk with.
- Ensure, when appropriate, entry to examinations for all CLA.
- Co-ordinate support for the pupil in the school and liaise with other professionals and Carers as necessary.
- Monitor any interventions and progress.
- Ensure staff and governors receive relevant information and training.
- Ensure confidentiality for individual pupils and only share personal information on a need-to-know basis.
- Provide written information to assist planning/review meetings and ensure attendance as far as possible.
- Encourage CLA to participate in extra-curricular activities and out of hours learning.
- Seek urgent meetings with relevant parties when necessary.

LINKS WITH EXTERNAL ORGANISATIONS

- Social Care Worker/ Community Care Worker/ Residential Childcare Worker.
- Virtual School for CLA (Children Looked After in Education Team).
- Other Virtual Schools for CLA from other LAs.
- Educational psychologists and others from LA SEN services.
- Medical officers.
- School nurses.
- CAMHS.
- Education Welfare Officers.
- Youth Offending Service/Police.
- External Learning Providers.

ROLES AND RESPONSIBILITIES OF ALL STAFF

- To have high aspirations and celebrate the educational and personal achievement of CLA.
- Ensure entry to appropriate examinations for CLA.
- Be familiar with the Guidance on CLA and respond appropriately to requests for information to support the completion of IEPs PEPs and other documentation needed as part of review meetings.
- Liaise with the designated teacher where a CLA is experiencing difficulty.

ROLE AND RESPONSIBILITY OF THE GOVERNING BODY

- Ensure that admission criteria (Aided and Foundation) prioritise CLA, according to the Code of Practice on Admissions.
- Ensure all governors are fully aware of the legal requirements and Guidance for CLA.
- Ensure that there is a named designated teacher for CLA.
- Nominate a governor who links with the designated teacher, receives regular progress reports and provides feedback to the governing body.
- To observe pupil protection and confidentiality protocol, ensure that information will be collected and reported in ways that preserve the anonymity, and respect the confidentiality of the pupils concerned.
- Review the effective implementation of this policy, preferably annually and at least every three years.
- Ensure that the school's other policies and procedures give CLA equal access in respect of:
  - Admission to school.
  - Safeguarding.
  - Health and Safety.
  - The National Curriculum and Public Examinations.
  - Additional Educational Support where this is needed.
  - Extra-Curricular Activities.
  - Work Experience and Careers Guidance.

TRAINING

The headteacher, deputy headteacher and designated CLA co-ordinators will be responsible for ensuring all staff are briefed on the regulations and practice outlined in the guidance from the DfES and DoH (as above).

SOURCE OF ADDITIONAL ADVICE AND INFORMATION

Head of Redbridge Virtual School
virtualschool@redbridge.gov.uk 020 8708 3939

- Promoting the education of CLA and Previously Children Looked After (PCLA) - DfE Statutory guidance for Local Authorities – February 2018.
- Keeping Children Safe in Education Policy - September 2025

Date agreed by the governing body: **October 2026**

Date of next review: **October 2027**