

# Enfield Virtual School PPG Policy, Practice & Procedure 2020-2021

---

## Introduction

This policy is in line with guidance from the DfE. Enfield's policy is in line with the guidance to support all young people and ensure that the funding is used to raise the outcomes of our young people. The policy is informed by the two key Department of Education (DfE) documents in the arrangements for Pupil Premium Grant for Looked after Children for the financial year 2020/21.

- Pupil Premium Grant 2020 to 2021 Conditions of Grant Pupil premium 2020 to 2021: <https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2020-to-2021>
- Pupil Premium and the role of the Virtual School Headteacher – frequently Asked Questions 2015.
- [Pupil premium: virtual school heads' responsibilities - Detailed guidance - GOV.UK](#)

Throughout our policy, the Pupil Premium for LAC will be referred to as PPG to distinguish it from other forms of Pupil Premium allocations. As you are aware in 2015 there were key changes in relation to the conditions of the PPG for LAC

The key changes (in 2015) were:

- Children and young people between the ages of four to sixteen years will be eligible for PPG as soon as they enter care (R-Y11).
- Although Local Authorities continue to be responsible for distributing the PPG payments for LAC to schools and academies, the Virtual School Headteacher is now directly responsible for making sure there are effective arrangements in place for allocating PPG funding to benefit LAC 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.

## Basis of the allocations to the local authority

The DfE have funded the LA a provisional allocation of £2,345 per child for the number of children looked after for at least one day from reception to Y11.

In addition, and through a separate process, children adopted from care under the Adoption & Children Act 2002 and children who have left Care under a Special Guardianship or Residence Order will be entitled to £2,345 passed directly to the school. Schools need to provide this information in their census return. This grant is outside the remit of this policy and the role of the Virtual School.

Each Virtual Head must develop a policy for allocation of the funding for the local authority. 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.

### **Pupil Premium Grant Policy**

#### **Overall Principles**

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

The funding will be provided according to the needs of the child and there is no set amount. The Local Authority has discretion about how the PPG is used for children educated in non-mainstream settings. This is exercised through the Virtual School.

Enfield 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 PPG.

#### **The amount of PPG allocated**

Children's needs may vary over time and therefore a personalised approach is needed. For some children a significant amount will be needed 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 Enfield 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 PPG distributed. As a rule the Virtual School allocates up to £500 per term per child dependent upon need and the details entered in the child's termly PEP. If no details and costings are recorded in the PEP then funding is withheld for that term.

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

In line with Government guidance, the London Borough of Enfield is committed to increasing the life chances of all children for whom we are the corporate parents. Ideally a PEP should be held by the time the child reaches the age of 3 years, so careful plans can be made enabling them to access appropriate pre-school provision when ready. All children in public care attending nursery are required to have a PEP. If a child changes their nursery or care placement, then a PEP meeting should be held within 20 working days. £101 will be allocated per term directly via Early Years.

### **Circumstances in which PPG will not be allocated**

PPG will not be paid for the child's first term in school where that child is an UASC. The funds will be retained by the Virtual School to fund nine hours of one to one ESOL tuition.

PPG cannot 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 an EHC plan – in exceptional circumstances when going through the EHC process funding may be available.
- Provide other statutory work eg statutory assessment or support from health.

The PPG needs to be used to improve outcomes for children in the following areas:

- Academic achievement and progress.
- Wider achievement eg in an area in which the child is gifted and talented.
- Attendance.
- Inclusion [by reducing internal and external exclusion].
- Social skills.
- Transition into the next key stage and/or a new learning provider.

PPG cannot be paid in line with the conditions of the grant 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 as set out by Enfield.

### **Management and Accountability**

The Headteacher of Virtual School Enfield will be accountable to Enfield Corporate Parenting Panel and for setting up a transparent and rigorous allocation process and ensuring maximised impact of the grant. An annual report is made to the Corporate Parenting and Children's Services Panel as part of the process of accountability.

The Headteacher has responsibility that PPG is used in-line with the conditions of grant 2020 and Enfield's Virtual School Policy Statement.

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 PPG could be used. They also have a key role in supporting the young person in achieving their targets.

As a result, the Personal Education Plan (PEP) will need to be monitored even more closely by the Designated Teacher, the Virtual School team, the Social Worker, Team Leaders and Independent Reviewing Officers. Schools are held to account in their use of the PPG through performance tables, current Ofsted inspection and online reports to parents

#### **PPG for Children and Young People from other Local Authorities**

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

Enfield 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 PPG policy. The name and contact details of other Virtual School Head Teachers can be requested from Enfield Virtual School team.

#### **Allocation of funding to Enfield schools and recoupment policy**

The PPG will be transferred three times per financial year in arrears at the end of each term via Enfield's schools finance system. For technical enquiries please contact Louise McNamara 020 8132 1272, [louise.mcnamara@enfield.gov.uk](mailto:louise.mcnamara@enfield.gov.uk)

The funding is related to the PEP target, strategies and input. If the PEP is incomplete and not signed off by the Virtual School funding will not be released. If in exceptional circumstances additional funding is needed in-between PEPs then an Additional Funding Application needs to be completed along with an email giving an outline on why this funding is needed. It may be taken from next term's allocation. The PEP, however, is the main vehicle by which the PPG is requested including requests above the allocated amounts.

Additional requests via email with a clear proposal can be made to the Virtual School for specific whole interventions or training, staff and LAC projects and funding may be allocated at the discretion of the Head of the Virtual School

In addition to any PPG allocated to schools, the Virtual School will provide a laptop to LAC requiring one. This application should be made to the Virtual School by the child's social worker via an email.

## **PEP**

PEPs will continue to identify needs in a high-quality plan with clear quantitative and qualitative targets for improvement, underpinned by well-targeted support. They will also contain the school's ongoing evaluation of the use of PPG funding.

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 PPG can be allocated.

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

PPG will 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 Enfield.

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 LAC.

Adjustment will be made to take account of particular circumstances eg if the child moves to another school, leaves school, enters year group 12 or leaves care during the financial year.

## **Summary of funding**

Up to £500 per term is given to schools on completion of the termly PEP except for those children with EHCPs which is on individual needs basis. Additional funding may be requested by schools on a needs basis for those who have received up to £500 on completion of a PEP. In addition, the Virtual School provides all LAC with a laptop. Those in Years 6 and 11 receive 10 hours of individual maths and English tuition in the run up to KS2 SATs and GCSEs in order to improve their academic outcomes. Those who did not achieve ARE at KS1 and KS2 receive interventions including maths and English tuition. Reading Recovery and Numicon (10 sessions) are provided on a need basis on request. Every primary aged child receives monthly books from the Letterbox Club for 6 months. All LAC are offered free swimming lessons. A contingency is held for those children who may be in danger of exclusion or who are going through the EHCP process where there is a need for extra intervention. This is given to schools on a needs basis as for those going through the 20 weeks process before receiving EHCP funding can be an issue. However, once the money for that term is allocated if the needs are high then there is no additional funding. The Virtual School provides a summer school which consists of booster session in maths and English. For UASC, the first term of PPG is retained by the Virtual School who provides ESOL tuition for 6 weeks to the value of

£700. Summer and Easter ESOL schools are also provided. Schools out borough are seen by our Educational Psychologist which costs £550 a day along with those in borough who are deemed to be complex by the Head of the Virtual School.

For any child who is PLAC, the school should detail this on their annual census in January and they will receive £2,345. Although this is not a personal budget, it should only be spent on that group of children.

### **Circulation list**

The PPG policy documents may be shared with all schools, social workers, Independent Reviewing Officers, foster care support staff, residential staff and Virtual School Heads in all other LAs so that everyone is aware of how the PPG will be distributed, monitored and quality assured for outcomes for the current financial year with review 2020-2021.

### **For more information see:**

Ofsted, *The Pupil Premium: How schools are spending the funding successfully to maximise achievement* (February 2013)

Department for Education: 'Pupil Premium – What you Need to Know'

Pupil Premium Toolkit

Department for Education: Conditions of Grant for the Pupil Premium 2020-2021

Schools Census 2019-2020 guidance which explains exactly what schools need to record on the census return and highlights the sensitivities that may exist around asking parents to self-disclose.

### **Contact:**

Suzanne Rowson, Headteacher of the Virtual School, London Borough of Enfield

Tel: 020 8132 0336

Email: [Suzanne.rowson@enfield.gov.uk](mailto:Suzanne.rowson@enfield.gov.uk)

Reviewed and updated April 2020 by Enfield Virtual School