

Slough Virtual School

Looked After Children
Pupil Premium Policy
November 2014

DRAFT

1. Introduction

There are 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 2014 to 2015 Conditions of Grant (February 2014) (**Appendix 1**)
2. Pupil Premium and the role of the Virtual School Head 2014-15 - Frequently Asked Questions (March 2014) (**Appendix 2**)

Throughout our policy, the Pupil Premium for Looked After Children will be referred to as PP LAC. The changes are as follows:

- From 1 April 2014 PP LAC 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 be eligible as soon as they enter care, rather than the previous 'six month criteria' requiring a child to be in care six months prior to 1 April to qualify for the full amount.
- Local authorities (LAs) continue to be responsible for distributing the PP LAC payments for looked after children to schools and academies. However, in addition, Virtual School Heads are responsible for making sure there are effective arrangements in place for allocating PP LAC funding to benefit children looked after by their authority.
- The overall PP LAC grant allocated to the 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 overall PP LAC grant allocated to the LA must be managed by the Virtual School Head and used to improve outcomes and "narrow the gap" as identified in consultation with Designated Teachers and described in children's Personal Education Plans (PEPs).
- Consequently PEPs will need to be monitored even more closely by Designated Teachers, the Virtual School, Social Workers (and their managers) and Independent Reviewing Officers.

As a result of these changes, Slough Virtual School's allocation of PP LAC will be based upon each child's circumstances and individual educational needs. This will be managed through a focus on high-quality PEPs and the regular communication and sharing of data and evidence of achievement and outcomes by schools and residential settings with Slough Virtual School.

In addition and through a separate process, children adopted from care will be entitled to £1,900 passed directly to the school. **However, this grant is not PP LAC and is outside the remit of this policy.**

This policy will be updated annually to reflect any changes in the PP LAC grant allocation and the associated Conditions of Grant.

2. Pupil Premium for looked after Children Policy

2.1 Overall principles underpinning our child's needs driven model

- The Virtual School Head is responsible for the use of PP LAC to improve outcomes for all children who are looked after by Slough Borough Council, wherever they live. The funding will be provided according to the needs of the child and there is no set amount.
- None of the grant will be used to pay for Virtual School administration, management or core staff salaries.
- In the academic year 2014-15, part of the grant will be used to fund Virtual School led interventions. These will be subject to review on an annual basis.
- Slough Borough Council and the Virtual School Head 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 PP LAC.

2.2 How and why will the amount of funding vary?

Children's needs vary and can change significantly. For some children £1,900 is only a fraction of the cost of the support they need to ensure they achieve their potential, for example children who:

- come into care in an emergency with a fragmented home and education history and who are behind academically;
- have to move into or out of Slough in an emergency;
- are placed out of Slough in other LAs where the level of support from Virtual School may not be the same as that provided by Slough Virtual School.
- have a significant, and often delayed, reaction to abuse and neglect, which manifests in hard to anticipate behavioural changes.

In view of this, there will be a significant difference in the amount of PP LAC distributed to individual looked after children.

2.3 Pooling PP LAC funding

Proposals to pool PP LAC in a school to make **more efficient use of funding** and **enhance the provision** are encouraged, provided that the interventions:

- are clearly and directly linked to individual children's needs and targeted outcomes (as described in their PEPs); and
- can be sustained, or immediately replaced with alternatives, if any of the children move school or continued funding is not approved.

2.4 Circumstances in which Pupil Premium will not be provided

Slough Virtual School will not provide PP LAC funding to schools in the following circumstances.

- 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, or Education Health and Care plan; or
 - other statutory work (e.g. statutory assessment or support from Health agencies).
- The interventions put in place do not require any funding.
- The school's own funding covers the cost of the interventions.
- The PP LAC Action Plan in the PEP does not meet requirements (section 3.1).
- To fund interventions that do not demonstrate a positive impact on the looked after child's educational achievement and outcomes (section 3.2).
- To fund interventions not described in the PP LAC Action Plan in the PEP or the Request for PP LAC Additional Funding (section 3.3).
- To fund interventions for other learners.

3. Management and accountability

The Virtual School Head will be accountable to Slough Borough Council's statutory Director of Children's Services for setting-up a transparent and rigorous allocation process and ensuring maximised impact of the grant.

3.1. Personal Education Plans

All looked after children must have their own Personal Education Plan (PEP), which is used to support the personalised learning and describes what needs to happen for them to make expected progress and achieve their potential.

Slough Virtual School currently uses a six-monthly PEP cycle and also requires schools to complete and submit a Termly Report. Statutory guidance now recommends that PEPs are reviewed every term and this will be a transition year as we move to a termly PEP cycle by the end of the academic year. From the autumn term 2015 PEPs will be aligned with the educational planning cycle and will be reviewed at the start of every term.

We are committed to improving management processes and to minimising the paperwork for schools, so as part of the transition to a termly PEP cycle we will be redesigning our PEP templates and termly reports. During this year we will be consulting our looked after children, Designated Teachers, Social Workers and Independent Reviewing Officers to inform the design of our new PEPs and reporting process, which will be launched for the autumn term 2015.

PP LAC funding will only be provided to meet the needs identified in a high-quality PP LAC Action Plan within a PEP, with clear quantitative (and exceptionally qualitative) targets for improvement underpinned by well-targeted support. The funding must be used to improve outcomes for children in the following areas:

- academic achievement and progress in core subjects;
- wider achievement (e.g. in an area in which the child is gifted and talented)
- attendance and engagement;
- inclusion (by reducing internal and external exclusion);
- personal and social skills; and
- transition (into the next key stage and/or a new school or setting).

One-to-one tuition can be a powerful intervention for looked after children. Slough Virtual School will fund one-to-one tuition at an appropriate and competitive market rate. This will be reviewed annually.

3.2 Allocation of core funding to non-residential schools and settings

Slough Virtual School will provisionally allocate the amount of £900 PP LAC core funding for each Slough looked after child on a school roll in years R-11 at the start of the autumn term upon receipt of a completed, high quality PEP including a PP LAC Action Plan that clearly identifies how the school will use the funding to improve the child's outcomes.

For children who remain on roll throughout the year this core funding will be allocated in three termly instalments and the amount of £300 will be allocated to the school for the autumn term.

An amount of £300 will be also allocated to the child's current school in each of the spring and summer terms, provided that the following requirements are met.

- The PEP is initiated or reviewed within timescale, completed in full and promptly submitted to Slough Virtual School with a PP LAC Action Plan.
- Completed Termly Reports are promptly submitted to Slough Virtual School
- All other reports relating to the child's educational achievement and welfare (e.g. Bullying Reports) are promptly submitted to Slough Virtual School.
- The PP LAC funded interventions are enabling the child to achieve the agreed targets or outcomes, as evidenced during the preceding term or the PP LAC funded interventions are not yet enabling the child to achieve the agreed targets or outcomes within timescale, but these have been reviewed and:
 - will be continued for another term to meet the child's needs and achieve the agreed targets or outcomes; or
 - alternative interventions are planned in order to meet the child's needs and achieve the agreed targets or outcomes.

3.3 Allocation of additional funding to non-residential schools and settings

Where children have specific needs and further funding will be necessary to support the interventions required, schools will be able to request PP LAC additional funding.

To request additional funding, schools should complete and submit a Request for PP LAC Additional Funding (**Appendix 3**) with an Individual Provision Map for the child. The request can be submitted at any time during the academic year and will be considered by Virtual School Resource Panel which will meet regularly throughout the year.

The Individual Provision Map that is included with the request may be produced using the school's own template, but as a minimum must show:

- the area of need or barrier to learning;
- the baseline data;
- expected outcomes;
- details of interventions (weeks, sessions, duration, when, with who, where?);
- costs of interventions for which PP LAC additional funding is requested
- target for improvement (quantitative, exceptionally qualitative)

For example:

Sam is below National Age Related Expectations in reading. To enable Sam to accelerate progress in reading, he will have 40 hours of one-to-one support at school with reading recovery teacher Mrs Smith at £30 per hour, membership of Letterbox Club (provided by the Virtual School) and 15 minutes a night of reading with foster carers recorded in his reading log. Time period for achievement of this target: September 2014 - July 2015. Measured by: progress from 2c to 3c. Total funding requested: 40 hours at £30 = £700.

Where the Virtual School Resource Panel needs to clarify the funding a school is providing from its own resources, the school may need to provide further evidence before PP LAC additional funding can be allocated.

Where the Virtual School Resource Panel identifies that there is risk attached to a request for PP LAC additional funding, it may be approved subject to conditions (such as additional reporting or scrutiny arrangements). Examples of requests that might be considered to require conditions for approval are those seeking funding:

- for high-cost interventions;
- for interventions with qualitative targets;
- for lengthy or prolonged interventions;
- exceeding £1,000 in a single instalment; and
- for a new or innovative intervention, without an established evidence base.

Details of the Virtual School Resource Panel and the process for considering Request for PP LAC Additional Funding can be found at **Appendix 3**.

3.4 Payment of funding to non-residential schools

PP LAC payments will be made directly to Slough schools via monthly cash sheets. However, out of Borough schools will need to submit an invoice for payment and will be required to register on the Council's procurement system before payment can be made and further details about the process can be found at **Appendix 4**. Slough Virtual School will make every effort to avoid delays and to expedite payments to out of Borough schools.

- Subject to the criteria being met the £900 annual PP LAC core funding will be paid in 3 termly instalments of £300 (as described in section 3.2).
- Where a request for PP LAC additional funding has been approved by the Virtual School Resource Panel, payment will be made at the next opportunity. Out of Borough schools will be informed the same day so that they can raise the necessary invoice.
- Payment of PP LAC additional funding will be made in termly instalments commencing in the term that the request is approved and in subsequent terms at the same time as the termly instalment of PP LAC core funding. Out of Borough schools should itemise the core and additional funding on the same invoice for each child to reduce administration.
- The requirements for the continued payment of termly instalments of PP LAC additional funding are the same as those for payment of termly instalments of PP LAC core funding described in section 3.2.
- Exceptionally the Virtual School Resource Panel may approve PP LAC additional funding to be paid in a single instalment. This payment will be made to the school at the next opportunity. Out of Borough schools will be informed the same day so that they can raise the necessary invoice.
- Payments of PP LAC additional funding are subject to any conditions attached by the Virtual School Resource Panel, where it has identified risk.

3.5 Recoupment of funding from non-residential Schools

This applies to Slough Schools and out of Borough non-residential schools.

- Where a child moves school during the term Slough Virtual School will recoup any additional PP LAC funding that has been awarded and which has not been spent at the time of the move.
- Slough Virtual School will not recoup PP LAC funding where a child moves during the term, unless the amount transferred to the school is greater than the £300 termly core funding instalment. However, arrangements should be made to transfer any intervention or provision already commissioned or purchased with PP LAC funding, where appropriate, to the child's new school.

- Slough Virtual School reserves the right to recoup any PP LAC funding that has not been spent to meet the needs of the looked after child for whom it has been allocated.
- Slough Virtual School reserves the right to recoup the PP LAC funding if there is evidence that the funding is not being used to address the needs of the looked after child for whom it has been allocated.
- Slough Virtual School reserves the right to recoup the funding if there is no evidence that the interventions that it is supporting are enabling the child to achieve the outcomes agreed when it was approved.
- PP LAC funding that is recouped by Slough Virtual School must be repaid to Slough Borough Council within 30 days of being informed.

3.6 Allocation of funding to independent and residential providers

In order to be paid any PP LAC funding that is approved, independent and residential providers will need to submit an invoice for payment and will be required to be registered on the Council's procurement system before payment can be made.

- Slough Virtual School will provide extra funding to independent and residential providers only in exceptional circumstances, because these are already funded at a high level by central budgets.
- PP LAC core funding will not be allocated upon receipt of the PEP.
- All applications for funding must be submitted requests for PP LAC additional funding, which will be considered at a regular Virtual School Resource Panel meeting.
- Where the Virtual School Resource Panel has approved funding the Virtual School Head will only authorise payment upon production of all invoices for the approved intervention or provision.

3.7 Recoument of funding from independent and residential providers

- Where a child moves placement and intervention or provision that has been procured with PP LAC funding has not been completed, arrangements should be made to transfer this to the child's new placement, where appropriate.
- Slough Virtual School reserves the right to recoup any PP LAC funding that has not been spent to meet the needs of the looked after child for whom it has been allocated.
- Slough Virtual School reserves the right to recoup the PP LAC funding if there is evidence that the funding is not being used to address the needs of the looked after child for whom it has been allocated.

- Slough Virtual School reserves the right to recoup the funding if there is no evidence that the interventions that it is supporting are enabling the child to achieve the outcomes agreed when it was approved.
- PP LAC funding that is recouped by Slough Virtual School must be repaid to Slough Borough Council within 30 days of being informed.

Children looked after by other local authorities who attend Slough schools

- Different local authorities will adopt different approaches to the allocation and management of PP LAC according to their local context.
- Slough schools that have children looked after by other LAs on their rolls must request details of those LA's policies for PP LAC by contacting their Virtual School Heads.
- Contact details for Virtual School Heads in other local authorities can be requested from the Slough Virtual School.

Appendix 1

Extract from Pupil Premium Grant 2014-15: conditions of grant

C. Looked After Children (LAC)

Basis of the allocations to the local authority

16. 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 2013 Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2012. This allocation will be updated and finalised in October 2014 based on 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.

Use of the Looked After Children Premium

17. The grant allocation for Looked After Children must be managed by the designated Virtual School Head 7 in the authority that looks after those children to be used for the benefit of the looked after child's educational needs as described in their Personal Education Plan (PEP). The Virtual School Head should ensure there are arrangements in place to discuss with the child's education setting – usually with the designated teacher – how the child will benefit from any pupil premium funding. The local authority is not permitted to carry forward funding held centrally into the financial year 2015-2016. Grant held centrally that has not been spent by 31 March 2015 will be recovered as set out in paragraphs 21 and 24 below.

Appendix 2

Pupil Premium and the role of the Virtual School Head 2014-15 FAQ

What changes have been made to the conditions of grant for the Pupil Premium for looked after children in 2014-15?

The conditions of grant state the following:

Basis of the allocations to the local authority

16. 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 2013 Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2012. This allocation will be updated and finalised in October 2014 based on 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.

Use of the Looked After Children Premium

17. The grant allocation for Looked After Children must be managed by the designated Virtual School Head in the authority that looks after those children to be used for the benefit of the looked after child's educational needs as described in their Personal Education Plan (PEP). The Virtual School Head should ensure there are arrangements in place to discuss with the child's education setting – usually with the designated teacher – how the child will benefit from any pupil premium funding. The local authority is not permitted to carry forward funding held centrally into the financial year 2015-2016.

The conditions of grant for the pupil premium arrangements in 2014-15 are published on the Department's website and can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283193/Pupil_Premium_CoG_2014-15.pdf

What are the changes to the pupil premium arrangements for looked after children in 2014-15?

There are three main changes:

Firstly, looked after children attract a pupil premium of £1900, more than double the amount they attracted in 2013-14.

Secondly, the cohort of looked after children who attract the pupil premium is bigger and includes children looked after from the first day of care rather than, as previously, only those who had been looked after for six months or more.

Thirdly, for 2014-15 the pupil premium for looked after children must be managed by the virtual school head in the authority that looks after them. Unlike in previous years, there is no requirement for an authority to pass the funding onto the school where the child is on roll to contribute towards meeting the needs identified in their Personal Education Plan. The presumption, however, is funding is passed to the school and this is strongly encouraged.

Why have the arrangements for managing the pupil premium for looked after children changed for 2014-15?

The Department has changed the conditions of grant regarding how the pupil premium is managed for looked after children to reflect more effectively the particular challenges of supporting their education. Now that virtual school heads will be statutory they will be responsible as part of the corporate parent role to promote the educational achievement of the children looked after by their authority. Ministers therefore want them to have a greater role in working with schools to ensure that duty is fulfilled. And now local authorities attract pupil premium for children from the first day of care giving the virtual school head management of the looked after pupil premium is administratively less bureaucratic.

Does the virtual school head have to manage the budget or can this be delegated to a local authority finance team?

The conditions of grant for 2014-15 states clearly that the pupil premium grant allocation must be managed by the designated virtual school head for the children looked after by the authority. This has statutory force. It is a virtual school head rather than a local authority finance team who is best placed to know how to use pupil premium to maximise the benefits to looked after pupils. Virtual school heads should consult finance teams about the best way to distribute funding to schools.

Can the Director of Finance dictate that the pupil premium funding is passed directly to schools?

The conditions of grant state that virtual school heads should manage pupil premium funding. It is therefore for the virtual school head to decide how the pupil premium for looked after children is managed. That is an important part of how the virtual school head complies with the duty under the Children Act 1989 to promote the educational achievement of the children looked after by the authority.

Does the virtual school head have to give the money to schools?

There is no requirement to do so. There is, however, a strong expectation that virtual school heads will pass on pupil premium funding onto a child's education setting to be used to meet additional needs set out in his or her Personal Education Plan. That can be passed to the school on a termly or annual basis. Any funding not passed down to schools by the end of the financial year will have to be returned to the Department.

Does the virtual school head have to give £1900 to schools or can they give a higher or lower amount?

The conditions of grant state that grant allocation for looked after children must be managed by the virtual school head. It is for the virtual school head to decide whether to provide £1900 to a school for a looked after child or a higher or lower amount. They can also decide on whether to pay termly or annually. They can also link allocation to the content of the Personal Education Plan as agreed with the school.

Can the virtual school head pool funding for some of the authority's looked after children?

The Department expects virtual school heads to manage the pupil premium to ensure that it promotes the educational achievement of all the children looked after by the authority. It may be appropriate to pool some pupil premium for activities to benefit the authority's looked after children more holistically. For example, it might be appropriate to use this funding to provide training for a group of designated teachers across the authority or a group of Teaching Alliance schools.

Equally, a virtual school head might negotiate with a school regarding pooling pupil premium funding for looked after children with the school's pupil premium to provide an enhanced and more intensive package of support for disadvantaged children generally.

Does the pupil premium for looked after children need to be passed to non-mainstream schools?

There is no requirement to do so. There should be a discussion about what provision is being delivered and what would be provided in addition to that in accordance with the child's Personal Education Plan, if the pupil premium funding was passed on to the non-mainstream education setting.

Can the pupil premium for looked after children fund a post in the virtual school?

Pupil premium is additional funding provided to raise the achievement of looked after pupils and close the achievement gap. It is not intended to fund posts that should be the responsibility of local authorities as a corporate parent.

There may be instances where some pupil premium funding can be used to support the work of a person where it can be very clearly demonstrated that their role has a significant contribution to promoting the educational achievement of the children looked after by the authority. That role could, for example, involve working with schools to raise the quality of learning targets in a child's Personal Education Plan.

Can some of the pupil premium for looked after children be spent on providing other central services that support their education?

Pupil premium funding is additional funding provided to support schools to raise the achievement of disadvantaged pupils, including looked after children. It should not be used to fund central services that would reasonably be expected to be funded by local authorities, to comply with their duty to promote the educational achievement of the children they look after. As stated above, however, virtual school heads are responsible for managing the efficient use of pupil premium funding for the purpose it has been provided. They will therefore need to demonstrate a direct link between spending and raising standards of achievement for the children looked after by their authority, wherever they are placed.

Are virtual school heads accountable for the use and impact of the pupil premium on the achievement of looked after children, in the same way as headteachers?

Virtual school heads are responsible for making sure there are effective arrangements in place for allocating pupil premium funding to benefit children looked after by their authority. That means:

making sure that pupil premium funding for looked after children is spent effectively and fully, given any underspend needs to be returned to the Department at the end of the financial year;

being able to demonstrate how pupil premium funding managed by the virtual school head is linked to raising achievement for looked after children and closing the gap between their achievement and that of their peers; and

having arrangements in place to engage with the looked after child's school (usually with the designated teacher) about how pupil premium funding allocated to the school is contributing to meet the needs identified in his/her Personal Education Plan.

Schools are accountable for the educational attainment and progress of all disadvantaged pupils who attract pupil premium on their roll, through Ofsted inspections and KS2/KS4 school performance tables. Virtual school heads and others involved in Personal Education Plans will want a constructive dialogue with schools about how best to support looked after children using the pupil premium.

The Ofsted framework for the inspection of children looked after services states that, as part of the performance information required, the inspector will ask for the annual report of the virtual school head. We would expect that to include information about how the pupil premium has been managed and the impact it has made.

But to whom is the virtual school head accountable within their local authority?

That depends on the line management arrangements in individual local authorities. Ultimately, however, the virtual school head is accountable to the Director of Children's Services and/or the Chief Executive and the Lead Member for Children.

How should the funding be allocated for looked after children in 2014-15 when the funding is based on one-year old data in the SSDA903?

It is important to distinguish the basis on which funding is allocated to local authorities from SSDA903 data and how that funding is managed by the virtual school head to support those children who are looked after during the 2014-15 period.

The provisional allocation is based on the number of children looked after for at least one day and aged 4 to 15 at 31 August 2012, as submitted in the SSDA903 in March 2013. This allocation is updated and finalised in October 2014, based on the number of children looked after for at least one day and aged 4 to 15 at 31 August 2013, as submitted in the SSDA903 in March 2014.

This funding should be managed by the virtual head teacher so it is used to support those children looked after by the local authority for one day or more during the 2014-15 period. This needs to take account of the fact that children move in and out of care.

How should virtual school heads give schools funding for children who have been looked after for a very short period?

It is up to virtual schools heads to manage pupil premium funding for looked after children during the 2014-15 period. Although £1900 is allocated for each looked after child, irrespective of how long they have been in care, this does not necessarily mean that virtual head teachers are expected to manage the funding on the same basis to schools. Virtual head teachers can therefore manage the funding to take account of the length of time in care, as well as other factors, if they wish. The funding, however, should always be to support the educational achievement of the looked after child, as described in their Personal Education Plan.

Can the virtual school head carry over pupil premium funding to 2015-16?

No. Any pupil premium funding that has not been passed to schools or spent by 31 March 2015 must be returned to the Department.

Can we give foster carers the pupil premium to spend rather than give it to schools?

The virtual school head manages pupil premium funding to support the education of looked after children, as set out in the Personal Education Plan. The expectation is that this funding is passed to schools unless there are clear reasons not to do this. It should not be used for activity that the local authority should normally be expected to fund as the corporate parent, such as support for foster carers. Foster carers, however, have an essential role in supporting the education of the children for whom they care. Foster carers can therefore make a valuable contribution, such as with the Personal Education Plan.

Does the pupil premium for 2014-15 work in the same way as personal education allowances did?

No. The pupil premium is not a replacement for the personal education allowance. The pupil premium is much more focussed on support to improve the educational achievement of looked after children and close the gap between looked after children and their peers.

Can virtual school heads impose conditions on how schools use the pupil premium for looked after children?

We want local authorities to have a constructive and meaningful dialogue with the schools on the most effective use of the funding and not impose conditions. The funding should support children's Personal Educational Plan, overseen by the designated teacher in the school.

Can a school insist that they get £1900 for a looked after child on roll?

It is up to the virtual school head to decide how the funding is managed, including how funding is distributed to schools. Although £1900 is allocated for each looked after child,

irrespective of how long they have been in care, this does not necessarily mean that virtual head teachers are expected to manage the funding on the same basis to schools. Virtual school heads should also work closely with schools about how best to meet the needs identified in a child's Personal Education Plan with support provided through the pupil premium.

Can an amount be held by the virtual school head to administer the grant?

Pupil premium funding is additional funding provided to support schools to raise the achievement of disadvantaged pupils, including looked after children. It should not be used to fund central services such as the virtual school head to administer the funding. The pupil premium should be used to provide additional support for looked after children in order to raise the achievement of looked after children.

What tips have virtual school heads got to share about how they have worked with schools up to now in how the pupil premium is used?

Talk to other virtual school heads in your area through the virtual school head regional structures.

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Appendix 3

Request for Looked After Children Pupil Premium Additional Funding

How to request additional funding

To request looked after children pupil premium additional funding from Slough Virtual School for a looked after child who has specific educational needs please complete the form overleaf and return it to Slough Virtual School together with an Individual Provision Map for the child.

Please submit the Individual Provision Map on your school's usual template for provision mapping ensuring that, as a minimum, it shows:

- the area of need or barrier to learning;
- the baseline data;
- expected outcomes;
- details of interventions (weeks, sessions, duration, when, with who, where?);
- costs of interventions for which PP LAC additional funding is requested
- target for improvement (quantitative, exceptionally qualitative)

Targets for improvement should be quantitative and it must be clear how progress will be measured. Exceptionally qualitative targets may be accepted, provided that evidence is available that will demonstrate that they have been met. For example:

Sam is below National Age Related Expectations in reading. To enable Sam to accelerate progress in reading, he will have 40 hours of one-to-one support at school with reading recovery teacher Mrs Smith at £30 per hour, membership of Letterbox Club (provided by the Virtual School) and 15 minutes a night of reading with foster carers recorded in his reading log. Time period for achievement of this target: September 2014 - July 2015.

Measured by: progress from 2c to 3c.

Total funding requested: 40 hours at £30 = £700.

The request must be approved by the school's Head Teacher or Acting Head Teacher.

Reviewing requests for additional funding

A request for PP LAC additional funding can be submitted to Slough Virtual School at any time during the academic year for consideration. This will enable your school to:

- meet the needs of looked after children who join your school during the year;
- respond to additional needs of looked after children as they are presented; or
- introduce new interventions and provision as they are identified.

All requests will be considered by the Virtual School Resource Panel, which is chaired by the Virtual School Head and comprises professionals who support Slough's looked after children. The Virtual School Resource Panel meets regularly during the year and decisions about additional funding will be promptly communicated to the school and payment arranged at the next opportunity. Schools outside of Slough will be required to submit an invoice before payment can be made.

Slough Virtual School

Request for Looked After Children Pupil Premium Additional Funding

CONFIDENTIAL ONCE COMPLETED

Name of School & DfE Number		Address	
School's OfSTED Grading and inspection date		Local Authority (schools outside Slough)	
Name of Designated Teacher for LAC		Contact telephone and email address	
Name of pupil	UPN	Date of Birth	Year Group
Details of the planned, current or past use of PP LAC core funding during this academic year			
Details of the activity that requires funding from PPP LAC additional funding			

Details of the person responsible for managing or overseeing activity	
Is this activity included in the PEP? If not please explain.	
Cost of the activity (£)	Amount of additional funding sought (£)
Describe how will the impact of this additional funding be measured	
Signed	Date
Position (please delete as appropriate)	
Head Teacher / Acting Head Teacher	

Please ensure you include an Individual Provision Map for the child with this request form

For Slough Virtual School Use

Date received	Date of Virtual School Resource Panel
Approved by VSH	Date
School notified (OOA schools must invoice)	Date

Appendix 4

Instructions for completing the New Supplier Set up form

- This form should be completed prior to placing any orders with suppliers. Failure to complete this form may result in delayed payment.
- Please write clearly in BLOCK LETTERS
- Please complete **all fields marked with an asterisk (*) as these are mandatory.** We regret that forms where the mandatory fields have not been completed will be returned to the Requestor
- Please note that Slough Borough Councils standard payment terms are **28 Days**
- For queries about completing this form please contact Procurement on 01753 875285 or 01753 875010
- All completed forms should be signed by a person authorised within the supplier's business to do so. Completed forms should be returned to the Purchasing Team: faxed **01753 478643** or emailed sbcprocurement@slough.gov.uk

Slough Borough Council to complete Parts A & B (MANDATORY SECTION - failure to complete will result in the form being returned).

Supplier please complete Parts C- F

PART A: Slough Borough Council Contact Details	
* Mandatory	
Requestors Name *	Aalia Akhter
Requestors Contact Number*	01753 87 5929
Requestors Directorate*	CWB
Please provide a description of the goods/services being supplied*	Slough Child in out of borough school
Estimated annual expenditure with the supplier *	£900

PART B: Contract details (please tick one).

*Mandatory

Supplier has agreed to SBC's standard terms & conditions (goods or Services)*	
Supplier has signed Short-form Agreement*	
Supplier has formal contract in place with SBC (created by Legal Department)*	
JCT Contract in place*	
None of the above*	

Part C: Supplier Contact Details

*Mandatory

Supplier's Name *	
1 st Line of Address *	
2 nd Line of Address	
3 rd Line of Address	
4 th Line of Address	
Town/City *	
Post Code *	
Telephone * (inc code)	
Fax Number (inc code)	
e-Mail *	
Website Address	

Point of Contact for Purchase Order

Contact Surname *	
Contact First Name *	
Position *	
Telephone Number *	
Notification Method for Purchase Order * (e.g. Fax/e-mail)	
Fax number / e-mail address for Purchase Orders *	

Remittance Details (if different from above)

1 st Line of Address *	
2 nd Line of Address	
3 rd Line of Address	
4 th Line of Address	
Town/City *	
Post Code *	
Telephone (inc code)	
Fax Number (inc code)	
e-Mail *	

PART D: Supplier Details

Please tick the appropriate box

Limited Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Third Sector	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>
1-250 employees	<input type="checkbox"/>	250+ employees	<input type="checkbox"/>

Company Registered Number * (applicable only if registered company)	
Unique Tax Reference Number * (where applicable)	
National Insurance Number* (where applicable)	
VAT Registered Number *	204-2691-91
Tax Rate* (e.g. Standard, Zero, Exempt etc)	

Do you have any partner/relatives (no matter how distant)/close personal friends who are elected members or employees of the Council? If so, please state name(s), relationship(s) and directorate(s)*	n/a
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PART E: Bank Details

Name of Bank/Building Society *			
Sort Code *		Account Number *	
Account Name *			

I confirm the details given above are accurate and complete.

Name		Position	
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Signature		Date	
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Part F: Authorisation

Internal Use Only. To be completed by Procurement Team

	Name	Date
Supplier details added by		
Procurement Sign Off		

Internal Use Only. To be completed by iProcurement Team

	Name	Date
Bank Details Entered By		
Bank Details Checked By		

Nature of Goods and Services Supplied * The Following list is derived from the Standard Industry Code (SIC) list, please select the ONE activity which best describes the nature of the goods/services you provide			
Accommodation		Other human resources activities (excluding consultancy)	
Accountancy, auditing & tax advisory		Other information service activities (e.g. soft and hard ware retailers;	

		suppliers of IT consumables; but excluding IT project management)	
Advertising & market research activities		Photographic services	
Architectural & engineering activities (including structural engineers)		Postal & courier services	
Cleaning		Professional Bodies (e.g. Royal Institute of Chartered Surveyors)	
Computer programming, consultancy & related activities		Property Investment Advisory Services	
Creative, arts & entertainment activities		Property repairs & maintenance (excluding construction) e.g. painting, glazing, small refurbishments	
Demolition & Site preparation		Public Administration (e.g. HM Land Registry)	
Development of building projects (including construction project management for large projects)		Public relations & communications activities	
Education and training providers		Publishing activities (including printing & reprographics)	
Electrical, plumbing and other construction projects		Quantity surveying	
Electricity, gas & air conditioning supplies		Real estate activities on a fee or contract basis (e.g. managing agent fees and service charges)	
Environmental consultancy		Renting & leasing of motor vehicles	
Exhibition/conference organisers		Renting & Leasing of other machinery & equipment	
Financial service activities (except insurance and pension funding)		Repair & Installation of machinery & equipment (including IT hardware, photocopiers etc)	
Fishing & Aquaculture		Scientific research & development	
Food, beverage & catering		Security	
Forestry & Logging		Specialist design services	
Insurance & pension funding		Telecommunications	
Landscaping activities		Temporary staff agencies & recruitment consultancies	
Legal activities (including legal advice, counsels opinion, court fees)		Translation & interpretation services	
Libraries & archives (including press cuttings)		Travel services (travel agents, coach hire, airlines etc)	

Management consultancy (including IT and other Project management advice (except in relation to construction projects); health and safety consultancy and HR consultancy etc)		Waste Collection & Disposal	
Mining Activities		Water & Sewage	
Office administration & other business support services (e.g. provision of payroll services & document storage)		Other human resources activities (excluding consultancy)	

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