



Children Looked After (CLA) Policy

This policy was approved and ratified by
The Full Board of Trustees of Cox Green School
on
19th May 2026



Revision History

Version	Area
1.3	P2 Paragraphs: 1.2, 2.2, 3.1, 4.1, 4.2, 7.2, 10.1, 13.2, 17, Glossary



Introduction

Educational achievement and subsequent life chances for CLA and previously-CLA are of real concern. Students who are looked after require additional support to overcome barriers to learning and achieve their potential. Cox Green School endeavours to provide positive experiences and offers stability, safety, and individual care and attention for all our students. With this in mind, we aim to:

- Encourage students to reach their potential and to make good progress in relation to their professional, social and emotional development;
- Ensure that students enjoy high quality teaching and a curriculum which meets their needs and the requirements of legislation;
- Plan support for CLA realistically and use the school's resources efficiently to ensure the school meets their needs;
- Promote a positive culture in all aspects of school life;
- Help students develop their cultural, moral and social understanding.

1. Legal Framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Children Act 1989;
- The Care Planning, Placement and Case Review (England) Regulations 2010;
- Children (Leaving Care) Act 2000;
- Children and Young Persons Act 2008;
- Children and Families Act 2014;
- Children and Social Work Act 2017;
- DfE (2018) 'Promoting the education of Looked-After and Previously Looked-After Children';
- DfE (2018) 'The Designated Teacher for Looked-After and Previously Looked-After Children';
- DfE (2022) 'Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, Including Pupil Movement';
- DfE (2022) 'Keeping Children Safe in Education';
- DfE (2018) 'Working Together to Safeguard Children'.

1.2. This policy operates in conjunction with the following school policies and documents:

- Admissions Policy;
- Behaviour Policy;
- Home School Agreement;
- Anti-Bullying Policy;
- Equal Opportunities Policy;
- Child Protection and Safeguarding Policy;
- Inclusion (SEND) Policy;

2. Definitions

2.1. "Children Looked After (CLA)" are defined as:

- Children or young people who are the subject of a Care Order or Interim Care Order under the Children Act 1989;
- Children who are placed in foster care, children's residential homes, with relatives or friends, in semi-independent or supported independent accommodation;



- Children subject to a Care or Interim Care Order whilst placed with a parent, where the LA has parental responsibility;
- Children who are not subject to an order but are accommodated by the LA under an agreement with their parents.

2.2. “Previously-CLA” are defined as:

- Children who are no longer looked after by an LA in England and Wales because they have either been adopted or are the subject of an adoption, special guardianship or child arrangements order, who have spent at least 24 hours in the care of the LA;
- Children who were adopted outside England and Wales from ‘state care’ (care that is provided by a public authority, religious organisation, or other organisation whose main purpose is to benefit society).

3. Roles and Responsibilities

3.1. The Board of Trustees is responsible for:

- Ensuring the school has a coherent policy for CLA and previously-CLA;
- Reviewing the school’s policies and procedures in conjunction with legislation and statutory guidance;
- Ensuring the designated teacher for CLA and previously-CLA has received the appropriate training;
- Ensuring that appropriate staff have the information they need in relation to each child looked after:
 - Legal status (i.e., whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility;
 - Care arrangements and the levels of authority delegated to the carer by the LA.
- Ensuring that staff have the skills, knowledge and understanding to keep CLA and previously-CLA safe;
- Ensuring CLA and previously-CLA have equal access to all areas of the curriculum and that reasonable adjustments are made, if necessary;
- Ensuring they receive feedback from the Headteacher regarding the effectiveness of the policy on an annual basis.

3.2. The Virtual School Head (VSH) is responsible for:

- Monitoring the attendance and educational progress of the children their authority looks after; this includes children who have left care through adoption, special guardianship or child arrangement orders, or who were adopted from state care outside of England and Wales;
- Ensuring that arrangements are in place to improve the education and outcomes of the authority’s CLA, including those placed out-of-authority;
- Building relationships with health, education and social care partners, as well as other partners, so they and the designated teachers understand the support available to CLA and previously-CLA;
- Working with the school to ensure all CLA in attendance are fully supported in reaching their full potential;
- Acting as the educational advocate for CLA;
- Acting as a source of advice and information to help parents of previously-CLA as effectively as possible;
- Managing the school’s allocation of Pupil Premium plus (PP+) for CLA.
- Ensuring there are effective systems in place to:
 - Maintain an up-to-date roll of the CLA who are in school settings, and gather information about their educational placement, attendance, wellbeing and progress;



- Inform the Headteacher and designated teacher if they have a student on roll who is looked after by the LA;
- Ensure social workers, schools, designated teachers, carers and independent reviewing officers understand their role and responsibilities regarding a student's PEP;
- Ensure that up-to-date and effective PEPs that focus on educational outcomes are maintained for all CLA;
- Avoid delays in providing suitable educational provision;
- Ensure the education achievement of CLA is seen as a priority by everyone who has responsibilities for promoting their welfare;
- Report regularly on the attainment, progress and school attendance of CLA through the authority's corporate parenting structures.

3.3. The Headteacher is responsible for:

- Appointing the designated teacher for CLA and previously-CLA;
- Allowing the designated teacher the time and facilities to succeed in carrying out their duties;
- Overseeing this policy and monitoring its implementation, feeding back to the Board of Trustees annually on the following:
 - The number of CLA and previously-CLA in the school;
 - An analysis of assessment scores as a cohort, compared to other student groups;
 - The attendance of CLA and previously-CLA, compared to other student groups;
 - The level of fixed term and permanent exclusions, compared to other student groups.
- Ensuring all members of staff are aware that supporting CLA is a key priority;
- Ensuring PP+ for previously-CLA is managed effectively;
- Promoting the advantages of actively challenging negative stereotypes of CLA.

3.4. The designated teacher for CLA and previously-CLA is responsible for:

- Building relationships with health, education and social care partners and other partners so that they and the Virtual School Headteacher understand the support available to CLA and previously-CLA;
- Promoting the educational achievement of CLA and previously-CLA at the school; this includes those that left care through adoption, special guardianship or child arrangement orders or were adopted from state care outside England and Wales;
- Acting as the main contact for social services and the DfE;
- Promoting a culture of high expectations and aspirations;
- Ensuring CLA are involved in setting their own targets;
- Advising staff on teaching strategies for CLA;
- Ensuring that CLA are prioritised for one-to-one tuition and support;
- Leading on how the child's PEP is developed and used in school to ensure the child's progress towards targets is monitored;
- Liaising with the SENDCo to ensure all student needs are met;
- Working with the child's VSH and social worker to develop and implement their PEP;
- Working with the VSH to discuss how funding can be used to support the child's progress and meet the needs identified in their PEP;
- Working with the Headteacher to submit an annual report to the Board of Trustees, which details the progress of all CLA and previously-CLA.

3.5. The DSO is responsible for:

- Keeping up-to-date records of CLA's respective social worker and VSH;



- Where a child ceases to be looked after and becomes a care leaver, keeping up-to-date contact details of their LA personal advisor and liaising with the advisor as necessary regarding any issues of concern affecting the care leaver.

3.6. The SENDCo is responsible for:

- Ensuring they are involved in reviewing PEP and care plans for CLA and previously-CLA with suspected or identified SEND needs;
- Liaising with teachers, the designated teacher, specialists and parents when considering interventions to support the progress of CLA and previously-CLA.

3.7. Staff are responsible for:

- Being aware of CLA and previously-CLA and providing them with support and encouragement;
- Preserving confidentiality, where appropriate, and showing sensitivity and understanding;
- Being vigilant for any signs of bullying towards CLA and previously-CLA;
- Promoting the self-esteem of CLA and previously-CLA.

4. Barriers to Learning

4.1. Children Looked After are a vulnerable group, who may also face additional barriers to learning. The following have been identified as common factors which can contribute to underperformance of Children Looked After:

- Unmet emotional, social, mental and physical health needs;
- Lives often characterised by instability;
- Attachment issues;
- Adverse Childhood Experiences (ACEs);
- Sporadic attendance;
- Insufficient help with their education if they fall behind;
- Primary carers not equipped to provide sufficient support and encouragement for learning and development;
- Gaps in their learning with a fragmented education history;
- Insufficient tracking and monitoring of progress resulting in a delay in implementing support;
- Low self-esteem and self-confidence;
- Schools not having high enough expectations and aspirations for CLA;
- School Exclusions and No School place

4.2. It is, therefore, essential that schools promote the achievement of such vulnerable children. Cox Green School has a Designated Teacher for Children Looked After to ensure that all the educational needs of CLA and previously-CLA are met. We also have a designated SAFE Manager for each CLA and previously-CLA who can ensure their emotional needs are met.

5. Attainment

5.1. We have high expectations of Children Looked After, and are continuously striving to close the attainment gap between CLA/previously-CLA and their peers. We closely monitor and track the attainment and progress of each CLA after every data drop. To improve the attainment of CLA and previously-CLA, we ensure the following:

- A framework of high expectations and aspirations for Children Looked After;
- A curriculum that provides stretch and challenge;
- A Personal Education Plan (PEP) that is of high quality;



- An understanding of the common barriers to learning often experienced by Children Looked After and identifying strategies that will mitigate their impact;
- Rigorous monitoring and tracking of the academic and social performance of Children Looked After;
- Appropriate forms of support with early intervention;
- A culture that takes account of the student's views and engages Children Looked After in the target setting process and reviewing progress;
- Recognition of the role of carers as partners in learning and engaging them fully in all aspects of their child's education;
- Strong pastoral support with the Designated Teacher at the centre of communication;
- A child-centred multi-agency approach;
- Effective use of the Pupil Premium⁺ funding where the impact of interventions implemented are critically monitored and evaluated;
- All staff to have high expectations and high aspirations for Children Looked After;
- Children Looked After are encouraged to join extra-curricular clubs and the Junior Student Leadership team to build relationships and work on their strengths and interests.

6. Attendance

- 6.1. The Designated Teacher for Children Looked After monitors and records attendance and punctuality of each CLA. This information is shared with the child's Social Worker, the Virtual School and Carer(s) at PEP meetings.
- 6.2. If a Child Looked After is identified as having poor attendance or punctuality, the Virtual School will be alerted and targets will be set.
- 6.3. At Cox Green School, attendance is celebrated through several incentives linked to our behaviour and achievement policy.

7. Confidentiality

- 7.1. Information on Children Looked After is shared with school staff on a 'need to know' basis.
- 7.2. Information about Children Looked After is only shared with relevant parties, e.g., Social Workers and Carers and is not discussed with anyone else outside of school.
- 7.3. Personal information divulged to the SAFE team or school counsellor by individual Children Looked After is shared at PEP meetings, when necessary, but is not discussed outside of these meeting, unless such information raises a safeguarding issue. In such cases, the school Safeguarding Policy and procedures will be followed.
- 7.4. Any reports to the Board of Trustees in relation to Children Looked After will not include names of children.

8. Personal Education Plan (PEP)

- 8.1. All CLA must have a care plan; PEPs are an integral part of this care plan.
- 8.2. The PEP is an evolving record of what needs to happen for a student to enable them to make the expected progress and fulfil their potential.



- 8.3. The PEP will reflect the importance of a personalised approach to learning which meets the identified educational needs of the child.
- 8.4. The school with other professionals and the child's carers will use the PEP to support the child's educational needs, raise the child's aspirations and improve their life chances.
- 8.5. All relevant bodies, such as the LA, the designated teacher and carers, will involve the child in the PEP process at all stages.
- 8.6. The PEP will address the student's full range of education and development needs, including:
 - On-going catch-up support, which will be made available for children who have fallen behind with work;
 - Suitable education provided by the LA, where the child is not in school because of suspension or exclusion;
 - Transitional support where needed, such as if a child is moving to a new school;
 - School attendance and behaviour support, where appropriate;
 - Support to help the child meet their aspirations, which includes:
 - Support to achieve expected levels of progress for the relevant national key stage and to complete an appropriate range of approved qualifications;
 - Careers advice, guidance and financial information about FE, training and employment, that focusses on the child's strengths, capabilities and the outcomes they want to achieve;
 - Out-of-school hours learning activities, study support and leisure interests.

9. Working with Agencies and the VSH

- 9.1. The school will ensure that copies of all relevant reports are forwarded to the CLA social workers, in addition to carers or residential social workers.
- 9.2. The school will coordinate their review meetings.
- 9.3. The school will work with other agencies to exchange information, such as changes in circumstances, exclusions or attendance issues, taking prompt action, where necessary, to safeguard CLA and previously-CLA.
- 9.4. Behaviour management strategies will be agreed between the VSH and the school, to ensure challenging behaviour is managed in the most effective way for that individual child.
- 9.5. The designated teacher for CLA and previously-CLA will communicate with the VSH and child's social worker to facilitate the completion of the PEP.
- 9.6. Through the designated teacher, the school will work with the VSH, social worker and other relevant agencies to monitor any arrangements in place so that actions and activities recorded in the child's PEP are implemented without delay.
- 9.7. The designated teacher will communicate with the VSH and agree on how PP+ can be used effectively to accommodate the child's educational attainment and progress.
- 9.8. PP+ for previously-CLA will be allocated directly to, and managed by, the school.



- 9.9. The school will work with the VSH to manage allocation of PP+ for the benefit of our cohort of CLA, or previously-CLA, and according to their needs.
- 9.10. If deemed necessary, the school will allocate an amount of funding to an individual to support their needs.
- 9.11. The designated teacher will ensure consistent and strong communication with the VSH regarding CLA who are absent without authorisation.
- 9.12. The school will share their expertise on what works in supporting the education of CLA and previously-CLA.

10. Training

- 10.1. The designated teacher and other school staff involved in the education of CLA and previously-CLA have received the appropriate training, this includes information about the following:
- School admissions arrangements;
 - SEND;
 - Attendance;
 - Exclusions;
 - Homework;
 - GCSE options;
 - Managing challenging behaviour;
 - Promoting positive educational and recreational activities;
 - Supporting students to be aspirational for their future education, training and employment;
 - Safeguarding.

11. Student Mental Health

- 11.1. CLA and previously-CLA are more likely to experience the challenge of social, emotional and mental health issues which can impact their behaviour and education. Designated teachers will have awareness, training and skills regarding a child's needs and how to support them in relation to behaviour management and mental health.
- 11.2. The designated teacher will work with the VSH to ensure the school is able to identify signs of potential mental health issues, understand the impact issues can have on CLA and previously-CLA, and know how to access further assessment and support, where necessary.

12. Exclusions

- 12.1. Past experiences of CLA and previously-CLA will be considered when designing and implementing the school's Behaviour Policy.
- 12.2. The school will have regard to the DfE's statutory guidance 'Exclusions from Maintained Schools, Academies and Student Referral Units in England' and, as far as possible, avoid excluding any CLA.
- 12.3. Where the school has concerns about a child's behaviour, the VSH will be informed at the earliest opportunity.



12.4. Exclusion will only be used as a last resort, after the school and VSH have considered what additional support can be provided to prevent exclusion, and any additional arrangements to support the student's education in the event of exclusion.

12.5. The school will inform parents that they can seek the advice of the VSH on strategies to support their child to avoid exclusion.

13. Students with SEND

13.1. Support for CLA with SEND, who do not need an EHCP, will be covered as part of the child's PEP and care plan reviews.

13.2. The SENDCo, teachers, designated teacher and specialists will involve carers when considering interventions to support their child's progress.

13.3. If appropriate, the VSH will be invited to comment on proposed SEND provision for previously-CLA.

14. Information Sharing

14.1. Appropriate and specific arrangements for sharing reliable data are in place to ensure that the education needs of CLA and previously-CLA are understood and met.

14.2. The arrangements set out include:

- Who has access to information on CLA and previously CLA and how data will remain secure;
- How students and parents are informed of, and allowed to challenge, information that is kept about them;
- How carers contribute to and receive information;
- Mechanisms for sharing information between the school and relevant LA departments;
- How relevant information about individual students is passed between authorities, departments and the school when students move.

15. Communication of Policy

This policy will be published on the school website and on the staff intranet.

16. Review of Policy

This policy shall be reviewed every three years.

17. Version History

Version	Authorisation	Approval Date	Effective Date	Next Review
V1	People & External Relations Committee	120/5/2020	12/05/2020	May 2023
V1.2	People & External Relations Committee. Ratified by Board	23/05/2023	23/05/2023	May 2026
This policy was delegated to the Board of Trustees in May 2026				
V1.3	Full Board of Trustees	19/05/2026	19/05/2026	May 2029



Glossary

ACE	Adverse Childhood Experiences
CLA	Children Looked After
DfE	Department for Education
EHC	Education Health Plan
FE	Further Education
LA	Local Authority
PEP	Personal Education Plan
PP	Pupil Premium
SAFE	Student and Family Education
SEND	Special Educational Needs and Disabilities
SENDCo	A qualified teacher designated to oversee the provision for pupils with special educational needs and disabilities (SEND) in school
VSH	Virtual School Head