



# South Tyneside Council

## **A Service Specification for the Project for Looked After Children's Education (The PLACE) Team.**

### **Introduction**

Our main aim of is to work in partnership with schools and other agencies to:

- Promote the educational achievement of all looked after children of statutory school age educated in the South Tyneside, and all South Tyneside looked after children being educated elsewhere.
- Champion the educational needs of looked after children.
- Track and monitor the attainment, progress and attendance of all looked after children.
- Support individual looked after children in their learning.
- Support individual looked after children who have problems with attendance or are at risk of exclusion.
- Provide advice on the production of an appropriate Personal Education Plan (PEP) and ensure that each looked after child has an effective plan.
- Offer advice and training to Designated Teachers, foster carers, social workers and other school staff on supporting the educational achievement of looked after children.
- Provide advice and guidance on school admissions for looked after children.

### **Funding**

We are funded by the council (75%) and the Dedicated Schools Grant (25%) by agreement with the Schools' Forum. The funding is used to:

- Narrow the attainment gaps between looked after children and their peers.
- Enable looked after children to make good progress.
- Improve the attendance of looked after children where there is a problem.
- Liaise with Designated Teachers to discuss the progress and needs of looked after children.
- Celebrate the achievement of our looked after children.
- Ensure every looked after child has a high quality Personal Education Plan (PEP) which identifies the actions and support to be provided.
- Deliver training to schools, Designated Teachers, carers and other partner agencies.

Additional funding to support one-to-one tuition is available for all eligible looked after children from the Dedicated Schools Grant by the agreement of the Schools' Forum.

Mainstream schools also receive the Pupil Premium for each child who has been looked after for more than 6 months, and this should also be used to support their educational achievement.

## **Service Delivery**

We will:

- Keep to agreed time commitments.
- Respect confidentiality.
- Always ensure the safety of the young people we work with.
- Work in partnership with other agencies to achieve the best outcomes for looked after children.

### **1. Young People**

We will:

- Treat each young person as an individual.
- Listen to their needs.
- Expect the best for them and from them.
- Work with them and their school to identify what kind of support or help they need to overcome any difficulties with learning and achieve the best they can.
- Work with them and their school to identify what kind of support or help they need to overcome any difficulties with attendance.
- Provide one to one tuition where appropriate.
- Consult with young people and ask for feedback on the service we provide.
- Champion the needs of all young people who are looked after.

### **2. Attainment and progress**

We will:

- Collect assessment data on individual children every term and track the progress children make.
- Analyse the data to identify those young people who are underachieving.
- Work with schools to identify intervention strategies aimed at addressing the causes of underachievement.
- Provide additional support for learning where identified.
- Draw up an intervention plan for each young person identified as underachieving.
- Where appropriate provide additional funding to support the young person's educational achievement.
- Provide guidance to Designated Teachers on supporting the educational achievement of looked after children.

### **3. Attendance and Exclusions**

We will:

- Collect attendance data on individual young people every half term and track the progress they make.
- Analyse the data to identify those young people who are at risk of having poor attendance.
- Work with schools to identify strategies aimed at addressing the causes of poor attendance.
- Provide guidance to Designated Teachers on supporting the good attendance of looked after children.
- Work with schools to help them avoid excluding young people by looking at what support or provision can be put in place to help the young person.

#### 4. Training and Advice

We will provide:

- Advice on supporting the educational achievement of looked after children.
- Advice on supporting the good attendance of looked after children.
- Advice on production of personal education plans.
- Training on new initiatives relating to looked after children.
- A network meeting each term for Designated teachers.
- Advice on supporting looked after children with attachment difficulties.

#### 5. Support for Carers

We will:

- Work closely with carers to tailor our support to young people.
- Assist with school moves and at times of transition.
- Feedback positive achievements as well as concerns.
- Provide training on how to support young people in their education.

#### 6. Work with Social Workers

We will:

- Assist with school moves and at times of transition.
- Attend and support meetings to share and gather information.
- Provide advice and guidance on the educational needs of looked after children during the placement planning process.
- Provide training on how to support young people in their education.
- Provide support and advice on pupil's attainment and attendance.

### **Schools' responsibilities**

Schools are expected to;

- Identify a Designated Teacher for looked after children.
- Lead on the production and review of a Personal Education Plan for each looked after child in their school at the appropriate time.

- Set clear measurable targets for the achievement and attendance of their looked after children.
- Monitor the progress and attendance of looked after children.
- Share assessment data on their looked after children with the PLACE team on a termly basis in line with agreed dates.
- Share attendance data on their looked after children with the PLACE team on a half termly basis in line with agreed dates.
- Identify intervention support for those looked after children who are underachieving or who have poor attendance.
- Liaise with the PLACE team where additional support is required.
- Be inclusive and give encouragement and support to their looked after children.

### **Complaints and disagreements**

Any concerns or complaints about the level or quality of the service should in the first instance be made to:

Manager of the PLACE,  
Simonside Lodge,  
109 Newcastle Road,  
South Shields,  
Tyne and Wear,  
NE34 9AA.

Telephone: 0191 4273490  
e-mail: [theplace@southtyneside.gov.uk](mailto:theplace@southtyneside.gov.uk)

Schools who consider that they have not received an adequate response from the Service may appeal in writing to:

Head of Looked After Children's Education,  
Simonside Lodge,  
109 Newcastle Road,  
South Shields,  
Tyne and Wear,  
NE34 9AA.