



Nottingham City Virtual School

Pupil Premium and Additional Funding Arrangements for Nottingham City Children in Care

1. Introduction and statutory context

- 1.1. Looked after children (referred to hereafter as children in care) are one of the groups of pupils that attract Pupil Premium funding. Local authority Virtual Schools receive a pupil premium grant allocation from the Department for Education based on the number of children looked after for at least one day during the year ending March 2017, as recorded in the previous year's Local Authority children looked-after data return.
- 1.2. Pupil Premium is funding provided to help improve the attainment of children in care and close the attainment gap between this group and their peers.
- 1.3. Throughout this document, the Pupil Premium for children in care will be referred to as Pupil Premium Plus (PPP) to distinguish it from other forms of Pupil Premium allocations.
- 1.4. The Pupil Premium: Conditions of Grant 2018-19, sets out the terms and conditions in relation to the pupil premium as follows:
 - PPP funding for children in care is provided to raise the attainment of disadvantaged pupils of all abilities to reach their potential.
 - The PPP rate for children in care, as defined in the Children Act 1989 is £2,300 per child for the financial year 2018/19.
 - The DfE allocates PPP to local authority Virtual Schools to manage.
 - The PPP must be managed by the Virtual School in the LA that looks after the child and used without delay for the benefit of the 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 how the child will benefit from pupil premium funding with the designated teacher or another member of staff in the child's education setting who best understands their needs.

Policy date: May 2018.

Policy author: Jasmin Howell, Service Manager Nottingham City Virtual School

2. Children adopted from care or who have left care

- 2.1. Children recorded in the previous year's census and alternative provision census who were looked after by a local authority immediately before being adopted, or who left local authority care on a special guardianship order are also eligible for Pupil Premium funding. Local authority Virtual Schools **do not** receive the Pupil Premium funding for these children, this is paid directly to maintained schools by the Schools Funding Team at the LA and academies receive this funding direct from the Education Skills Funding Agency.

3. Nottingham City Virtual School Pupil Premium Plus payment arrangements.

- 3.1. The overall grant allocated to each local authority Virtual School is calculated on a per capita basis, however, the funding does not have to be distributed on a per capita basis, given that children and young people in care have differing levels of needs. Some local authority Virtual Schools may keep money back for the purchasing of general interventions or resources to meet the educational needs of their authorities' children in care.
- 3.2. In view of the above, there may be significant difference in the amount of PPP distributed by different local authority Virtual Schools for their children in care. Some Virtual Schools will distribute the whole £2,300 allocation, others may top slice the funding and allocate a percentage of it and others may retain the entire funding choosing instead to provide, commission and/or offer their own educational interventions for children in care of their authority.
- 3.3. Nottingham City Virtual School has provided schools with the opportunity to apply for the full Pupil Premium Plus allocation (split over 3 terms – summer, autumn and spring). We have not top sliced this funding or retained funds for the purchasing/commissioning of general provision/intervention and we will continue to do so in the 2018/19 financial year.
- 3.4. The table below provides details of the funding periods and the amount that can be applied for in the 2018/19 financial year:

Financial Year 2018-19:

Period funding to cover	Application date	Allocation available
April 18 – July 18	May 18	£700
September 18 – December 18	October 18	£800
January 19 – March 19	January 19	£800

Policy date: May 2018.

Policy author: Jasmin Howell, Service Manager Nottingham City Virtual School

4. Applying for Pupil Premium Plus

- 4.1. Schools that have a Nottingham City child in care on their roll are required to apply for PPP through completion of an online application each term to cover specific education periods (see table 3.4 above).
- 4.2. The online application for requesting PPP will be sent to all schools that have a Nottingham City child in care on their roll at the beginning of each period. Schools can also request the link to the online application by contacting the Virtual School, see contacts at paragraph 12.
- 4.3. The online form to apply for PPP is hosted by SNAP Survey, the Virtual School treats the data provided confidentially and in accordance with the Data Protection Act 1998 and the General Data Protection Regulations 2018. The child's personal data will only be used by the Virtual School for the purpose of awarding Pupil Premium Plus funding and, where schools have successfully applied, for monitoring and tracking the impact of interventions on children's educational outcomes.
- 4.4. The online form must be completed fully in order for the PPP funding request to be considered.
- 4.5. On receipt of the completed online funding form, all requests will be scrutinised by the Virtual School Service Manager, in accordance with key principles agreed locally (see appendix 1). Applications will be approved subject to it being completed fully, in accordance with the child/young person's PEP and where it doesn't constitute any of the circumstances of non-approval, outlined in paragraphs 8 below.
- 4.6. The Virtual School will not contact individual schools to inform them of applications approved, however, we will make contact with all schools where funding requests have not been approved or where we require further information or clarity in respect to funding requests.

5. Pupil Premium Plus payment process

- 5.1. Once applications for PPP funding are authorised for payment by the Virtual School Service Manager a schedule will be sent to Nottingham City Council Schools Funding Team to make payment. Payments will be made as promptly as possible on receipt of the schedule.
- 5.2. Some schools may experience a delay in receiving payments if they are not set up as a Supplier on the financial system. Where schools are not set up as a Supplier the Virtual School Administrator will contact the school for their bank details on letter headed paper and will add them to the financial system so payment can be made.
- 5.3. Schools maintained by Nottingham City Council will receive their PPP funding by means of a budget adjustment on their School Budget Share Letter.

Policy date: May 2018.

Policy author: Jasmin Howell, Service Manager Nottingham City Virtual School

- 5.4. Academies, independent schools, schools maintained by other authorities and other providers will receive their PPP funding as a NCC supplier. The Schools Finance Team will generate a Request for Payment (RFP), which will be passed to our Accounts Payable team to add to the payment run. Once the payment run has been made the school will receive a remittance advice, usually via email or post, detailing the date the payment was made, the value of the payment and the EMSS AP payment number for use in enquiries.
- 5.5. Nottingham City Virtual School will not seek to recoup PPP where a child moves school place during the term.
- 5.6. Nottingham City Virtual School reserves the right to recoup PPP funding if there is no evidence the funding is being used to benefit the child in improving their educational outcomes and experience.

6. Key principles in approving requests for Pupil Premium Plus

- 6.1. The following principles will be considered in approving requests for PPP funding:
 - The online application for funding is completed fully and accurately.
 - The funding will be used to benefit the child in care to improve their educational outcomes and experience.
 - The funding being requested is aligned to actions and agreements as detailed in the child's Personal Education Plan (PEP).
 - The school will be able to measure and/or evaluate the impact of the intervention funded through PPP on the child's educational outcomes.

7. Example interventions that can be funded through Pupil Premium Plus

- 7.1. PPP is in place to benefit the child in care and must be used to enhance and improve their educational outcomes and experience. The child/young person's voice and their specific needs are of central importance in considering the use of PPP funding and should be incorporated in their Personal Education Plan.
- 7.2. There is no one specific intervention that will meet/improve/enhance the educational needs of every child in care; children's needs vary and can change significantly. What follows, therefore, are example interventions the Nottingham City Virtual School are likely to approve PPP funding, based on our general understanding of 'what works' in improving and enhancing educational outcomes and experience:

Policy date: May 2018.

Policy author: Jasmin Howell, Service Manager Nottingham City Virtual School

- One to one tuition
- Booster sessions
- Nurture groups
- Therapeutic sessions
- Behaviour support
- Extracurricular activity sessions

8. Circumstances where Pupil Premium Plus will not be provided

8.1. PPP will not be provided if it is being used to double fund or replace funding which should already have been allocated to support the child; example circumstances where PPP will not be provided include:

- To fund services that should be provided as part of Special Education Needs (SEN) support or an Education, Health and Care Plan (EHC).
- To fund statutory work and/or services
- Where the school's own funding covers the cost of the intervention.
- To fund activities that are expected to be covered by fostering allowances
- To fund activities/interventions not detailed or aligned to the child's PEP

9. Pupil Premium Plus and the child's Personal Education Plan (PEP)

9.1. All children in care must have a Personal Education Plan (PEP). The PEP is an evolving record of the child's educational experience, outcomes, progress and attainment and must detail the steps/actions required to enable that child to make expected progress and fulfil their potential.

9.2. As the purpose of PPP is to help improve the attainment of children in care and close the attainment gap between them and their peers, plans for PPP spend should be identified and included within the child's PEP.

9.3. The Nottingham City Virtual School will therefore refer to the PEP when considering requests for PPP funding. Where requests for funding is aligned to the PEP they are likely to be approved. Where requests for funding is inconsistent to or not included within the PEP they may be declined and the Virtual School will seek further information before releasing funding. Where requests for funding is received and the child does not have an up-to-date PEP the PPP application may be declined until a PEP is completed.

10. Management and accountability

10.1. The Nottingham City Virtual School is accountable to the Corporate Director Children and Adults and to the Corporate Parenting Board for ensuring there are effective, transparent and rigorous arrangements in place for distributing PPP to benefit the education of children in care. The Virtual School is also responsible

Policy date: May 2018.

Policy author: Jasmin Howell, Service Manager Nottingham City Virtual School

for ensuring arrangements are in place to monitor and evaluate the effectiveness and impact of PPP spend on the educational outcomes and educational experiences of children in care.

- 10.2. Schools and education settings that receive PPP are accountable for ensuring the funding is used appropriately and effectively to enhance and improve the child's educational achievement.
- 10.3. Social Workers and Designated Teacher must ensure the use and impact of PPP spend is clearly recorded in the child's PEP.
- 10.4. Schools that have received PPP funding will be provided with an evaluation form in which to report the impact of the funding in supporting/improving/enhancing the child's educational outcomes. Impact evaluations will be required twice per academic year.
- 10.5. The Nottingham City Virtual School will record the impact of PPP funding as described on the evaluation forms provided by schools. The information provided in completed evaluations will also be considered against termly progress and attainment data for each child.

11. Additional Funding Requests

- 11.1. The Nottingham City Virtual School acknowledges the need to provide schools with the opportunity to apply for PPP outside the timescales detailed in the table at paragraph 3.4, particularly where the following circumstances apply:
 - Some of our children move between schools within the academic year, consequently the new school may not have had an opportunity to apply for the PPP in the timeframes, where this is the case the new school will be able to make a funding request through a separate application- an Additional Funding Request.
 - Some of our children have needs that require interventions/activities that exceed the £2,300 PPP allocation, where this is the case schools will be able to apply for additional funds over and above the PPP allocation through an Additional Funding Request, subject to funds being available.
 - Some of our children require specific support and intervention to enable successful transition between schools, where this is the case schools will be able to apply for additional funds through an Additional Funding Request.
- 11.2. Additional Funding requests are paid from available PPP funds, the amount available is limited and determined by the number of schools that have made a successful application for funding and the amount of funding awarded.
- 11.3. To support the needs of our children in a timely way we have not set specific periods in which schools should apply for Additional Funding Requests; schools can apply anytime within the financial year 2018/19.

Policy date: May 2018.

Policy author: Jasmin Howell, Service Manager Nottingham City Virtual School

11.4. Applications for Additional Funding Requests are made through a paper-based application, available by contacting the Nottingham City Virtual School (see contacts below).

11.5. Approval of Additional Funding Requests are subject to the following:

- The appropriateness and relevance of the activity/intervention in meeting the child's educational needs and improving outcomes.
- Evidence that the agreed allocation has been utilised and further funding is required to support the educational needs of the child in care.
- The additional funding will not be used to fund statutory services, interventions that should be provided as part of SEN support or an Education Health and Care Plan, interventions that are covered by fostering allowances or interventions that schools own funding should be covering.

12. Further information and contacts

Nottingham City Virtual School general enquiries:
thevirtualschool@nottinghamcity.gov.uk

Nottingham City Virtual School Service Manager:
Jasmin Howell
Jasmin.howell@nottinghamcity.gov.uk

Nottingham City Virtual School PPP administrator:
Lindsey Foster
Lindsey.foster@nottinghamcity.gov.uk

Virtual School contact numbers:

0115 8764692 or 0115 8764694

Appendix 1

Principles for agreeing Pupil Premium Plus (2018-19)

The approvers of PPP payment will approve all applications received when **all** of the following have been met:

- The intervention/activity being funded is aimed at improving/promoting/enhancing the educational needs of the child.
- Intended impact of the intervention/activity on the child's education attainment/ experience is described.
- The amount being requested is within the payment allocation for the period
- The intervention/activity being funded is aligned to the actions/agreements in the PEP.

In the absence of any of the above information approvers will, as relevant:

- Forward the PPP request to the child's allocated Virtual School caseworker for a view as to the appropriateness and relevance of the intervention/ activity being funded.
- Request further information and/or clarity from the designated teacher and/or child's social worker.
- Request completion of a PEP, where one has not been completed, that details the activity/intervention being requested (PPP will then be paid retrospectively on completion of the PEP).