

For the attention of the Head Teacher & Designated Teacher

From the financial year 2014/15, Virtual School Heads (VSHs) became responsible for the management and allocation of pupil premium for looked after children to schools. **Detailed below are Lewisham's arrangements for the payment of this funding for financial year 2016-2017.**

Attached is the Pupil Premium Application Form for completion and return to Lewisham Virtual School which will enable the funds to be released once the Primary Phase Leader (Vee Howell – vee.howell@lewisham.gov.uk) or Secondary Phase Leader, (Desmond Benjamin – desmond.benjamin@lewisham.gov.uk Secondary) has confirmed acceptance.

Payments will be made termly for each young person in care who is in attendance at the school.

If this is the first time that your school is applying for the funding, please provide us with the following bank details on school headed paper, which will allow us to set-up payment details with Lewisham finance; **bank name, branch name, account name, account number and sort code.** Please email this to Patricia Dunkley at patricia.dunkley@lewisham.gov.uk,

Please ensure that the following steps are taken to ensure that the appropriate level of funding is made available to schools in an efficient and timely manner:-

Application form fully completed, signed and emailed to the Phase Leader.

Personal Education Plan (PEP)

All young people in care must have a current Personal Education Plan (PEP), which should be reviewed at least every 6 months as part of the statutory review of the young person's care plan. The PEP should act as a record of what needs to happen for a child in care to reach their educational potential.

The Pupil Premium for looked after children should be linked to the personal education plan. This will identify how funding will be spent to support the young person in accordance with their PEP targets. The PEP Review will include an evaluation of the impact of the Pupil Premium. There is an expectation that pupil premium funding will impact directly on the learning outcomes for the individual young person and that in general there will be a narrowing of the attainment gap for young people in care through the successful application of their personal education plans.

Please let us know if there is no current PEP for your pupil (s) or if you need any advice on this or on any other matter related to young people in care.

Patrick Ward
Head Teacher
Lewisham Virtual School

Tel: 07725142975
Email Patrick.ward@lewisham.gov.uk

Further Information on Pupil Premium and Looked after Children is available at

www.lewishamvirtualschool.org.uk