



Policy/Procedure Name:	Premium Pupil Policy		
Policy/Procedure Number:	SMT 005		
Date of Approval:	9 th February 2017		
Effective Date:	September 2016		
Revised Date:	September 2024		
Review by Date:	August 2025		
Policy/Procedure Author:	Head of School		
Policy/Procedure Owner:	CEO/Principal		
Management Committee Approved By:	SMT		
Governor /Trustee Committee Approved By (where appropriate):	Governing Body		
For Action By:	All School Staff, Finance Team, Tech Hub Team, Head of Safeguarding, Governors and School and College office team		
For Information to:	Students and Parents		
Approval requested to upload on the Treloar Website:	Yes <input type="checkbox"/> (tick if requested)		
Who is carrying out EIA? <small>(see details of EIA in appendix)</small>	Jo Cox	Date of EIA?	9 th Feb 2017

1. Aims

This policy aims to:

- **Provide background information** about the pupil premium grant so all members of the school community understand its purpose and which pupils are eligible
- Set out **how the school will make decisions** on pupil premium spending
- **Summarise the roles and responsibilities of those involved** in managing the pupil premium in school

2. Legislation and guidance

This policy is based on the pupil premium [allocations and conditions of grant guidance 2024 to 2025](#), published by the Education and Skills Funding Agency (ESFA). It is also based on guidance from the Department for Education (DfE) on [using the pupil premium](#), [virtual school heads' responsibilities concerning the pupil premium](#), and the [service pupil premium](#).

3. Purpose of the grant

The pupil premium grant is additional funding allocated to publicly funded schools to raise the attainment of disadvantaged pupils and support pupils with parents in the armed forces.

The school will use the grant to support these groups, which comprise pupils with a range of different abilities, to narrow any achievement gaps between them and their peers.

We also recognise that not all pupils eligible for pupil premium funding will have lower attainment than their peers. In such cases, the grant will be used to help improve pupils' progress and attainment so they can reach their full potential.

4. Use of the grant

- The Pupil Premium Working Party identifies challenges / needs identified from Attendance Data, Teachers/ Staff feedback on level of engagement, behaviour incidences, Student feedback, reviews of student learning, collation of student's emotional wellbeing plans, reviews on students access to technology and learning, Reviews on core targets and the holistic approach
- Once need/needs are identified, the team research suitable ideas of support. These ideas are transferred to a strategy following the guidance from [guide published by the Education Endowment Foundation \(EEF\)](#).

We will publish our strategy statement on the school's use of the pupil premium in each academic year on the school website, in line with the conditions of grant, and using the templates on GOV.UK.

Our pupil premium strategy statement is available on our website in [Reports and Publications | Treloars](#) section.

5. Eligible pupils

The pupil premium is allocated to the school based on the number of eligible pupils between Year R and 11

Eligible pupils fall into the categories explained below.

5.1 Ever 6 free school meals

Pupils recorded in the most recent October school census who are known to have been eligible for free school meals (FSM) at any point in the last 6 years (as determined by the DfE's latest conditions of grant guidance).

This includes pupils first known to be eligible for free school meals in the most recent October census.

This also includes pupils with no recourse to public funds (NRPF). The government has permanently extended FSM eligibility to include children in all households with NRPF.

It does not include pupils who received universal infant free school meals but would not have otherwise received free lunches.

5.2 Looked-after children

Pupils who are in the care of, or provided with accommodation by, a local authority in England or Wales for at least 1 day. Allocations will be provisionally based on the children looked after data return in March of the previous year, and then confirmed in December of the current year based on the children looked after data return in March of the current year.

5.3 Previously looked-after children

Pupils recorded in the most recent October census who:

- Were looked after by a local authority or other state care immediately before being adopted, or
- Left local authority or other state care on a special guardianship order or child arrangements order

This includes children adopted from state care or equivalent from outside England and Wales.

5.4 Ever 6 service children

Pupils recorded in the most recent October census:

- With a parent serving in the regular armed forces
- Who have been registered as a 'service child' in the school census at any point in the last 6 years (as determined by the DfE's latest conditions of grant guidance), including those first recorded as such in the most recent October census

- In receipt of a child pension from the Ministry of Defense because 1 of their parents died while serving in the armed forces

6. Roles and responsibilities

Treloar school has a Pupil Premium working party which consists of the Head of School, Head of Transition and Assistive Technology Manager. This ensures the funding captures the holistic needs of our students.

The Pupil Premium Working Party are responsible for:

- Keeping this policy up to date, and ensuring it is implemented across the school
- Ensuring all school staff are aware of their role in raising the attainment of disadvantaged pupils and supporting pupils with parents in the armed forces
- Planning pupil premium spending and keeping this under constant review, using an evidence-based approach and working with virtual school heads where appropriate
- Monitoring the attainment and progress of pupils eligible for the pupil premium to assess the impact of the school's use of the funding
- Reporting on the impact of pupil premium spending to the governing board on an ongoing basis
- Publishing the pupil premium strategy statement on the school's use of the pupil premium in each academic year on the school website, in line with the DfE's [guidance on using the pupil premium](#) and using the templates on GOV.UK.
- Providing relevant training for staff, as necessary, on supporting disadvantaged pupils and raising attainment
- Ensuring students have access to the equipment to enable them to access learning

6.2 Governors

The governing board is responsible for:

- Holding the Head of School to account for the implementation of this policy
- Ensuring the school is using pupil premium funding appropriately, in line with the rules set out in the conditions of grant
- Monitoring the attainment and progress of pupils eligible for the pupil premium, in conjunction with the Head of School, to assess the impact and effectiveness of the school's use of the funding
- Monitoring whether the school is ensuring value for money in its use of the pupil premium
- Challenging the Head of School to use the pupil premium in the most effective way

- Setting the school's ethos and values around supporting disadvantaged members of the school community

6.3 Other school staff

All school staff are responsible for:

- Implementing this policy on a day-to-day basis
- Setting high expectations for all pupils, including those eligible for the pupil premium
- Identifying pupils whose attainment is not improving in response to interventions funded by the pupil premium, and highlighting these individuals to the senior leadership team
- Sharing insights into effective practice with other school staff

6.4 School Finance and Administrative support will

- Liaise with the relevant local authority to ascertain if a new student is in receipt of pupil premium, expected date of payment and amount (Admissions lead)
- Ensure that the Head of School is informed promptly on receipt of pupil premium monies for individual students and delegate funding (Finance)
- Work with the Head of School and the Pupil Premium Working Group to facilitate the prompt use of monies received and alert them to any problems associated with the sourcing of equipment, events etc. (Finance and Procurement)
- Monitor pupil premium budgets and inform the Head of School if funds are not spent or if budgets are exceeded (Finance)
- Maintain log of monies received from Local Authorities (Finance)
- Alert the Head of School if monies have not been spent (Finance)

6.5 Virtual school heads

Virtual school heads are responsible for managing pupil premium funding for children looked after by a local authority and allocating it to schools. Their responsibilities include, but are not limited to:

- Identifying the eligible looked-after children and informing the local authority
- Making sure methods for allocating and spending ensure that looked-after children benefit without delay
- Working with each looked-after child's educational setting to put together a personal education plan, agree how pupil premium funding will be spent to meet the need identified in this plan, and ensure the funding is spent in this way
- Demonstrating how pupil premium funding is raising the achievement of looked-after children

Virtual school heads are in charge of promoting the educational achievement of all the children looked after by the local authority they work for.

7. Monitoring arrangements

This policy will be reviewed annually by the Head of School. At every review, the policy will be shared with the governing board.

- we make use of a wide range of data collected and analysed on a regular basis to support our judgments
- the multidisciplinary team, other teaching staff and support staff will contribute to the pupil premium progress review which will take place in the normal course of MDT reviews, formal annual reviews and CLA meetings (where appropriate parents will be aware that their child is in receipt of pupil premium monies)
- where appropriate students' targets are linked to the pupil premium plan
- regular feedback about performance is given to students and parents
- interventions are adapted or changed if they prove to be inappropriate, the student's circumstances change either academically or physically or both
- the Head of School maintains an overview of the pupil premium spending.
- Governors receive an update through the Head of School's report on pupil premium spending and its impact
- An annual statement outlining how the Pupil Premium funding has been used to 'close the gap' for pupils eligible for the funds will be tabled at the Governing Body meeting

8. Implications of Policy/Procedure

8.1 Training Requirements

- Maintain current understanding of legislation and best practice with regard to Pupil Premium

8.2 Communication Requirements

How will the Policy/procedure be communicated:	The policy will be uploaded to SharePoint and stored under SMT policies Staff will be advised via SharePoint of the existence of this policy
Who will ensure the above communication is carried out:	Head of Quality Head of School

<p>Do the changes made to this policy/procedure affect any other policies/procedures?</p> <p>If yes, has this been communicated to the policy/procedure author/owner</p>	<p>No.</p>
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8.3 Inclusive communications

If you require this document in an alternative format, such as large print, audio description or a colour background, please contact Jo Cox at jo.cox@treloar.org.uk

9. Links to other related policies, procedures or documents (internal)

This policy will link to:

- SMT024 Looked After Children Policy
- SMT007 School and College Student Journey Policy

10. Definitions

- PPRF -Pupil Premium Purchase Request Form
- CLA Looked After Child

11. Revision History

Listed below is a brief audit trail, detailing amendments made to this policy procedure in last 4 years

Page/para No.	Brief description of the change(s)	Change made by	Date
2	Conditions and eligibility for the receipt of pupil premium updated annually	Julia Simmons	6.9.18
2 & 9	Dates updated Pupil premium can be carried over	TDLC	12.9.2019
2 & 8	amount of pupil premium money updated page 2	TDLC	1.7.2021
1,2,5. 6,7, 14, 15	Author –Deputy Head of School, amount of pupil premium money updated page 2, <u>Service pupil premium</u> , Roles and Responsibilities, reporting, Approval Consultation - Deputy Head teacher and DCLA, Pupil Premium Purchase Request Form – Responsibility Deputy Head of School	Maria-Brigid Ryan Deputy Head of School	01.07.2022
All pages 1-17	Author, roles and responsibilities, amount of PP monies and addition of review step in flowchart with Head of Transition, Head of School	Lisa Bond	28/7/23

	and Finance, updated links for 23/24 academic year		
All pages	Complete rewrite of policy using advice for format from the Key	Lisa Bond	September 2024

IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.

Appendix 1. Pupil Premium Purchase Request Form

How to complete the Pupil Premium Purchase Request Form

- Refer to the Policy SMT005 for additional guidance and procedures
- The MDT must meet within three weeks of the notification of receipt of Pupil Premium
- Refer to long term and medium term outcomes on Databridge. Use these to support discussion around proposed spending
- Outline a brief justification statement to explain how the money will be spent referring back to the student's outcomes.
- Consider how you will measure the impact of the Pupil Premium and use this to complete the impact review after agreed period (one year)
- Ensure that one member of the MDT is responsible for the completion of a Pupil Premium Purchase Request Form, where this is appropriate, or liaising with the Admin team to ensure booking of educational trip or speakers or other chosen event.
- Ensure that the Head of School signs off and sends to finance
- Any equipment or resource must be in use six weeks after the MDT receives notification of the receipt of Pupil Premium
- Upload the completed Pupil Premium Purchase Request Form to Databridge.

Appendix 2

TRELOAR SCHOOL AND COLLEGE PURCHASE REQUEST FORM FOR AN ITEM TO BE PURCHASED USING PUPIL PREMIUM MONEY

Please fill in the details **electronically** and **email** the completed form to the Head of School

Name of person placing order: [Click here to enter text.](#)

Name of student order is for: [Click here to enter text.](#)

Date of request: [Click here to enter a date.](#)

Item description: [Click here to enter text.](#)

Item price, including VAT: [Click here to enter text.](#)

Details of supplier: [Click here to enter text.](#)

Name of staff member this item should be addressed FAO on delivery: [Click here to enter text.](#)

Note: Please let the Head of School know when the order has been received

Additional comments or information (optional):

[Click here to enter text.](#)

Please state what impact you think this item/s will have on this young person's ability to engage and achieve more in their education

[Click here to enter text.](#)

How long after receipt of this purchase will you be able to provide evidence of its impact on this student? [Click here to enter text.](#)

Please name the member of staff who is responsible for sending this evidence of impact to Head of School: [Click here to enter text.](#)

Note: Head of School will let the person who completed this order know if it has been approved, or if more information is needed.

Note: Head of School will add her signature and account budget number when the order is approved and forward to the Procurement Manager. The Procurement Manager will order the item/s.

Head of School Signature: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Equality Impact Assessment (EIA) - Stage 1

Name of Policy / Function/Decision	Pupil Premium Policy				
Name of Assessor / Author /Lead	Jo Cox				
Start Date	9 th February 2017				
This EIA is being undertaken because it is:	<ul style="list-style-type: none"> A result of a policy revision 				
Screening					
Does the policy affect employees, students or other stakeholder groups? Could the impact be significant to that group of people?					N
Is it a major policy with a significant effect on how our core business is delivered?					N
Does it involve a significant commitment of resources?					N
Does it relate to an area where there are known inequalities (e.g. gender pay gap, hate crime, accessibility of IT)					N
If the answer to any of these questions is 'YES' then continue to complete Equality impact assessment. If you are unsure about the answer to any of these questions please contact EDI co-ordinator or Head of Quality for further support.					
Has the screening identified the policy as having relevance to the any of the following groups?					
Age	N	Disability	N	Sexual Orientation	N
Race	N	Sex/Gender	N	Religion or Belief	N
Gender Reassignment	N	Pregnancy or Maternity	N	Marriage or civil partnership	N
Have we shown due regard for the 9 protected characteristics within the policy/procedure/decision?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all opportunities to promote equality taken within the policy/procedure/decision?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have we stated how we will monitor the implementation and impact of this policy/decision?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Date of Screening	9 th February 2017				
Approval by EDI	Jo Cox				
Refer Policy/Procedure to EDI Co-ordinator for further Stage 2 Assessment (if required)				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>