



College of West Anglia Working Arrangements for Norfolk Looked After Children and Care Leavers 2021/2022

Pre entry recruitment and identification

College of West Anglia (CWA) encourages applications from LAC and care leavers:

- there is a section on the website and information in the course guide.
- A number of open days are offered throughout the year and staff are available to provide information and advice to LAC and care leavers.
- The college works closely with schools and the Norfolk Virtual School and is always happy to meet with individual young people who would like further information.

Full details about courses on offer is available on the college's website: <https://cwa.ac.uk/> Applications for courses are made online via UCAS, Help You Choose and CWA website.

LAC and care leavers are encouraged to declare their status at application so that the relevant support can be put in place and arrangements can be made to ensure a smooth transition from school to college. All young people are invited for an interview with the course team to check their suitability for a course, those that do not meet the entry requirements are provided with IAG to find an alternative course. The student services team provides information about support (emotional, pastoral and course related), financial help and travelling to college. In addition, the college works closely with the virtual school to ensure that all LAC and care leavers are identified early so that relevant support can be put in place for the young person.

Young people with SEN and EHCPs are identified at application and are assessed by the Additional Learning Support team. Individual support plans are created and shared with their course team so that the young person is well supported during their course.



Enrolment and transition

All LAC and carer leavers that have been offered a place on a course at CWA are invited to a 'starting college' evening in June. This event provides the young person with the opportunity to meet their course team and others on their course and get information about travelling to college, uniform and equipment needed for the course and details about financial support, including the Post 16 bursary.

In addition, 1:1 tours and appointments are available on request over the summer period.

Applications for financial support (including the Post 16 bursary) are made via the Financial Support Application Form. This is available from Student Services or on the college website.

Week 1 at CWA is induction week and gives the young person the opportunity to settle into college life. During this week, young people are provided with information about support available to them and given the opportunity to meet their designated student mentor, who will support them during their time at CWA. A 'Swap Don't Drop' campaign is carried out during the first six weeks of term to encourage those that are not enjoying their course to transfer to another area, rather than withdrawing from education.

Letters for DWP are available from the student's faculty administrator.

On a course support

CWA offers all LAC and care leavers the following support to help them succeed on their course and reach their full potential:

- Information, advice and guidance about courses, progression, transport and financial support to help find the right course for them and ensure that they have all the information they need to start college. Campus tours are available on request.
- A designated student mentor that will support them during their time at college. They will work closely with the young person, their course team and social worker/personal advisor to monitor their progress and help them to succeed on their course. They will offer support and advice about any problems faced and work with the young person to overcome these, listen to their views and complete their termly PEP.
- Individual advice will be available to them about careers and progression.



- Help will be available with study skills (time management, essay writing, research, etc.) from the Learning Resource team.
- Financial support to help with the cost of travel, equipment and kit costs.
- Post 16 bursary to help them with the costs of being in education.
- A free meal each day that they are in college.
- Support to manage and overcome mental health issues from our college counsellors and mental health support co-ordinator.
- The DT, and other relevant staff, will actively engage with the PEP process and engage with relevant CPD offered by the Virtual School.

Personal Education Plans (PEPs)

All Norfolk looked after children and care leavers are required to have a PEP meeting once a term up until the academic year in which they turn 18.

The PEP meeting will take place with the college designated teacher/person (or a member of the student support team) and the social worker/personal advisor.

Details of who the young person's social worker/personal advisor can be found on the Welfare Call (the PEP recording tool) or can be requested by contacting the Norfolk Virtual School PEP manager julie.steward@norfolk.gov.uk

PEPs need to be completed and signed off by the designated teacher/person within 10 days of the PEP meeting taking place.

Guidance on completing Norfolk Post 16 PEPs has been shared with the designated teacher/person and can be downloaded from the training section of our website: <https://www.schools.norfolk.gov.uk/teaching-and-learning/virtual-school-for-looked-after-children/training>

Our Bitesize Guide to completing Post 16 PEPs can be found here: <https://www.youtube.com/watch?v=TSUreMJz47M>



Reporting Exam Results

The Virtual School will contact CWA via the Designated Teacher to collect exam results for our Norfolk looked after children and care leavers.

Results will be submitted to the Virtual School by mid-September.

Any qualifications achieved will also be recorded on the PEP record.

Retention and Progression

Students are expected to achieve 90+% attendance on their course to receive payments from the Post 16 bursary payments. The college monitors attendance and progress of all LAC/care leavers closely; any concerns are reported to the virtual school/social worker or Personal Advisor immediately. Progress is monitored by progress reviews within college on a termly basis and PEPs are completed for those in year 12 and 13.

The designated student mentor meets with those in year 14 to discuss progress on course, as the PEP is not a requirement beyond Year 13. Any concerns are raised with the designated teacher, the young person's personal advisor and the virtual school.

Those students not meeting the required standards of behaviour are monitored closely and the required interventions are put in place. For young people who are not meeting behaviour expectations CWA will seek to address concerns early and will follow our behaviour policy (attached) This will include contacting the young person's social worker or personal advisor in the first instance and arranging a PEP or professionals' meeting where appropriate, to which the Virtual School will be invited. The college works closely with the virtual school and social workers for those that become NEET and individual IAG sessions are available to help re-engage young people.



Safeguarding Processes. Please reference relevant policies, which can be attached to the end of this document.

Please see attached policy

**What provision does college offer for unaccompanied asylum-seeking children? What ESOL support does the college have?
What does college offer EAL learners?**

A range of English Speakers of Other Languages (ESOL) courses are available at CWA. The courses cover reading, writing speaking and listening in a variety of contexts. Numeracy and ICT is also included in the course. Courses start at pre-entry level and are offered to ESOL Level 3.

All UASC are allocated a designated student mentor, who will support them during their time at CWA, they monitor progress and work with the social worker/personal advisor and Laura Abbro (laura.abbro@norfolk.gov.uk) the Norfolk Virtual School UASC Advisor to overcome any issues the young person is experiencing. Young people are eligible for financial support to help with the costs associated with college (e.g. travel, meals and equipment).

Communication. Which team or person would be the main contact point within college for those supporting looked after/care leavers and what would be the best way of maintaining contact?

Designated teacher/person for LAC

Julie Robinson (Student Welfare Manager) 0153 815562 ext 2562

julie.robinson@cwa.ac.uk



Virtual School for
Looked After and Previously
Looked After Children

Communication. Which team or person would be the main contact point within college for those supporting looked after/care leavers and what would be the best way of maintaining contact?

Post 16 LAC Advisor

Clare Cloves clare.cloves@norfolk.gov.uk 01603 223793

Virtual School USAC Advisor

Laura Abbro laura.abbro@norfolk.gov.uk 01603 303315

Virtual School PEP Manager

Julie Steward julie.steward@norfolk.gov.uk 01603 222414

Learning and Employment Advisor (Post 18)

Jamie Robson jamie.robson@norfolk.gov.uk 01603 306809

The Virtual School CPD offer can be found on our website: <https://www.schools.norfolk.gov.uk/teaching-and-learning/virtual-school-for-looked-after-children/training>

These working arrangements between College of West Anglia and Norfolk Virtual School were agreed on: 6 8 2021

Agreed by: Julie Robinson (Designated Teacher)

Agreed by: Clare Cloves (Post 16 Advisor, Norfolk Virtual School)