

PUPIL PREMIUM POLICY

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Our 'Named Governors' with special responsibility for "The Pupil Premium" are Mr Richard Symes and Mrs Sharon Massey.

Policy Reviewed & Approved by Governors:

Signed by Headteacher:

Signed on behalf of the
Governors Committee:

Date:

_____ November 2016 _____

Next Review Date:

_____ November 2017 _____

1. Introduction:

The families of students who qualify for the Pupil Premium (PP) are assumed to be currently living in financial deprivation or have been in such circumstances within the past six years. Many Government agencies and the DfE refer to PP students as 'Disadvantaged'. RAISE refers to PP students as 'Vulnerable'.

For many years, national data for England and Wales has clearly indicated that such financial deprivation has impacted on the eventual attainment of children from these families at age 16, when compared to their non-PP peers. Officially, PP students are one of several groups of students increasingly referred to as 'achievement-vulnerable'. For secondary schools, this 'attainment gap' is exemplified in the national measures of students achieving:

- five good GCSEs at A*-C
- A*-C grades in GCSE English and Mathematics
- Expected Levels of progress in English and Mathematics between Y6 and Y11

The PP was introduced as an additional funding stream for schools to utilise to 'close the gap' in attainment between PP students and their non-PP peers, effectively addressing some of the negative effects on their education of their family's current or legacy challenging financial circumstances.

As time has progressed, schools have been given more freedom to employ the PP funding within their organisation in ways that have an impact, and so external inspection and scrutiny are now more concerned with seeking clear evidence of impact – in 'closing the gap' in attainment - rather than looking for or expecting specific pedagogies or approaches to have been employed.

It must also be remembered that a student's broader experience of school life may also have been influenced negatively, including among others, expenses connected with purchasing school uniform and specialist clothing/kit, school trips and visits, extra-curricular clubs, coaching opportunities in sport, music or dance as well as with textbooks, study guides and basic stationery used in the classroom and for homework. With the increased use of modern technology for learning both at school and especially at home, the relatively high cost of hardware, software and Apps as well as good quality broadband and wireless access will also make demands on restricted finances at home.

A student's attendance and punctuality record will also be factors in their progress and eventual attainment. In short, PP students should be monitored in many areas of school life to ensure that they have equal access to the many opportunities afforded to them by being a student at Townley.

This policy sets out how Townley will:

- employ the PP funding to best match the needs of Townley PP students in the curriculum, outside of the curriculum and at home
- use data to establish impact; show that progress has been made and that the 'gap has been closed' between PP students and their non-PP peers
- use Key Metrics to show such impact
- report progress and data to External Inspectors, to Governors, on our website (for parents and carers) and to any other relevant outside party

As a school, perhaps the ultimate PP-related question that we should continually ask ourselves: "Is this a great place to learn if you come from a disadvantaged background?" The success of this policy will be measured in the number of our PP students and their parents and carers who can wholeheartedly answer that question positively.

2. Key Metrics to be used to monitor, track and report on impact upon PP students:

The following key metrics will be used to monitor progress and attainment:

- 1) The GCSE Average Points Score (APS) calculated across all of the GCSE subjects being taken by a given student. At KS3, there will also be a measure in relation to progress through Assessment Without Levels
- 2) The Levels of Progress (LoP) made by students in English, Mathematics and Science between key stages 2 and 4
- 3) The Value Added Scores (both for individual students across all of their GCSE subjects as well as by individual subjects); these values are shown by RAISE when released in the Autumn after the GCSE results have been published
- 4) The relative position of PP students within their year group, by quartile and decile analysis; this is used to establish that PP students are not statistically 'bunched' in specific sections of the year group when the yeargroup is placed in rank order

3. How will the Key Metrics be used to show progress and impact?

External Data:

External scrutiny of our data will be by comparison of:

- PP students to non-PP students within Townley using Key Metrics 1, 2 and 3
- PP students at Townley to PP students nationally using Key Metrics 1, 2 and 3
- The gap between PP students and non-PP students at Townley compared to the same gap nationally using Key Metrics 1, 2 and 3

Internal Data:

Students in Y7-Y11 have data collected about them from subject teachers three times in each academic year. The Key Metrics 1, 2 and 4 will be collected, collated and compared on each of these three occasions, with changes between the current and previous data sets shown clearly as an increase/decrease/no change. The final set of data from the previous academic year will be used to establish a baseline, except in the case of Year 7 where the end of KS2 Levels, in conjunction with the MidYis test, will be used as a baseline.

4. Responsibilities for Tracking PP Students:

The Assistant Headteacher with designated responsibility for Pupil Premium is responsible for ensuring that adequate tracking of PP students is undertaken across the school. This will include ensuring that Heads of Cluster, Heads of Department and Learning Managers are undertaking their own specific tracking using the data output from the School's regular Data Collections.

CLA and Service Children need to be tracked and reported upon separately as well as being part of the data set for all PP students. For CLA students, the data will need to be reported to the Local Authority's Children's Services Department or the 'Virtual Headteacher' appointed by the Local Authority to oversee the provision for CLA. Such tracking may be used by the Virtual Headteacher as a major factor on whether to authorise new or ongoing funding streams to the school.

5. Interventions:

As a result of appropriate tracking of PP students, the The Assistant Headteacher with designated responsibility for Pupil Premium will arrange directly, or through other departments/areas of the school, for suitable interventions to be put in place to ensure that PP students can make progress in line with their non-PP peers. The PP budget should take in to account these interventions and it is a requirement that the impact of such interventions must be reported in the regular reports to Governors, which will also be uploaded to the school website.

6. High Achieving PP Students

DfE guidance states that PP funding must not be used just/simply as a generic 'catch-up' tool for all students. If PP students are performing as well as their peers, the PP funding should still be used to help them achieve even more. PP students who are also high-achievers, as defined in the High Achievers Policy, should have access to funding to enable them to be suitably stretched and challenged.

7. Reporting of the Pupil Premium at TGS:

A PP plan for the current academic year will be made available on the school website in the Autumn term

An initial/draft evaluation of the previous year's PP plan will be made available on the school website in the Autumn term, based upon the internal analysis of GCSE results from the previous August.

A final evaluation of the previous year's PP plan will be made available on the school website within one calendar month of RAISE being available to the school.

8. Budget Holder for the Pupil Premium Budget:

The Pupil Premium budget holder will be the Assistant Headteacher with designated responsibility for Pupil Premium. They will sign off/authorise all invoices or other paperwork associated with the budget. As required by our financial procedures, another member of SLT will provide a second budget signature to enable the Pupil Premium budget holder to have their own paperwork/petty cash claims etc. 'signed off'.

The budget holder is responsible for managing the PP budget in line with the school's financial procedures for budget holders. This policy sets out how the budget holder will delegate certain authorisation abilities to others. Accountability for any such delegation will always reside with the budget holder. If an application for Pupil Premium funding exceeds £500, e.g. school trip, authorisation must be sought from the Governing Body.

As the PP budget is one of the largest budgets in the school, budget statements will be checked on a monthly basis.

9. Official Reporting Headings of the Pupil Premium Budget:

In addition to any budget headings used internally, there are a number of official budget headings required by any government auditing of the school's PP budget. The PP budget will be maintained under these headings on the school's finance system and will be reported to Governors as required under the same headings.

10. Informing Parents/Carers About the PP:

Raising the profile of FSM among parents/carers benefits those who qualify for FSM but do not know this or who forget to apply for assistance. It will also ensure that the school receives as much PP funding as is possible.

New students to Y7 will all receive a letter introducing them to the provision of Free School Meals by their local authority. This will raise the profile of the PP and will lead to greater numbers of students receiving FSM.

Letters will also be sent to the parents/carers of students in Y8-Y11 reminding them that FSM is available to them should their financial circumstances change for the worse. In addition, those already registered for the PP will receive updates at least twice a year, reminding them of what financial assistance is available to help support their children at Townley.

11. Applications for Financial Assistance from Parents/Carers:

Parents/Carers who wish to apply for any form of financial assistance need to request this in the first instance, in writing to the Student Services Manager. It must be made clear to parents/carers/students that **there is no entitlement to the full amount** of the nationally advertised money/figure provided to the school by the Education Funding Agency. The monies provided to the school are also used for items that are made available to large groups of PP students and also on a whole-school basis and so there must be reasonable guidelines set for how much financial assistance can be given to any one individual PP student or their family each year.

12. Recording any financial assistance given to students/their families:

Any financial assistance given to PP students or their families under this policy must be recorded in the appropriate section of the PP spreadsheet by the Student Services Manager. It is their responsibility to monitor the total amount of any financial assistance given to individual students and to keep within the financial triggers/limits and operating parameters set by this policy.

If any individual limit is to be exceeded, the Assistant Headteacher with designated responsibility for Pupil Premium will make decisions on a case-by-case basis.

13. Funding of School Trips/Visits for Pupil Premium Students:

One of the many purposes of the Pupil Premium is to help those students who attract this extra funding to experience appropriate extra-curricular activities and other enrichment activities, so that their school experience and access to opportunities is broadly in line with their peers.

Students will normally be allowed to have financial contributions towards their school trips and visits paid as detailed in Appendix 2, which also gives the current guideline limits for any one item of expenditure as well as the total guideline limits for individual students in any given academic year.

Where any such individual or cumulative guideline limits will be exceeded, then authorisation for any further financial assistance must be sought from the Assistant Headteacher with designated responsibility for Pupil Premium

The guideline limits are there in order to ensure that there is a fair distribution of the PP funds across all qualifying students. Rather than being an absolute or final limit, they are there to trigger a more detailed review by the Assistant Headteacher with designated responsibility for Pupil Premium of the reasons being put forward for a particular student receiving large amounts of funds for an individual trip, visit or purchase.

14. Funding for “educational items” for Pupil Premium Students:

One of the many purposes of the Pupil Premium is to help those students who attract this extra funding to access opportunities and to participate in activities at school broadly in line with their peers. Examples of possible items that can be funded under the PP scheme are given in Appendix 1.

The maximum annual amount that can normally be paid for any one student under this heading is given in Appendix 2. Such payments can be authorised by the Student Services Manager. Any amounts in excess of this maximum must be approved by the Assistant Headteacher with designated responsibility for Pupil Premium

15. Funding for Y12 & Y13 Student’s Higher/Further Education Experiences:

Officially, PP funding ceases for PP students in March of Year 12. However, at Townley, we recognise the ongoing commitment that we have for our students who have made it through five years of education up to GCSE level. Where finance permits: Any Y13 ex-PP student who applies to Higher Education through UCAS will have their UCAS application/processing fees paid by the school.

Y12 and Y13 ex-PP students will also be entitled to claim a maximum amount (See Appendix 2) over their two years in the sixth form towards travel costs to attend official University/College open days or interviews. Such individual payments to students will be limited to the maximum of the standard second class return adult rail fare to their destination (as established by TGS), plus any local bus or taxi fares incurred around the vicinity of the University/College. Checked In all cases, receipts for tickets/fares will be required in order to make a claim. Where a student drives or is driven to the visit by car, then a suitable fuel receipt will be required (which must be dated no more than two weeks either side of the date of the visit) but the amount paid for the visit will still be limited to the equivalent rail fare as already described.

16. Staff Salaries paid from the PP Budget:

It is within the remit of the school to use the PP budget to fund the salaries of staff who are wholly or significantly involved either directly or indirectly with the PP students in the school. The list of such staff salaries will be established at the start of each academic year by The Assistant Headteacher with designated responsibility for Pupil Premium. The amount required for such salaries will be deducted on a monthly basis from the main PP budget and will include the employer's ON costs at the prevailing rate(s).

17. Specialist Services paid from the PP Budget:

It is within the remit of the school to use the PP budget to provide specialist services for specific sections of the school community or for the whole school community. If such services are provided, there must still be evidence of impact on PP students, even if other non-PP students also benefit.

It is often the case that PP students can be disproportionately represented in groups of students who require additional support, coaching and counselling. In order to cater for this need, there are specific specialised services that can be paid from the PP budget. Such services might include:

- Counselling services
- Professional assessments or referrals
- Coaching and advice services
- Behaviour coaching

18. Pupil Premium Curriculum Fund:

A budget will be put aside each academic year from within the main PP budget and will be designated the "PP Curriculum Fund". The main purpose of this budget is to "bring about significant impact on the learning, progress and achievement of Pupil Premium students". This budget will be available to Heads of Cluster, Heads of Department, Learning Managers and to individual classroom teachers, although in all cases, the relevant Head of Cluster or Learning Manager should fully support the application.

The 'project' can aim to impact students in individual subjects, year groups or the whole school or very specialised areas/groups of students.

The funding can be secured via a bidding process that will occur twice a year - in October and April each year in **relation to supplementary teaching resources.(new wording)** Applications should be made using a standard proforma and a small committee, The Assistant Headteacher with designated responsibility for Pupil Premium will consider all submitted bids and award successful bids according to their individual merit, and more importantly, their intended impact on PP students in the school. As part of the successful award of any funding from this budget, the relevant proposer will need to monitor and report on the impact of the award and a full and detailed (and normally, data-driven) evaluation of the impact at the end of the 'project' will be expected.

19 . Glossary of Terms:

The following terms are used throughout this Policy and in all other relevant Pupil Premium documentation used at TGS.

| Term | Official Acronym | Meaning/Interpretation |
|--|------------------|---|
| Children, Looked After | CLA | Students who are currently in (or have previously been in) the care of the Local Authority for a minimum of 1 day, either in a specialised 'Care Unit' or with Foster Parents. CLA was previously called LAC (Local Authority Care) and some external documentation still uses this acronym |
| Disadvantaged | | This is the collective term for students who are either PP and/or CLA |
| Forces Children | | Students who have one or more parents/carers who serve in Her Majesty's Armed Forces |
| Ever-six | Ever-6 or | This refers to students who no longer receive Free School Meals but who will continue to attract the Pupil Premium funding for a further 6 years after that point |
| Free School Meal(s) | FSM | Students whose total family income is below the current national threshold and/or whose family is in receipt of certain types of Benefit payments, will receive FSM at Townley |
| Pupil Premium | PP | The official government term for the additional funding received by TGS for students who are registered for the Pupil Premium, which is above and beyond the standard per-pupil funding received from the Education Funding Agency for all school students |
| Pupil Premium Plus | PP+ | Students who have been in care , who are adopted or who have been subject to special guardianship orders or residence orders (often by official Court Order), attract a higher level of PP funding. In the case of those students who have been in care, the PP+ funding is retained by the Local Authority and any payments to schools are for specific purposes, the accountability for which remains with the Local Authority. |
| RAISEOnline | RAISE | RAISE is the official Government source for whole-school data |
| Service Children | | See "Forces Children" |
| School Information Management System | SIMS | The electronic administrative system used to store and monitor data about students at TGS |
| Student | | Although the government's official term "Pupil Premium" refers to "pupils", TGS refers to all members of Y7-Y13 as "students". |
| Townley (Grammar School) | TGS | Our school is often referred to as 'Townley' |
| Universities and Colleges Admissions Service | UCAS | The official organisation through which students apply to the majority of Higher Education courses in England and Wales |
| Vulnerable | | See Disadvantaged. |

Appendix 1:

Examples of Expenditure that may be appropriate for individual PP students:

- Items of school uniform
- Items of specialist sports/dance/PE kit or equipment
- Music lessons
- Musical instrument deposit/hire/lease
- Specialised sports, dance or drama coaching/lessons etc.
- Specialised art/photography workbooks/portfolio cases etc.
- School textbooks or revision guides
- Relevant online resources/software packages/apps/licenses
- High tech equipment, including laptops, tablets, smartphones and associated peripherals, packaging, storage cases etc.
- Top-up of printing or photocopying credit on TGS systems
- Materials and stationery used for coursework, controlled assessments or projects
- Entrance fees for any competitions, projects or schemes
- Appropriate travel expenses or food/catering in connection with any of the above
- Breakfast and snacks (FSM)
- School trips and visits

Appendix 2:

Guideline Financial limits for trips, visits and other items of expenditure PER STUDENT:

For academic years 2016/2017 and 2017/2018:

Trips and Visits:

| | |
|-----------------------------|---|
| Type of PP Student | Trigger point for more detailed review * for financial assistance for all trips and visit per academic year- review by design The Assistant Headteacher with designated responsibility for Pupil Premium and /or the Headteacher and/or the school Governor |
| Year 7-11 in receipt of FSM | £500 |
| Year 7-11 PP student | £500 |

Items of Expenditure:

| Type of PP Student | Any one item | Trigger point for more detailed review * of request for financial assistance for all items of expenditure (not trips/visits) per academic year |
|--------------------------|--------------|--|
| Y7-Y11 In receipt of FSM | 100 | £150 |
| Y7-Y11 PP student | 10 | £150 |

*review by designated The Assistant Headteacher with designated responsibility for Pupil Premium and /or the Headteacher and/or the school Governor

Y12/Y13:

The maximum amount that can be claimed for travel expenses for University/College visits is £75 over the two years in the sixth form.