

**PUPIL PREMIUM POLICY**

<b>Role</b>	<i>Designated Teacher</i>	<i>Deputy Designated staff member</i>
<b>Name</b>	<i>Mrs M Franz</i>	<i>Mrs S Herridge</i>
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*Our 'Named Governors' with special responsibility for "Pupil Premium" is Mr Fabian de Fabiani*

Policy Reviewed & Approved by Governors:

Signed by Headteacher: Signed

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on behalf of the  
Governors Committee:

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Date:

December 2017

Next Review Date:

December 2019

Pupil Premium (PP) students are one of several groups of students increasingly referred to as 'achievement-vulnerable', this is often seen in an 'attainment gap' in comparison to their peers in terms of

- five good GCSEs at 9-1
- 9-1 grades in GCSE English and Mathematics
- Expected Levels of progress in English and Mathematics between Y6 and Y11

This policy sets out how Townley will aim to provide for all pupils with fair and equal opportunities to achieve and excel in all areas of the curriculum by :-

- 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

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

- 1) The GCSE Average Points Score (APS)
- 2) The Levels of Progress made by students
- 3) The Value Added Scores

### **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.

As a result of appropriate tracking of PP students, the Assistant Headteacher with designated responsibility for Pupil Premium will liaise with Curriculum leaders and learning managers and 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.

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.

### **Reporting of the Pupil Premium at Townley Grammar**

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.

### **Informing Parents/Carers about Pupil Premium:**

New students to Y7 will be advised in relation to FSM (Free School Meals) and PP. 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. See appendix 1.

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 therefore there is a maximum of £500 per student for an individual trip/visit.

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.

In cases where the usual maximum of £500 is to be exceeded, the Assistant Headteacher with designated responsibility for Pupil Premium will make decisions on a case-by-case basis in consultation with SLT.

### **Funding**

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. 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.

### **6<sup>th</sup> Form Funding**

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.

### **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).

### **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

### 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

### Glossary:

- PP – Pupil Premium
- FSM – Free School Meals