



PUPIL PREMIUM AND SERVICE PUPIL PREMIUM POLICY

Date ratified by the Governing Board	January 2021
Review date (by)	January 2022

Remember that I commanded you to be strong and brave. So don't be afraid. The Lord your God will be with you everywhere you go' (Joshua 1:9)

As the harvest grows from the soil, Hayfield Cross came to life in 2015. From nothing, we have grown at the heart of our new community, persevering through challenge into a flourishing school. Guided by our Christian values the seeds of Joy, Integrity and Fellowship are planted as we instil this pioneering spirit in our children, challenging them through exciting learning to aspire to greatness in all that they do.

Pupil Premium and Service Pupil Premium Policy 2020-2021

The pupil premium is additional funding given to publicly funded schools in England to raise the attainment of disadvantaged pupils of all abilities to reach their potential and support children with parents in the armed forces.

Annual Pupil Premium Allocation 2019-20: **£1,320** per eligible pupil.

Annual Pupil Premium Allocation 2020-2021: **£1,345** per eligible pupil.

The main criteria used for pupil premium is the eligibility for free school meals within the last six years. School also receives a premium of **£2,345** per pupil who has been looked after for 1 day or more or who was adopted or left care under a special guardianship or residence order after 1 December 2005. Pupils recorded as an Ever 6 Service child, who has a parent in the armed forces or is in receipt of child pension from the Ministry of Defence, receive an allocation of **£310**.

At Hayfield Cross Church of England School, all students eligible for PP are enabled to make better than expected progress and to engage fully in every aspect of school life. We do not confuse eligibility for PP with low ability and some children eligible for PP are amongst our more-able pupils. It is important, therefore, to take account of pupils' starting points and their potential to improve even further and to direct PP funding at accelerating progress.

Aims

- To ensure all PP pupils make good or outstanding progress from their starting points.
- To ensure PP funding reaches the groups of pupils for whom it was intended.
- To ensure PP funding makes an impact on pupils' education and lives by providing full access to the curriculum and appropriate extra-curricular activities.
- To ensure that PP will be used to raise achievement and attainment by providing access to additional or appropriate educational support.
- To ensure funding closes the gap between the achievement of PP pupils and their peers.
- To use the funding to address other underlying inequalities between PP pupils and others.
- To ensure all staff are aware of who the PP pupils are, know the systems in place to support them and are monitoring progress accordingly.
- To designate a staff member with responsibility for monitoring PP pupil progress and expenditure of PP funding.
- To identify ways of effectively allocating the PP funding to give the best results.

Identification

PP is allocated to:

- Pupils who are, or have been, in receipt of FSM at any time in the last six years. The definitive list of pupils in this category is held at the Department for Education and communicated to schools periodically.
- Pupils who are looked after/adopted from care (CLA & PCLA)
- Pupils whose families are, or have been, in the military service and satisfy the criteria as set out by the Department for Education.

At Hayfield Cross Church of England School, any pupil who becomes eligible for FSM during the year will be added to the list and treated as a PP pupil for the purposes of this policy and will have access to funding / support even if the school has not yet received funding for them.

The data held on pupils is available to members of staff through our Schools Information Management System (SIMS), it includes identifying pupils who are eligible for both PP and currently eligible for FSM. The electronic marksheets available to teaching staff contain all the relevant data on individual pupils, including their eligibility for either FSM or PP or both.

Responsibility

It is the responsibility of all members of staff to ensure that all pupils receive the education, care and support they need to become happy and successful adults. As CLA and PLCA children are seen to be

more likely to need additional support in order to become successful, they may require particular organisational focus.

At Hayfield Cross Church of England Primary School, the Class teachers know each pupil in their class the best. The first responsibility therefore lies with the class teacher in identifying where a PP pupil has particular needs, which could be a barrier to the successful engagement with their education or the wider life of the school. Concerns should be passed on to the Head Teacher.

The aggregated knowledge about the PP pupils is the responsibility of the dedicated, Inclusion Manager, who will track and keep records on PP students, including their engagement with enrichment activities.

The Inclusion Manager will:

- Advocate for PP pupils with the Senior Leadership Teams (SLT), Governors and relevant outside agencies.
- Aggregate the particular needs of such students from internal records.
- Based on this analysis, plan any behavioural, social and emotional support as may be necessary.
- Work with the Class teacher in planning early and effective intervention to support learning needs.
- Maintain an overview of the progress of PP pupils.
- Intervene, where necessary, to support and advance their progress.
- Manage liaison with home and with parents.
- Manage the budget lines designed to support access to enrichment activities and other necessary support for the better engagement in learning.
- Report to SLT and Governors on all aspects of the engagement and progress of PP pupils.

The **Class Teacher** is responsible for providing a planned programme of learning support in conjunction with the relevant teachers and support staff.

The **School Administrator** is responsible for providing up to date information for staff and regularly updating SIMS with Pupil information, so the progress of PP pupils may be regularly tracked and monitored using the schools assessment tracking system.

The **Deputy Head** has responsibility to ensure, through Quality Assurance of Leaders of Learning, that PP pupils receive good quality teaching and in particular increased feedback via their Class teacher.

The **Head Teacher** is responsible for ensuring there are sufficient resources and staff available to support the needs of PP pupils identified in the implementation of this policy, within the reasonable limits of available funding.

Assessment of Need

Pupils who are eligible for PP will be assessed on the following basis:

- Expected progress in Reading, Writing and Maths and other curriculum areas at Hayfield Cross Church of England School.
- Expected progress in core subjects at Hayfield Cross Church of England School.
- Application to learning.
- Attendance.
- Behaviour.
- Social and emotional engagement.
- Health and welfare.
- Hobbies and interests.
- Home life.

Following analysis of need, the Class teacher will be responsible for deciding whether the pupil requires further support.

Learning Support

All pupils eligible for PP and who are making less than expected progress for learning reasons are entitled to:

- Analysis of learning need.

- A planned programme of intervention proven to be effective in addressing the identified learning need(s) - including access to one-to-one and small group tuition in literacy and numeracy where necessary.
- Access to specialist support where necessary as identified by Hayfield Cross Church of England School.
- Access to books and ICT equipment, as necessary, to support their identified learning need.
- Advice to parents about best methods for supporting pupil's specific needs.

Pupil Support

All pupils eligible for PP may be entitled to (if appropriate):

- An analysis of barriers to learning and engagement
- A planned programme of behavioural, social and emotional support where appropriate, proven to be effective in addressing the identified need(s)
- Access to a qualified counsellor
- Access to behaviour support
- Regular contact with parents
- Home visits, where necessary
- Discretionary financial support for attending school residential visits year (via Application Form – see Appendix 2)
- Discretionary financial support for participating in curriculum enrichment activities (via Application Form – see Appendix 2)
- Discretionary financial support for the cost of the purchase of basic school uniform (via Application Form – see Appendix 2)
- Discretionary financial support for engagement in enrichment activities eg after school clubs and activities (via Application Form – see Appendix 2)

Finance

Each school receives an annual amount of Pupil Premium funding (see Appendix 1), the monies are distributed using criteria from the Virtual School within Northamptonshire County.

The money allocated to Hayfield Cross Church of England School creates a pot of funding for the school to draw upon and allocate to where it is deemed appropriate, by the school, to support needs; including whole school enrichment, teaching assistants and resources.

Income and expenditure for each academic year will be published separately to this policy and is available on the schools website.

The vast majority of the available PP grant supports the activities of Learning Support and Pupil Support in relation to meeting the needs of PP pupils. However, there is a need to allocate a proportion of funds to allow PP pupils to engage in school and in other activities on an equal footing with other pupils. We refer to this as Discretionary Financial Support.

The allocation of PP budgets will be subject to annual agreement by PP Governors in Term 6 based on the financial year budget at that time for the academic year starting in the September (i.e. the next academic year). Allocations should be, wherever possible, designed to meet anticipated need for the current cohort of PP pupils based on historical patterns of expenditure.

In order to obtain Discretionary Financial Support, the Inclusion Manger, Class Teachers or parents will apply using the form at Appendix 2. This allows the school to ensure appropriate distribution of funding and to track and report as required by the DfE and Ofsted.

The school will contact all parents of pupils eligible for PP when they first join the school and make them aware of this policy through the school website. Discretionary Financial Support levels are available in Appendix 1. Payments for Discretionary Financial Support are made after parent's applications have been considered and agreed by the Headteacher. Each application is looked at on an individual basis.

Service Pupil Premium

Service Pupil Premium (SPP) is used to support the pastoral needs of service children. Hayfield Cross CE School has the flexibility to use it as they deem appropriate, this may include counselling

provision, nurture groups, e-bluey clubs, etc. Staffing may be required to support a child as they join the school or when a parents is deployed, this funding can come from SPP.

Pupil Premium Amounts Devolved to Schools (Appendix 1)

Financial Year	All Pupils	Up to KS2	CLA & PCLA	Military Service
2018-2019	N/A	£1,320.00	£2,300.00	£300.00
2019-2020	N/A	£1,320.00	£2,300.00	£300.00
2020-2021	N/A	£1,345.00	£2,345.00	£310.00

Discretionary Financial Support

Financial Year	Uniform & Clothing	Enrichment Activities (Over-all cost of activities per year, not per activity)
2020-2021	*£50.00 (max.)	*£50.00 (max.)

*This figure reflects 50% of the potential overall cost of activities per academic year. Parents can apply for Discretionary Financial Support up to 50% of each activity cost.

Definitions

Service Children

Pupils attract the Service Pupil Premium if they meet one of the following criteria:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service)
- they have been registered as a 'service child' on a school census at any time since 2016
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

Service parents must make the school aware of their status as children have to be flagged as service children ahead of the autumn school census deadline.

Enrichment Activities

These activities include school day trips, school residential trips, music tuition within school, external agency before, during and after school activities

COVID-19:

At Hayfield Cross, we recognise that the COVID-19 pandemic has had a significant impact on many of our pupils eligible for pupil premium. To address this impact we are committed to ensuring that:

- Following the full re-opening of schools, there is a focus on early identification and swift intervention to address any gaps emerging in the attainment and progress as a result of the COVID-19 pandemic and subsequent school closures.
- Support is given to pupils eligible for pupil premium to reduce the emotional impact of events relating to COVID-19 including financial stresses, bereavement and family illness.
- In the event of further school closures pupils eligible for pupil premium will be given additional consideration for access to laptops should these be required to access remote learning.
- Alongside class teacher contact, in the event of further school closures, a member of the Inclusion Team, will regularly contact families who may need additional support including some of our pupils eligible for the pupil premium.

Application Form for Discretionary Financial Support from Pupil Premium Funding
(Appendix 2)

To be used to apply for help with uniform, to a maximum of £50 per academic year, and enrichment activities, e.g. Afterschool Clubs.

1. Full Name & Form of Child.	
2. Parent / Carers Name Address Telephone Number	
3. What is the financial support to be used for? eg. Name of school club, uniform, holiday club.	
4. How much money are you requesting?	£
5. Total cost of activity	£
6. What contribution will you be making?	£
7. Have you asked for help from this fund before? If YES What was it for? When?	YES NO (delete as applicable)
8. Is your child eligible for free school meals?	YES NO (delete as applicable)
9. Are there any other comments you would like to add in support of this application? (Please use the reverse of form if additional space is needed.)	
10. Parent / Carer Signature Date:	

For Official Use Only

Funding allocated YES / NO

Amount £.....

If NO, reason for refusal?

Have Parents / Carers been notified? YES /NO

HowDate.....By Whom.....

Cheque No. to Parent / Carer Transfer Date to School Fund

Headteacher/Deputy Head/ School Manager Signature(s)..... Date.....