1. The Bradford Virtual **School will provide advice and information to help the parents/carers of previously looked-after children (previously-LAC) attending Bradford schools**, **to advocate for them as effectively as possible**.
2. **The Bradford Virtual School is not able to advocate on behalf of a previously LAC,** as it is not their parent.
3. As the Bradford Virtual School is not the corporate parent of a previously looked-after child, **it cannot keep details of a previously looked-after child or their family due to data protection regulations**. Therefore, the **name and contact details of a child or parent/carer should not be permanently recorded by Virtual School staff**.
4. If the contact received refers to a **previously looked-after Bradford child now living outside Bradford then the contact should be referred to the Virtual School in the authority where they live**. The simplest way to find those details is for the parent/carer to do a web-search.
5. The advice and information offered by the Virtual School will vary depending on the parent/carer’s concerns, but generally speaking, **common sense should prevail**:
	1. A concern about **admissions** – refer them to the Bradford Council School Admissions Team (01274 435750) Bradford Schools Online/ The School Website;
	2. A concern about **attendance** – refer them to the Education Social Work Team
	3. A concern about **exclusion** – they should ask the school for a copy of their ‘Behaviour Policy’ which should provide details on how to challenge and inform the exclusion;
	4. A concern about **SEN** – refer them to the Bradford Council SEND Team in MMT Information: Bradford Schools Online ( 01274 435750)
	5. A concern about **Pupil Premium Plus for previously looked-after children** – explain the following:
		1. The Pupil Premium Plus for previously looked-after children **amounts to £2300 per year**;
		2. This is **paid directly to the school** based on whether the child is recorded as previously-LAC in the school database;
		3. The **parent/carer should ensure** the school knows about the child’s legal status;
		4. **The Virtual School does not manage or have any control over a school’s decisions about the spending of PP+ for previously-LAC**;
		5. The **previously-LAC PP+ is NOT a ‘personal budget’** so a school may not choose to spend all, some, or none of it on a particular child depending on that child’s needs;
		6. **It is good practice for the school to discuss its plans** for spending the previously-LAC PP+ with the child’s parent/carer;
		7. The **school is required to publish its Pupil Premium Strategy online** and this should include the principles under-pinning the spending of previously-LAC PP+.
	6. A complaint about any other aspect of **the service provided by a school** – they should ask the school for a copy of the complaints policy and follow the guidance it provides re: making a complaint.
6. If the question is about **the role of the Designated Teacher for looked-after and previously looked-after children** – refer them to the statutory guidance which can be found by a web-search for ‘Designated Teacher of looked-after and previously-looked after children (through the Bradford Virtual School website, this has an electronic copy of the guidance which will be statutory from September 2018).
7. **If the contact comes from the school or social worker/adoption worker** of a previously looked-after child then the information and advice above should inform the information and advice offered to them.