

INTERNAL PROCEDURE

Title: Looked After Children and Care Leavers Statement of Commitment

POLICY HOLDER: Library and Wellbeing Manager

APPROVAL BOARD: College Leadership Team

VERSION NO: 10

LAST REVIEWED: August 2026

REVIEW PERIOD¹: 1 Year

¹ The Review Period refers to our internal policy review process. The published policy is current and is the most recent approved version.

Summary: Sets out the College's commitment to supporting Looked After Children and Care Leavers, providing guidance on the academic, pastoral and financial support available, alongside the roles and responsibilities of staff in promoting student achievement, wellbeing, progression and successful participation in education.

Accessibility: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

Further information: If you have any queries about this policy or procedure, please contact the named policy holder.

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Amendments Log

Date	Version No	Reason for Change	Author	Approved By
September 2026	10	Annual Update	Samara Castro	Helen Richardson-Hulme

Contents

Statement.....	4
Roles and Responsibilities	4
What you can expect from us	5
Support	5
Academic	5
Pastoral	5
Financial.....	5
Education Support Work (ESW) team	5
What we will expect from you	6
Positive College Behaviours	6
Attendance	6
Sharing information	7
Appendix 1 – Education Support Work roles and responsibilities document.....	8

Statement

Our college is committed to supporting students to aspire to and achieve their full educational potential. We prioritise creating an environment where students can access and engage with their education. We strive to provide a safe, inclusive and supportive environment in which the welfare and emotional health of students are valued, actively promoted and safeguarded, enabling them to learn and progress.

The College understands that “many looked-after and previously looked-after children have suffered disrupted learning, may have missed extended periods of school, and many of them have special educational needs (SEN). The gaps in their learning and, in many cases the emotional impact of their experiences, are likely to have become significant barriers to their progress”. (The designated teacher for looked-after and previously looked-after children: Statutory guidance on their roles and responsibilities, February 2018).

Through this Statement of Commitment, the College commits to recognising and responding to the additional support needs that care experienced students may have.

This means that we will always work to:

- Support early self-identification and involvement from Care Leavers and Looked After Children at application and enrolment stage;
- Provide a named CCN staff member as a single point of contact for students and the teams around them;
- Provide personalised support based on the individual’s need;
- Provide targeted support focusing on progression and careers including UCAS;
- Review and monitor individual student progress;
- Ensure that our students’ experiences and their voice are at the heart of what we do.

Roles and Responsibilities

The College has identified the following roles to support our strategy for Care Leavers and Looked after Children:

The Vice Principal Safeguarding, Inclusion and Student Services (Helen Richardson-Hulme, helen.richardson-hulme@ccn.ac.uk) has overall responsibility for implementing our strategy for supporting Care Leavers and Looked after Children.

The Library & Wellbeing Manager (Samara Castro, samara.castro@ccn.ac.uk) is the Designated Teacher for the college and is responsible for:

1. Ensuring requests from external agencies to attend relevant review meetings including Key Stage 4/5 PEP are responded to and to advise on the wrap around support services provided for individuals.
2. Liaising with College staff to ensure that the most relevant staff attend PEPs and understand their role within the process.
3. Providing relevant appointments and drop-in support for young people when required and to advise on their support including signposting to additional support both within the College and to external agencies, with support of the Virtual School.

4. Ensuring that eligible young people apply for and receive the Vulnerable Young Person's Bursary and/or other financial support they require.
5. Ensuring that relevant staff communicate with social workers and key workers linked to young people to offer appropriate support.
6. Reporting and monitoring individual student's progress.
7. Meeting with young people to discuss progression where required.

What you can expect from us

Support

You will have access to a range of support services throughout your time at college. Most of the support you need will be available through your course team and our cross-college services, including the Library, Information, Advice and Guidance teams, who can provide study skills support, careers advice and guidance with your course.

If you need additional support, we can help with specific or ongoing concerns. This may include assistance with funding for travel, essential course costs, or support to improve your wellbeing.

Where required, you may also receive personalised support, including interventions to help you maintain your health, safety and wellbeing, and referrals to external professional services.

In addition, you can expect the following support:

Academic

- You will be supported by staff who understand the challenges that can be experienced by a person who is care experienced,
- You can discuss reasonable adjustments with your course team to help you access and succeed in your education,
- You may be supported through an Engagement and Support Action Plan (ESAP) to tailor and formalise support strategies,
- You will have access to progression and careers information, advice and guidance.

Pastoral

- You will have a named Personal Development Coach or Pastoral Coach for your course,
- You can attend drop-ins or booked appointments with the Wellbeing team,
- You can receive support to access other internal or external services where appropriate.

Financial

- If you are eligible, you can apply for a bursary to help with free College meals, travel costs and essential course expenses,
- You can receive information and guidance about other sources of charitable or financial support if required.

Education Support Work (ESW) team

- You can contact the team by email from point of application onwards esw@ccn.ac.uk,
- You can access tailored transition support by requesting a transitions tour,

- You will have a named Education Support Worker who will work with you during your time at college. They will work with you and the teams who support you to ensure that you have everything you need to feel supported at college,
- You will have regular PEPs or Education Review Meetings to discuss your college journey, considering things like achievement, attendance, behaviour and progress as well as set targets for you to work towards over the next term.

What we will expect from you

Positive College Behaviours

When you enrol at college you will sign a learning agreement which outlines the expectations for attendance, engagement and active participation in your studies.



We expect you to uphold the College's Ways of Working by:

- Being **kind and curious** by actively connecting with staff and peers and building positive, respectful relationships,
- Being **open and informative** by letting us know in advance if you anticipate any challenges so we can support you effectively,
- Being **respectful and fair** by sharing any changes as early as possible, giving us time to plan and respond appropriately,
- Being **consistent and responsible** by attending and engaging fully in lessons and making the most of the opportunities available at college,
- Being **collaborative and inclusive** by working with us to access the support you need and by checking and responding to email communications.

Attendance

We want to help you attend as much as possible and arrive on time to all timetabled lessons. Attending lessons regularly gives you the best opportunity to learn, achieve your goals and succeed on your course.

You are expected to:

- Arrive on time to all timetabled lessons,
- Inform the College and provide a reason if you are unable to attend,
- Prioritise attendance and engagement in all aspects of your course.

If you are unexpectedly absent you must follow the College Absence Procedure by emailing absence@ccn.ac.uk by 8.00am on the day of your absence.

If there are reasons why you may find attendance difficult, we encourage you to discuss these with your course team so that they can work with you to identify solutions and put appropriate support in place.

Sharing information

If you have identified yourself as being in care or a care leaver, we will securely record this information on our central college system. This allows your teachers and support staff to be aware and provide appropriate support. Following enrolment, our Education Support Work (ESW) team will reach out to introduce themselves and explain how they can support you throughout your time at college.

Statutory guidance states “The designated teacher should fully involve parents and guardians in decisions affecting their child’s education”. We take this seriously and will regularly review and monitor your attendance, engagement and academic progress and review this with yourself, your teachers, carers and other professionals who support you to ensure that you have the right support in place to meet targets and be successful in your college journey.

We will feed back via:

- Personal Education Plan (PEP) Meetings
- Education Review Meetings
- Attendance reporting to Virtual Schools
- Communication to notify/check on absences or attendance
- Communication to notify/discuss concerns around engagement

To ensure we have the most up-to-date contact details for your support network, we will liaise with the Virtual School. If we have permission to contact your Social Worker or other support professionals, we will assume this permission continues unless told otherwise. We will also update contact details as your support team changes.

Appendix 1 – Education Support Work roles and responsibilities document

Education Support Work Team (ESW)

Please find below some information about the role of the Education Support Work team (ESWs) and how the team may contact staff and students as part of their role in supporting students this year.

The main duty of the ESW team is to support Looked After Children (LAC), Unaccompanied Asylum-Seeking Children (UASC), Care Leavers (CL) and Young Carers that attend City College Norwich.

ESWs are a point of contact between students, education and their social workers or other key supportive adults in their lives, such as residential support workers. ESWs will liaise with a student's curriculum team to gather information about their achievement, attendance, behaviour and progress during their course. ESWs will ask that the curriculum team set academic SMART targets for students. It is important that students have achievable targets set to enhance their educational progress.

Personal Education Plan meetings & planning

It is a mandatory requirement for every student who is a Looked After Child to have at least one Personal Education Plan (PEP) meeting per term. These meetings should be attended by the student, their Social Worker, their ESW and in some cases, other relevant key adults. The team will request student updates from curriculum teams via email, curriculum teams should respond by the deadline given so that the ESW team can provide relevant information and targets to populate a student's PEP. ESWs will identify what support will be required during the PEP process for students to meet their targets.

Care Leavers

The ESW team will continue to support any students who are Care Leavers and remain a key point of contact between students, education and their key supportive adults, in conjunction with their curriculum teams.

Contact details

The ESW team are contactable at their team inbox (ESW@ccn.ac.uk) for any general enquiries related to care experienced students.