

Pupil Premium Procedure
Ifield Community College



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1. Aims

This policy aims to:

- o **Provide background information** about the pupil premium grant so all members of the school community understand its purpose and which pupils are eligible
- o Set out **how the school will make decisions** on pupil premium spending
- o **Summarise the roles and responsibilities of those involved** in managing the pupil premium in school

2. Legislation and guidance

This policy is based on the pupil premium [allocations and conditions of grant guidance 2023 to 2024](#), published by the Education and Skills Funding Agency (ESFA). It is also based on guidance from the Department for Education (DfE) on [virtual school heads' responsibilities concerning the pupil premium](#), and the [service premium](#).

3. Purpose of the grant

The pupil premium grant is additional funding allocated to publicly funded schools to raise the attainment of disadvantaged pupils and support pupils with parents in the armed forces.

The school will use the grant to support these groups, which comprise pupils with a range of different abilities, to narrow any achievement gaps between them and their peers.

We also recognise that not all pupils eligible for pupil premium funding will have lower attainment than their peers. In such cases, the grant will be used to help improve pupils' progress and attainment so they can reach their full potential.

4. Use of the grant

- o At ICC our spending strategy is informed by research evidence such as the [guide published by the Education Endowment Foundation \(EEF\)](#). Ensuring that funds are spent to have the biggest impact upon student outcomes.
- o PP spending aligns with the 3-tiered approach described in the EEF's pupil premium guide. The DfE says that activities/actions must be those that:
 - o Support the quality of teaching, such as staff professional development;
 - o Provide targeted academic support, such as tutoring; and
 - o Tackle non-academic barriers to academic success, such as attendance, behaviour, and social and emotional support

We will publish our strategy statement on the school's use of the pupil premium in each academic year on the school website, in line with the DfE's [guidance on using the pupil premium](#) and using the templates on GOV.UK.

At ICC we also champion a pupil premium subsidy process should PP students require financial support to access the wider curriculum or for uniform and equipment.

The subsidy is not guaranteed as once the ring-fenced funding is spent during an academic year no more subsidies can be provided.

Applications for the pupil premium subsidy up to the value of £100 will be awarded if successful by the Director of inclusion. Any fund requests higher than £100 will be discussed with the Director of Inclusion and the Director of Operations before any subsidy support is agreed.

All applications for the pupil premium subsidy can be applied for via the college website.

5. Eligible pupils

The pupil premium is allocated to the school based on the number of eligible pupils in years 7- 11.

Eligible pupils fall into the categories explained below.

5.1 Ever 6 free school meals

Pupils recorded in the most recent October school census who are known to have been eligible for free school meals at any point in the last 6 years (as determined by the DfE's latest conditions of grant guidance).

This includes pupils first known to be eligible for free school meals in the most recent October census.

This also includes pupils with no recourse to public funds (NRPF). The government has permanently extended FSM eligibility to include children in all households with NRPF.

It does not include pupils who received universal infant free school meals but would not have otherwise received free lunches.

5.2 Looked-after children

Pupils who are in the care of, or provided with accommodation by, a local authority (LA) in England or Wales for at least 1 day. Allocations will be provisionally based on the children looked-after data return in March of the previous year, and then confirmed in December of the current year based on the children looked-after data return in March of the current year.

5.3 Post looked-after children

Pupils recorded in the most recent October census who were:

- o Looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order
- o In state care from outside England and Wales before being adopted

5.4 Ever 6 service children

Pupils recorded in the most recent October census:

- o With a parent serving in the regular armed forces
- o Who have been registered as a 'service child' in the school census at any point in the last 6 years (as determined by the DfE's latest conditions of grant guidance), including those first recorded as such in the most recent October census
- o In receipt of a child pension from the Ministry of Defence because one of their parents died while serving in the armed forces

6. Roles and responsibilities

6.1 Headteacher and senior leadership team

The headteacher and senior leadership team are responsible for:

- o Keeping this procedure up to date, and ensuring it is implemented across the school
- o Ensuring all school staff are aware of their role in raising the attainment of disadvantaged pupils and supporting pupils with parents in the armed forces
- o Planning pupil premium spending and keeping this under constant review, using an evidence-based approach and working with virtual school heads where appropriate
- o Monitoring the attainment and progress of pupils eligible for the pupil premium to assess the impact of the school's use of the funding
- o Reporting on the impact of pupil premium spending to the governing board on an ongoing basis
- o Publishing the pupil premium strategy statement on the school's use of the pupil premium in each academic year on the school website, in line with the DfE's [guidance on using the pupil premium](#) and using the templates on GOV.UK.
- o Providing relevant training for staff, as necessary, on supporting disadvantaged pupils and raising attainment

6.2 Governors

The governing board is responsible for:

- o Holding the headteacher to account for the implementation of this policy
- o Ensuring the school is using pupil premium funding appropriately, in line with the rules set out in the conditions of grant
- o Monitoring the attainment and progress of pupils eligible for the pupil premium, in conjunction with the headteacher, to assess the impact and effectiveness of the school's use of the funding
- o Monitoring whether the school is ensuring value for money in its use of the pupil premium
- o Challenging the headteacher to use the pupil premium in the most effective way
- o Setting the school's ethos and values around supporting disadvantaged members of the school community

6.3 Other school staff

All school staff are responsible for:

- o Implementing this procedure document on a day-to-day basis
- o Setting high expectations for all pupils, including those eligible for the pupil premium
- o Identifying pupils whose attainment is not improving in response to interventions funded by the pupil premium, and highlighting these individuals to the senior leadership team
- o Sharing insights into effective practice with other school staff

7. Procedure Review

This procedure document will be reviewed triennially by the Director of Inclusion. The PP Procedure is due for review in Autumn 2026. Additionally, this procedure document will be reviewed and updated as appropriate on an ad hoc basis.