

Cefn Saeson Comprehensive School
Ysgol Gyfun Cefn Saeson

CLA Policy
2026-27



Approved by Governors	14 th September 2026
Headteacher	Ms C Jones
Chair of Governors	Mr S John

Introduction

Strategic Overview: Miss Lynsey Morris (DSL) Operational Leads - Mrs Delyth Evans

Cefn Saeson School believes that in partnership with Neath Port Talbot County Borough Council, as Corporate Parents we have a duty to safeguard and promote the education of Children who are Looked After.

Aim:

To provide a safe and secure environment, where there is belief in the abilities and potential of all children.

To support our Children who are Looked After and give them equal access to every opportunity to achieve their potential and to enjoy learning.

To fulfil our schools' role as corporate parent, to promote and support the education of Children who are Looked After.

To ensure that all school policies and procedures are inclusive to and followed for Children who are Looked After.

To Attend all CLA meetings and report in a timely manner using the Cefn Saeson Meeting form. All forms are to be added to the Provision Maps Software.

The Head Teacher Will:

- Nominate a strategic lead for Children who are Looked After who will act as an advocate and co-ordinate support. – These persons are Miss Lynsey Morris, Strategic Lead and Mrs Delyth Evans, Operational Lead.
- Ensure that a school governor is nominated to oversee that the needs of Children who are Looked After in the school are considered at a school management level and to support the strategic lead..
- Arrange time out for the school team to attend where appropriate training and statutory review meetings. Ensure that the NAFW Guidance 2/2001 is incorporated into school policy.
- Adhere to the Local Authority school admissions policy.

The strategic and operational leads will:

- Ensure that the school is up to date with the different requirements for pupils who are CLA out of county and ensure that the correct documentation is provided.
Maintain an up-to-date record of all pupils who are looked after on the school roll.
- Track and monitor progress of individual pupils who are looked after.
- Ensure educational information is transferred speedily between agencies, new schools and individuals.

- Ensure that there is a Personal Education Plan for each child pupil looked after, to include appropriate targets.
- Ensure the school shares and supports high expectations for Children who are Looked After.
- Ensure a culture of positive collaboration is fostered. Where communication difficulties arise with social workers or foster carers, contact is made with the Education Co-ordinator for Children Looked After Pupils.
- Ensure a home-school agreement is drawn up with the carer.
- Ensure that Children who are Looked After, along with all children are listened to and have equal opportunity to pastoral support in school.
- Ensure the child's educational needs are identified in consultation with his/her teacher(s) in order to address them by setting realistic challenges and academic targets. Where appropriate access additional support of the CLA Education Services.
- All information on CLA pupils will be held centrally on the school's Provision Maps Safeguarding system.
- Ensure the school is represented at the CLA reviews and/or the schools consultation document is completed and returned to the Independent Reviewing Officer. These meetings will normally be attended by the CLA deputies.
- Ensure any issues arising that might threaten the school placement are addressed without delay. All steps should be taken to prevent Inclusion, including the implementation of a Pastoral Support Programme, referral for behaviour support, involvement of the Education Welfare Service.

School staff and Governors will:

- Support the local authority in its statutory duty to promote the educational achievement of pupils who are looked after.

Adopted by Chair of Governors on 14th September 2026

A handwritten signature in black ink, appearing to read 'Stephen', with a stylized flourish at the end.

Chair of Governors Signature