



## Pupils Post Looked After and Arbor

### Background:

The Post Looked after status is linked to funding and if the school has been made aware that a pupil is Post Looked after then this status can be captured in their census return.

Post Looked After is a Child Protection issue and schools are reminded that this is particularly sensitive data and of the ongoing need for confidentiality. Schools should ensure that they comply with their responsibilities with respect to GDPR when processing this data and restrict access to those who need to know only.

It is for those with parental responsibility (adoptive parents, special guardians and carers of former looked after children on residence / child arrangements orders) to decide if they wish to self-declare their children's status to schools.

A Post Looked After child gets a new identity including a new UPN and there should not be any links to the previous identity.

In the census Post Looked After is referred to as PLAA (Post Looked After Arrangements) and will be one of the following:

Code	Description
N	Not declared
A	Not looked after - adoption from England and Wales
G	Not looked after - special guardianship order (SGO) from England and Wales
R	Not looked after - residence order (RO) from England and Wales.
C	Not looked after - child arrangements order (CAO) from England and Wales
O	Not looked after – adopted from state care outside of England and Wales

If the school has an Early Years element in their return, 2 year olds Basic Funding data collection in the spring census collects 'Looked after or adopted from care' and code LAA.

### Processing:

Post Looked After Arrangements are recorded differently in SIMS and Arbor. SIMS held this data within the School Census return and was not visible on the student profile. This was therefore restricted to only staff

able to complete the School Census return. Arbor records this data within the Looked After (In Care) section of a Student Profile.

Due to the current configuration of the default permissions within Arbor's Business Roles, it is possible that most staff within School will be able to view the Looked After (in Care) section of a student profile. For schools who have moved from SIMS to Arbor, this would be a significant change in which staff are able to view this data.

Although it is possible to restrict access by amending the Business Role permissions, this would require the school to assume responsibility for the Business Role and remove any automated updates that may be pushed down by Arbor.

The Looked After (in Care) page is used to produce the PLAA information for the census return so, to protect data, school administrators need to consider an alternative process.

As the Post Looked After Arrangements do not migrate from SIMS directly into Arbor, the recommended work-around agreed by Management Information (KCC) and EIS Cantium Support is to keep the information in a secure file (Word document, Excel etc...) and not to add it the Arbor pupil record. This file can then be used as a reference for the census return.

The PLAA can then be added to the census return manually after the return has been uploaded to Collect.

**Maintained schools** don't work in Collect as Management Information (MI) complete this part of the process; therefore MI will need to know which pupil records to update. This information can be sent securely via Perspective Lite, along with the XML census return, in any format e.g. Word, Excel, PDF etc... MI will update the Collect return and inform the school once completed.

Information required for PLAA updates:

UPN

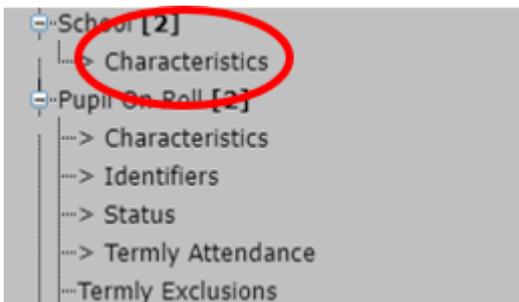
DoB

Name

Code and Description

**Non-Maintained schools** who upload their census return directly to Collect - we suggest they also keep a separate secure record of PLAA data.

To add this data to Collect you will need to select the Characteristics option,



Search for the pupil – input a UPN or Surname and click GO

Pupil On Roll - Characteristics - Aldington Primary School			Drill Up	Error
Unique Pupil Number(UPN) <input type="text"/>			All Notes	
Pupil Surname <input type="text"/>	Pupil Date of Birth <input type="text"/>	Reset	Go	

The details pane at the bottom of the screen will show as below for the pupil

Date Item	Value	Errors		OK Errors	History
		E	Q		
Pupil On Roll Characteristics					
School Lunch Taken		0	0	0	
YSSA		0	0	0	
Language Code	ENG - English	0	0	0	
Service Children In Education	N - No	0	0	0	
Hours at Setting		0	0	0	
Funded Hours		0	0	0	
ExtendedHours		0	0	0	
ThirtyHourCode		0	0	0	
DAFIndicator		0	0	0	
Pop Up Funding	False	0	0	0	
PLAA	N - Not declared	0	0	0	
Pupil On Roll Characteristics					
Pupil On Roll Learner Support					<a href="#">View All</a>
Learner Funding and Monitoring					<a href="#">View All</a>
AP Provision Details					<a href="#">View All</a>
School Arranged AP Details					<a href="#">View All</a>

Select the edit button

All Errors	All Notes	Add	View	<b>Edit</b>	Delete	Status
			Drill Up	Error		
			All Notes			
Name <input type="text"/>	Pupil Date of Birth <input type="text"/>	Reset	Go			

This opens the pane for editing. Click the PLAA field and select the appropriate dropdown. Click away to update the field. Then click VIEW (next to Edit) to close edit mode.