

# Education Department Policy

---

Title	<b>Jersey Premium Policy</b>
Issued	September 2017
Last Updated	July 2018
Review date	July 2019
Author	Project Manager

---

## 1. Overview

Jersey Premium funding has been introduced to help all children get the very best from their education, regardless of their socio-economic background or barriers to learning. The funding is a commitment from the States of Jersey to ensure that every pupil has an equal opportunity to access the full curriculum, to receive high-quality teaching tailored to their needs and to perform to the best of their ability. Schools will strive to raise the aspirations and educational attainment of all pupils, regardless of their eligibility for Jersey Premium.

This policy sets out the criteria for Jersey Premium eligibility, requirements for each school receiving Jersey Premium funding and associated accountability measures.

## 2. Scope

This policy applies to all States funded primary schools, secondary schools and colleges in receipt of Jersey Premium funding.

## 3. Responsibilities and distribution

Head teachers, senior school leaders, and classroom teachers should follow this policy in planning, implementing, monitoring and evaluating Jersey Premium.

## 4. Jersey Premium budget

The States of Jersey have confirmed the following funding for Jersey Premium to the end of 2019:

	2017	2018	2019
<b>Total Jersey Premium Funding Allocation</b>	£1,903,696	£2,156,696	£2,494,696

Jersey Premium funding is allocated to schools on a per pupil basis for Nursery to Year 11. These allocations account for the majority of each year's funding, with a small budget held by the Education Department to cover staffing, training, central resources and contingencies.

The rates payable per pupil will be set each year after taking account of the budget available and the estimated number of eligible pupils. Per pupil rates will be weighted more heavily in favour of pupils who are LAC and Primary pupils.

Jersey Premium will be piloted at Post-16 with selected schools/colleges. Pilots will be funded via a fixed-sum Jersey Premium grant and not on a per pupil basis.

## **5. Eligibility and identification of pupils**

### **5.1. Eligibility**

Schools will receive Jersey Premium funding on a per pupil basis for:

1. Pupils who have ever been Looked After Children (LAC)<sup>1</sup>
2. Pupils who live in a household which has claimed Income Support for a period or periods totaling at least 12 months within the last five years
3. Pupils who live in a 'Registered' household that would otherwise be eligible to claim income support, except that they have not yet lived in Jersey for five years continuously

The Education Department will continue to monitor the eligibility criteria and may revise these to ensure that Jersey Premium funding is targeted appropriately.

### **5.2. Identification of pupils**

The Education Department will provide schools with lists of their on-roll pupils who are eligible for Jersey Premium twice each year. These lists will be normally shared with schools by early July and early January each year.

#### **5.2.1. Looked After Children (LAC)**

Details of pupils who are LAC are known to the Education Department as part of the normal administration of schools. Pupils who are known to be LAC will be automatically added to the Jersey Premium pupil list.

Looked After Children who have been placed off-island remain the responsibility of Children's Services. Arrangements will be made for the English or Welsh schools, at which Looked After Children from Jersey are being educated, to receive Jersey Premium funding at the Jersey LAC rate following a valid request in writing to the Education Department.

#### **5.2.2. Pupils living in eligible Income Support households**

All children living in households claiming Income Support are recorded by the Social Security Department. The Social Security Department and the Education Department have entered into a Data Sharing Agreement whereby information is shared in order to determine Jersey Premium eligibility. The Education Department uses this information to identify eligible pupils to schools.

---

<sup>1</sup> A Looked After Child is defined as any person under the age of 18 years, who is:

- A) subject to a Care Order, Interim Care Order, or Emergency Protection Order OR
- B) not subject to any legal orders but a person with parental responsibility has agreed to them living with foster carers, in a residential home or with a family member and signed a consent form OR
- C) not subject to any legal orders but has signed their own consent form

Parents who qualify under the Income Support criteria (Section 5.1 above) will be given an opportunity to express a preference for their child(ren) not to participate in or benefit from Jersey Premium interventions. This preference must be communicated directly to the school. Parents from households claiming Income Support may choose to express this preference at any time. When parents express this before the Jersey Premium funding is released to their child(ren)'s school(s), no funding will be awarded with respect to their eligibility for Jersey Premium. Funding cannot be backdated if parents/guardians later decide that they are happy for their child(ren) to benefit from Jersey Premium.

### **5.2.3. Pupils living in 'Registered' households**

Schools will be provided with a simple questionnaire to use with 'Registered' families (those who have not yet attained five years of continuous residence and are not 'Licensed'). This tool provides a proxy for determining eligibility for Income Support and therefore Jersey Premium. Participation in this process is purely voluntary. A family completing the questionnaire will be deemed to have given their consent for their child(ren) to benefit from Jersey Premium if they prove eligible.

The eligibility questionnaire will be available online or paper copies can be obtained from schools and the Education Department. It will be available in English, French, German, Hungarian, Polish, Portuguese and Romanian and will be translated into other languages as required.

Registered families who prove ineligible after completing the questionnaire, may complete this again if their circumstances change.

Children from qualifying 'Registered' households will remain in receipt of Jersey Premium under Criteria 3 (See Section 5.1 above) until they have attained five years residence. After five years continuous residence, children from previously eligible 'Registered' households will continue to be in receipt of Jersey Premium for a further year. After six years of continuous residency, these children will only continue to qualify for Jersey Premium if their household has been in receipt of Income Support for a period, or periods, totaling 12 months or more.

## **6. Allocations to schools**

Jersey Premium funding will be released to schools by the Education Department on an annual basis each January. This will follow the identification of eligible pupils in the summer term and the beginning of the spring term.

Jersey Premium funding will not follow pupils who move to a new school during the academic year ('In Year Transfers'). Schools are therefore expected to factor into their planning the potential arrival and departure of Jersey Premium pupils during the academic year. Due to the off-set between the academic and funding years, schools will need to apply Jersey Premium funding allocated for the year group departing in the summer term for the benefit of its incoming cohort in September.

## **7. Transition and admission**

Pupils in receipt of Jersey Premium who are transitioning between different phases of education or transferring schools during the academic year (In Year Transfers) should be identified by the former school to the receiving school on transfer of the pupil record. Schools will receive up to date lists of pupils in July and January each year.

Families arriving in Jersey for the first time, should be informed by the school about the opportunity to determine their eligibility for Jersey Premium by completing a short questionnaire, when they start school.

## **8. Terms on which Jersey Premium funding is allocated to schools**

### **8.1.1. Use of Funding**

It is for school leaders to determine how Jersey Premium funding is used. The Education Department will hold schools to account for the impact of the funding on pupils in receipt of Jersey Premium. The Department will provide schools with resources, guidance, support and challenge to ensure that they are using the funding in an effective, evidence-based way that will best meet the needs of their pupils. Jersey Premium funded interventions are expected to improve the educational outcomes of pupils in receipt of Jersey Premium.

### **8.1.2. Accountability**

In a challenging funding climate, the Education Department will work with schools to support them in rigorously evaluating the impact of their use of Jersey Premium funding to benefit pupils, whilst also ensuring value for money.

#### **Every school in receipt of Jersey Premium funding must therefore:**

1. Publish an annual 'Jersey Premium Strategy' for the financial / calendar year by 31 January. This should set out the rationale and evidence for their use of Jersey Premium funding and the initiatives planned as well as describing how it meets the needs of the school's pupils and the expected outcomes.

The strategy should set out explicitly;

- The amount of Jersey Premium funding the school has been allocated
- The number and percentage of pupils in receipt of Jersey Premium
- A summary of the main barriers to educational achievement faced by pupils at the school
- How the school will use the Jersey Premium funding to address these barriers
- The rationale for the approaches undertaken
- How the school will measure the impact of Jersey Premium
- The next review date of the school's Jersey Premium strategy

2. Publish an annual evaluation of the implementation of its Jersey Premium Strategy for the previous financial / calendar year by 31 January of the following year. (E.g. The 2017 financial/calendar year must be evaluated by 31 January 2018.) This should reflect on the implementation of the Jersey Premium Strategy and report on the impact achieved with regard to the initiatives delivered and use of Jersey Premium funding.

The annual evaluation must set out explicitly;

- The amount of Jersey Premium funding the school has been allocated
- The number and percentage of pupils in receipt of Jersey Premium
- How the school will use the Jersey Premium funding
- The impact of the expenditure on pupils
- The impact of the expenditure should include overall data on pupil outcomes by year groups (when there are small numbers of pupils in receipt of Jersey Premium this should be by key stage or whole school)
- The impact of the expenditure should include that of the different approaches to address the identified barriers undertaken and how effective they were

These documents should be developed in sufficient details to allow for internal school use and to facilitate the Education Department's ongoing monitoring of Jersey Premium. Schools need to publish appropriate versions of these documents on their websites each January to ensure pupil confidentiality is maintained and disclosure controls are applied (e.g. any number less than five should be concealed).

Templates and examples of Jersey Premium Strategy and Evaluation documents are available for schools to access from the Education SharePoint site.

**Accountability for Jersey Premium will also include the following:**

- The attainment of Jersey Premium pupils in relation to their peers will be reflected in the School Data Report produced by the Education Department and published on each school's website
- The Education Department will continuously monitor, support and challenge all schools and will intervene if necessary where the use and impact of Jersey Premium is ineffective
- Schools will be held to account for the application of Jersey Premium funding and the impact this has on pupils' progress, attainment and wider outcomes

**Support from Senior Advisers**

Senior Advisers support schools in their use and impact of Jersey Premium funding. They do this through:

- Support in writing the school's annual Jersey Premium Evaluation
- Support for shaping the school's Jersey Premium Strategy
- Monitoring, challenge of support for Jersey Premium activity and strategy during regular visits
- Where there are concerns, Senior Advisers may nominate a school leader with a successful track record in improving outcomes for pupils to work with the school. Senior Advisers should be involved in the design and monitoring of an Action Plan, arising from their partnership with such schools
- Where no improvements are made, the school may be referred to the Education Department
- The Education Department may step-in to determine the application of Jersey Premium funding if the school is judged to not have the capacity to improve its Jersey Premium Strategy and positively impact the progress and attainment of its pupils.

**9. Allocation and payment arrangements**

As the financial year for schools runs from January to December, Jersey Premium will be funded and evaluated on a financial rather than an academic year basis. Funding will be released to schools on an annual basis each January. Where there is a delay in confirming the eligibility of certain pupils, their funding may be released on an ad-hoc basis and back dated to the beginning of that year.

**10. Record keeping**

Schools are expected to fully account for the use of Jersey Premium funding and should maintain the records necessary to document all expenditure.

## 11. Communications

Schools need to remain aware that when pupils are identified as eligible for Jersey Premium, this status necessarily conveys socio-economic information about their family background. Schools will be issued with guidance regarding good practice in discussing Jersey Premium within the school context and with families. This guidance will also include information on how families will be informed that their child/ren are eligible for Jersey Premium.

<b>Issued by</b>	Education Department
<b>Author:</b>	Project Manager
<b>Date:</b>	First issued: September 2017 Revised edition: July 2018