



Category	Curriculum		
Document Name	Closing The Gap		
Approval By	Brantridge School Governing Body		
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Related Policies

Document	Reference
Pupil Premium Policy	CM.P12

Reference Material

Guidance
DfE Pupil Premium: Information for Schools
DfE School Information Regulations 2012

Related Documents

Name	Reference
<Related documents>	N/A

Introduction

'Closing The Gap' is a school process, managed by the Head of Education, to highlight the pupils that would benefit from additional differentiation of resources or materials identified by Brantridge School.

The purpose of this document is to detail the Closing The Gap process and clarify:

- Identifying pupils and their key needs
- Indicate the scope of activities to support pupils

Pupil progress will be monitored systematically each half term and subject to review by the school management team to evaluate progress and further adjustments needed in individual pupil focus to secure impact on learning. Approval and sign off for each pupil's programme will be overseen by:

- Head of Education
- Headteacher

The programme will be the subject of a half termly report to either the full Governing Body or Lead Governors with associated responsibilities.



Programme Funding

Where available all 'Pupil Premium' additional income will be devoted to this programme.

It will be the responsibility of the Charity Office to secure the Pupil Premium funding from each pupils' Local Authority. Received Pupil Premium funding will be credited to the schools operational budget.

The school will maintain a refreshed list of qualifying pupils and will notify the Charity Office of any changes to status.

Where pupil premium funding has not yet been granted for a pupil, the programme (if approved by senior management) will still be implemented and any costs incurred will be a planned expenditure within the school annual budget.

Each monthly budget monitoring summary statement will identify variations in Pupil Premium income.

Identifying Pupils

- In most cases pupils will be identified if they meet the criteria (A. and or B.) below, however Brantridge School will make the judgement to recommend a programme for individuals that may not fall into these categories for example pupils on the school roll who are significantly underperforming in one or more core subject areas compared to their peers within the school

A. Free School Meals (FSM)

The school is required to determine pupils eligible for FSM, even if they have not applied. Babcock 4S provide a FSM eligibility checking service for a fee. The service makes use of the Department for Education (DfE) on-line Eligibility Checking Service (ECS), which verifies if parents/carers applying for FSMs meet the eligibility criteria for entitlement. The school will need to obtain the following information for Babcock's search:

- National Insurance number (or National Asylum Support Ref. Number)
- Surname
- Date of birth
- A signature is required giving permission for schools and Babcock 4S to use the personal details provided to verify the claim

This information must be stored as a CSV file and emailed to fsm@babcockinternational.com. The information is then downloaded onto the on-line ECS system for processing overnight. The ECS will return a "True" or "False" response to each application and this is e-mailed back to the school. This process will be repeated termly and individual checks can be carried out on an "Ad Hoc" basis as and when required.

The school should also actively encourage families to apply for FSM. Guidance and a toolkit can be found at <http://www.childrensfoodtrust.org.uk/resources/fsm/free-school-meals-matter-toolkit>.



B. Additional Identifiers

- LAC: Looked after children
- Children of Service personnel.

Programme Approaches

A confirmed list of pupils with identified attainment gap needs will be maintained as a half termly refreshed list for the purposes of this programme. Once a child has been identified as requiring additional support the following range of interventions will be considered:

- One-to-one or smaller group sessions for English and/or Maths
- Supportive Therapy engagement
- Homework or supportive selective homework support (this may impact travelling arrangements and may justify extra transportation requirements)
- Additional ICT equipment with specific learning applications such as ipads, tablet etc.
- Additional learning support in specific areas (such as numeracy or literacy (reading, writing))
- Extra curricular activities to raise self-esteem and self-confidence: use of additional sports, clubs, music or arts to release aggression or allow the pupil to express themselves. Purchases of extra equipment, staff and materials may be required.
- Off site activities such as Skillway (vocational workshops) and day trips (costs would include transportation and additional staffing depending on pupil to adult ratio requirements).
- Boarding for day pupils to assist with confidence and social skills (one off or maybe once a month).

The approach will specify individual inputs of activities and/or resources for each identified pupil.

These recommendations will be identified in the Pupil Programme Report (refer to Appendix A) and will be subject to discussion and approval by senior management.

Once approved, the Head of Education will liaise with each pupil's class teacher, teaching assistant and key worker to assist in the planning and delivery of the differentiated programmed of support.

Progress Reviews

The Head of Education will ensure that all pupils on the Closing the Gap programme are reviewed half termly to monitor progress and report the outcome to senior managers. The results of the review will be recorded on a Pupil Progress Report (refer to appendix B).

Where a pupil is showing significant progress, a target date will be set to adjust the individual's programme with the aim of establishing a stretch or more able programme focus.

Where a pupil is not showing progress, a refreshed personalised programme approach will be considered and approved by the senior managers.



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Publication and Information Sharing

The school will publish an account of the use of Pupil Premium funding as part of this programme in compliance with DfE requirements and guidance.

- The progress made towards narrowing the gap in achievement of qualifying pupils.
- An outline of the provision that was made since the last report.
- An evaluation of the effectiveness (including cost effectiveness), in terms of the academic, social and emotional progress made by the pupils receiving a particular provision.



Appendix A: Pupil Programme Report

Pupil's Information					
Name		Year		Class	
Key Worker				Date	

Programme Information				
Key Needs	Proposed Programme	Cost	Approved (Y/N)	Target Date

Action Items			
Action		Assigned To	Target Date

Sign Off			
Role	Print Name	Signature	Date
Head of Education			
Headteacher			

Appendix B: Pupil Progress Report



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Pupil's Information				
Name	Year	Class		

Programme Information			
Duration	Programme Implemented	Progress	
Key Worker	Date		

Action Items		
Action	Assigned To	Target Date

Sign Off			
Role	Print Name	Signature	Date
Head of Education			
Headteacher			



Appendix C: Closing the Gap Process Checklist

Task	Complete ✓
Sign up with Babcock.	
Obtain the following from all parents on admission and for current pupils on-roll using the form provided by Babcock: <ul data-bbox="165 459 1680 655" style="list-style-type: none">• National Insurance number (or National Asylum Support Ref. Number)• Surname• Date of birth• A signature is required giving permission for schools and Babcock 4S to use the personal details provided to verify the claim	
Format the data into the CSV file specified by Babcock.	
Submit to Babcock to FSM@babcockinternational.com.	
Receive data from Babcock on a termly basis.	
Send list of eligible pupil to the Charity Office (Finance).	
Charity Office to claim for pupil premium based on Babcock data.	
Charity Office to confirm receipt of Pupil Premium with the school.	
Complete a Pupil Programme Report for all eligible pupils.	
Maintain a Pupil Progress Report for all eligible pupils.	
Pupil Premium Report updated with allocation of pupil premium.	