

Early Years

Post 16 PEP process flowchart

The  Virtual School

 **Within 20 working days**

Social Worker arranges for the PNL into care notification to be sent to VS Admin. An Education Advisor is allocated.

 **The PEP meeting**

Social Worker calls a PEP meeting and invites all professionals. Prior to the meeting the young person should be encouraged to attend the PEP and complete student views sheet.

The young person's views and opinions are used as the central focus for discussion. Prior to the meeting the Designated Teacher pre-populates the PEP document with attendance, academic and other relevant data.

The Social Worker and the Designated Teacher must attend the PEP meeting. At the end of the meeting the date of the next PEP is set. SMART Targets are set and these may be linked to Pupil Premium spending.

SMART targets

 **After the meeting**

The Designated Teacher sends the PEP to VS Education Advisor for sign off and quality assurance. VS Head teacher approves Pupil Premium spends. VS Education Advisor sends PEP document to Social Worker who puts it on Liquid Logic.

All children in care should have a PEP meeting 3 times per year. If a child in care has no school place, they must still have PEP meetings.

When social workers do not attend PEP meetings it means that young people do not receive their Pupil premium entitlement until the social worker has made contact with Virtual School. Reminder letters will be sent to the relevant social worker by Virtual School Admin. Overdue and/or non compliant PEPs are reported on monthly basis to social care team managers.

The guidance below is taken from Statutory Guidance concerning the administration and management of the Personal Education Plan.

Initiating the PEP

- Wherever the child is placed, even where a looked after child or young person is without a school place, the Social Worker must ensure that the Personal Education Plan is initiated as part of the wider care plan.
- The Designated Teacher is responsible for leading on the development and implementation of the e PEP within the school.

Managing the PEP

- Social Workers, carers and school staff should ensure that the actions and activities recorded in the e PEP meet the educational needs of the child in care, wherever they are placed, and are acted on by working in a joined-up way with other appropriate education professionals e.g. Virtual School, Educational Psychologist, CYPS etc.

Reviewing the PEP

- The Social Worker with responsibility for the child should not take significant decisions about the education of a child in care without reviewing the e PEP in consultation with the child, school and other local authority staff with responsibility for the education of looked after children e.g. Virtual School, Educational Psychologist, CYPS etc.
- The Social Worker with responsibility for the child should ensure that the ePEP is formally reviewed and that its effectiveness is reviewed as part of the statutory review of the Care Plan. Current guidance recommends that, where possible, the PEP is reviewed 3 times each academic year.
- The Social Worker with responsibility for the child should ensure that all relevant information about the child's educational progress and support needs is up-to-date and recorded in the review record before the statutory review meeting.
- The Social Worker with responsibility for the child should act on any changes required to meet the child's education needs identified by the IRO in the review record and alert the IRO to any significant changes to the child's circumstances.
- Where a child has a statement of special educational needs/EHCP the Social Worker should ensure that the e PEP review is linked with the annual review of the statement.