

## Putting a new Personal Education Plan in Place

**Child/young person becomes looked after: PEP in place within 20 school days (10 school days in an emergency placement)**

LACES receive notification from social care. PEP administrator sends PEP to SW to add relevant details. Contact info, invitees etc to be returned **within 4 working days**

Reminder email (copied to team manager) to be sent if not received within **4 working days**. Only EYs Co/DT/ FE, FCs, LACES, SW and child/young person will be invited if details have not been provided or verified by the Social Worker / **Carer?**

PEP Administrator to send PEP to EY Co/DT/FE providing all necessary PEP documentation, except children/young people section, which is to be sent to the FC/parent.

If the child/young person is without a school place, the PEP is to be led by LACES.

EYs Co/DT/FE to identify the date of the PEP meeting in consultation with the SW. EYs Co/DT/FE to invite all participants, as identified within the PEP.

EYs Co/DT/FE can suggest participants in consultation with the SW. Meeting is to take place within the timescale indicated in the letter from the PEP Administrator (usually within 10-15 school days).

PEP Administrator to send chaser letter, as necessary.

EYs Co/DT/FE to pre-populate PEP with required information and to ensure PEP is fully completed, including the dates of the PEP meetings for the academic year and that it is sent to the PEP Administrator within **5 school days** of the meeting.

PEP Administrator to distribute copies of PEP to all those identified in the PEP within **10 school days**. Where applicable, parents' copy to be distributed by the SW. SW to ensure a copy is available and discussed at the next LAC Review.

LACES to follow up any PEP quality issues.

PEP Administrator to record date of next PEP meetings and LAC Review. **Fully completed PEP with clear use of the Pupil Premium will trigger next PP payment.**

Significant decisions about a child or young person's education should not take place without reviewing the PEP and this must involve the child or young person.

A new PEP has to be initiated by SW on admission to any new education provider by g arranging a PEP date and advising LACES.

EYs Co = Early Years Coordinator  
FE = Further Education staff  
SW = Social Worker

DT = Designated Teacher  
FC = Foster Carer

## Reviewing the Personal Education Plan

**It is the responsibility of the EYs Co/DT/ FE to ensure that the PEP administrator is aware of PEP meeting dates, particularly changes in meeting dates, in order to distribute paperwork and support the process.**

PEP Administrator to email social worker requesting the completion of relevant details, **the month** prior to the PEP meeting. Reminder to be sent (copied to team manager) if not received within **4 working days**.

Social Worker to email completed information to PEP Administrator within **4 working days**. Foster carer is responsible for bringing child/ YPs consultation response to PEP Meeting.

PEP Administrator to send PEP to EYs Co/DT/FE, providing all necessary PEP documentation.

If child is without a school place, PEP to be led by LACES.

EYs/DT/FE is to identify the date of the PEP meetings for the academic year, in consultation with the SW. EYs/DT/FE to invite all participants, as identified within the PEP.

EYs/DT/FE can suggest participants in consultation with SW. The meeting is to take place within the timescale indicated in the letter from the PEP Administrator.

PEP Co-ordinator to send chaser letter, as necessary.

PEP Administrator to distribute copies of PEP to all those identified within the PEP within **10 school days**. Where applicable, parents' copy to be distributed by the SW.

SW to ensure a copy is available and discussed at the next LAC Review. SW to ensure that a copy is scanned and attached to the young person's CareFirst record.

Designated Teacher, to ensure PEP is fully completed and sent to PEP Administrator within **5 school days** of the PEP Review meeting.

LACES to follow up quality issues.

PEP Admin to record date of next PEP meetings and LAC Review. **Fully completed PEP with clear use of the Pupil Premium will trigger next PP**

Significant decisions about a child or young person's education should not take place without reviewing the PEP and this must involve the child or young person.

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## Suggested Personal Education Plan Meeting Agenda

**Timing of Meeting:** The first PEP after a child becomes looked after; starts in early years provision, or changes education provision, should be held within **20 school days of the change or 10 days in an emergency**. Thereafter they are required to be held each term. PEPs can be brought forward and held more frequently when a child/yp is going through a transition or risk of exclusion.

**Invitations:** The EYs Coordinator/ Designated Teacher/FE staff will invite all that are detailed within the PEP

	<b>Agenda Items</b>	<b>Person Responsible</b>
1	<p><b>Introductions</b> Check that all the appropriate participants have been invited to the meeting.</p>	Chair (Education Provider)
2	<p><b>Contact Information</b> Go through the contact details information to check that everyone understands who needs to be contacted and when. Make sure that the legal situation is clarified, particularly with regard to parental responsibility and permissions. Lines of communication need to be clear.</p>	Social Worker
3	<p><b>Background Information</b> Social worker to provide a brief background to the present situation and future plans, to ensure that the education provider is fully aware of all the issues.</p>	Social Worker
4	<p><b>Records</b> Go through the <b>prepopulated information</b> which includes education information sheets, including details of previous schools attended, attainment results, attendance figures, careers action plans, other education plans and school reports. This is to review any difficulties the young person may have experienced but also the achievements, highlighting where progress has been made and any foreseeable difficulties that s/he may face. Add any new data.</p>	Designated Teacher/ Early Years Coordinator/ FE Designated Staff
5	<p><b>Child or Young Person's Point of View</b> <u>The collation of their views must be sought prior to the PEP meeting.</u> Guidance is provided. The young person can present their views at the meeting if appropriate or a representative can do so on their behalf.</p>	Young Person or a nominated person
6	<p><b>Medium Term Aim</b> In light of the young person's views, ensure that the plan has a clear aim it needs to achieve and examine what measures need to be taken to make things happen. The short-term targets need to reflect and support the medium term aim.</p>	All
5	<p><b>Short Term Targets and Support</b> Current updates, to include any other plans that are in place, as applicable. Review action points from last meeting. Discuss the challenges they face in the near future, out of hours learning opportunities, lunch time/after school clubs etc. Examine what measures need to be taken to ensure success. Look at what support can be offered to promote progress at school and at home. Note: Tasks are not SMART Targets.</p>	All
7	<p><b>Summary</b> Review with foster carers, parents, social worker and young person (if applicable) the required action. Ensure that all the targets and the names of those responsible are recorded. <u>A person must be identified who will feedback the outcomes from the meeting to the young person.</u></p>	Chair
8	<p><b>Dates</b> Fix provisional dates for the next PEP planning meetings, for the academic year. If the child/young person is struggling to settle, or where problems are anticipated, this review should take place sooner rather than later. Where appropriate, these targets may need to be reviewed informally at more regular intervals by the school. Ensure that the date for the next Child Care Review, EHCP review as applicable, are recorded too.</p>	Chair

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