

## A Guide to the PEP Process - Primary

### Who is the PEP (Personal Education Plan) for?

The PEP is for all Looked after Children who are at statutory school age. It is also for looked after children who are placed for adoption. Once the adoption order has been completed then PEPs are no longer statutory.

### Why is it important to complete a PEP?

A PEP supports Looked after Children in achieving better educational outcomes. It forms an important part of the care plan. It aims to ensure active involvement of different professionals and sets out the ways that we are all working together to seek the best outcomes a Looked After Child. The emphasis is on practical outcomes and progress. SMART targets are set out in the PEP with the emphasis on securing progress towards aspirational achievement at school.

### Who should be involved?

The Virtual School will initiate the PEP date and will contact the school through the Designated Teacher to let them know the date and how to access the PEP paperwork on our professional's portal. The social worker will contact carers and ensure that they know the date. It is statutory that the designated teacher and the social worker are present at the meeting. The carer should also attend wherever possible. A member of the virtual school team will attend and other adults supporting the child may also be invited, but care should be taken to limit size of the meeting. Children's views should be fed into the meeting and in the primary phase, if they want to attend the meeting, we advise that they join for the last 10 minutes or so where positives can be fed back to them and they can be supported to express their views. The designated teacher normally chairs the meeting, although the virtual school representative is happy to do so if required.

### How often should the PEP be completed?

A PEP meeting must be arranged within 20 days of a child coming into care (10 days if placed in an emergency). The PEP should be reviewed every term (i.e., three times a year) although more frequent meeting might be held if there is a concern or other issue such as a transition to a new school.

### What do I need to bring to the meeting?

The School need to have ready:

- current attainment and progress levels
- copies of any individual education plans or thrive plans
- an attendance figure
- the pupil voice, a sheet to help with this will be emailed to you prior to the meeting or is available on the website
- an idea of targets for the plan and how the pupil premium will be spent, although these sometimes change as the meeting progresses
- We advise that Designated Teachers have been onto the professional's portal before the meeting and made sure that the current allocated paperwork is correct

It is vital that all Looked After Children have a current Personal Education Plan in place. As every child is different, every PEP will be different; the best way to ensure that a PEP is of high quality is to ensure that the next steps are clear and well thought out and that everybody has an input. An exemplar PEP is available on our website. If you have any queries then please do contact the Virtual School Team.