

## **A Guide to the PEP process for secondary schools**

*For new designated teachers we run termly training, please contact the Virtual School to book onto one of these training sessions. Please see below for some of our frequently asked questions:*

### **“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 there is no statutory requirement for PEPs but it is best practice to continue with PEPs for previously looked after children (PLAC)

### **“Why is it important to complete a PEP?”**

A PEP supports Looked after Children in achieving better educational outcomes. It is a statutory document and is part of the child's care plan. The PEP ensures active involvement of different professionals and ensures that we are all working together to seek the best outcomes for Looked After Children. The emphasis is on practical outcomes and taking responsibility for actions.

### **“Who should be involved?”**

The Virtual School will initiate the PEP date and will contact the school to let them know the date and how to access the PEP paperwork. 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. Ideally the carer should also attend. Where possible or where requested a member of the Virtual School will attend. 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, they can attend in person or we have several different forms on our website to aid capturing the pupil's views. It may not be appropriate for the young person to attend the whole meeting, but they may want to join for part of it.

The designated teacher normally chairs the meeting, although the virtual school representative is happy to 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), but in some cases interim PEPs may be needed.

## “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 pupils voice
- an idea of targets for the plan and how the pupil premium will be spent, although these sometimes change as the meeting progresses
- Have been onto the professional's portal and can make sure that the current allocated paperwork is correct

## A final word

It is vital that all Looked After Children always have in place a current Personal Education Plan. 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. If you have any queries, then please do ask. Our contact details are on the website.