



A Guide to the PEP process – Early Years

“Who is the Early Years PEP (Personal Education Plan) for?”

The Early Years PEP is for all Looked after Children aged 2 years and upwards who attend preschool, nursery class or day care provision. This includes Looked after Children who are placed for adoption.

“Why is it important to complete an Early Years PEP?”

An Early Years PEP supports Looked after Children in achieving better educational outcomes. An Early Years 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 **Early Years Phase Leader from the Virtual School** will initiate the Early Years PEP and it should be organised in partnership with the child, their social worker, designated Early Years Key Person and carer. 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.

“What is the pupil premium plus funding (EYPP+)?”

The EYPP is only for those children who are in a childcare setting in the term after their third birthday. The hourly rate for EYPP and deprivation fund combined is £1.18 per hour. The maximum number of hours you could claim over 3 terms each academic year would be 570 which would be £672 per child. The funding is paid each term direct to the nursery on completion of the PEP paperwork.

How often should the Early Years 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). This means that there should be:

- A PEP meeting at least every 6 months
- A check on the progress of the PEP by the nursery in the school term where there is no PEP meeting
- More frequent meetings where there is a need

“What do I need to bring to the meeting?”

The Nursery or setting need to have ready:

- the current Early Years Profile

- copies of any individual education plans
- an attendance figure
- details of how the pupil premium plus funding has been spent, if the child is over 3 years old.

A final word

It is vital that all Looked After Children have in place at all times a current Personal Education Plan. A flexible approach will need to be taken when completing the EYPEP to reflect the unique style of the Early Years settings and the child's best interest. As every child is different, every EYPEP will be different; the best way to ensure that an EYPEP 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.** Key contact details for the Virtual School are on our website.

