



A Guide to the PEP process

“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 required as the child is no longer considered to be 'looked after'.

“Why is it important to complete a PEP?”

A PEP supports Looked after Children in achieving better educational outcomes.

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 but we cannot attend all PEPs. 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 they often join for the last 10 minutes or so where positives can be fed back to them and they can have their input. 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). This means that there should be:

- A PEP meeting at least every 6 months
- A check on the progress of the PEP by the School 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 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
- Have been onto the professionals portal and can make sure that the current allocated paperwork is correct

A final word

It is vital that all Looked After Children have in place at all times 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.

