Personal Education Plans. Tameside Virtual School. January 2018.

**Purpose of the PEP**: The PEP is a termly review and record of a Looked After Child’s educational progress and attainment. The review is an opportunity for the child to reflect and articulate what is going well and what would help at school in a setting including key people such as carers, teachers and social workers alongside any relevant professionals who may be required such as SEN specialists, Virtual School or mental health professionals. It is the time to celebrate educational successes of the child and to set appropriate and aspirational targets to ensure a clear pathway of opportunities and successes through the young person’s time in care and beyond.

Every Looked After Child must have a PEP completed termly whilst in education. When a child is taken into care, a PEP meeting must be convened within 15 days and this will be initiated by the social worker. Alongside this, the Virtual School SEN caseworker will research to see if there are any SEN needs or concerns of this child that need to be considered or explored. Thereafter, the school will convene the PEP meetings and the social worker will ensure that this happens termly.

**PEP Document**: This must be returned to [PEP@Tameside.gov.uk](mailto:PEP@Tameside.gov.uk) within two weeks of the PEP meeting. Once returned, it will be read and quality assured by the Virtual School and uploaded onto the Children’s Services data system and recorded as PEP completed. This is essential for monitoring and recording that all LAC in Tameside have a current PEP which is a legal requirement by the DfE and also monitored by Ofsted.

**PP+ Funding:** In spring term (January- Easter 2018) the sum of £500 can be allocated to every school who has completed and returned the PEP documentation within the two weeks following a termly meeting. On the PEP document it needs to be clearly recorded what the PP+ money is being spent on and specified exactly how this will improve the educational outcomes for the child. From April 2018 this sum will increase to £600 per term per Looked After Child. The exact amount the government allocates per Looked After Child per annum will be £2300 from April. Virtual School withhold the difference of this to enable a service to support all Looked After Children in Tameside. This includes employing a dedicated SEN caseworker, providing training to VS staff and school staff, providing emergency funding to avoid breakdown of educational placements, support for in year transfers, funding for Alternative Provision, funding for SEN support prior to EHCP, funding the attendance and exclusions data management systems, contributing to LAC awards, providing additional targeted support to Year 6 and 11 pupils in preparation for their exams.

The PP+ funding should be used in the best way to improve the educational outcomes for the Looked After Child. There are many fabulous and creative examples within our authority around how this is done, whether it is to bridge a gap in learning, focus on a weaker area of attainment or accelerate an area of learning where the young person may show a particular aptitude. Examples where it can be used effectively include personalised and specific mentoring sessions to improve attendance and engagement in school; tutoring around a specific area of need; purchasing of additional books or apps to improve knowledge of an area of curriculum need; purchasing of a laptop if there is a clear link to need and the progress that will be made; participation in specific visits or with educational clubs within school. Anything can be suggested! If there is a clear educational outcome and raising of standards with a clear link to the targets outlined in the PEP to be made from utilising this funding that is additional to the usual provision expected from school or carer then we will consider it.

**Additional Funding Request:** As already mentioned, sometimes there is a need for additional funding in exceptional circumstances to help support a particular challenge a looked after child is facing. To ask for additional funding there is now a request form which can be obtained from phillip.allen@tameside.gov.uk

Best wishes from the Virtual School Team

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