



**Tameside Virtual School
and College
for Looked After Children**

PEP Guidelines

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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 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: The sum of £600 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. The exact amount the government allocates per Looked After Child per annum is £2300. 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 PEP@tameside.gov.uk

Best wishes from the Virtual School Team

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PEP PROCESS FOR SOCIAL WORKERS



CHILD BECOMES LAC

TERMLY PEP

- When the child becomes LAC, the social worker should contact school and hold a PEP within the first 10 days of the child becoming LAC.
- When the initial PEP has taken place, log into ICS Case Notes and add 'PEP meeting held' in the type of contact section.
- It is a joint responsibility between the school's Designated Teacher and Social Worker to ensure a termly PEP meeting is booked and held.
- The Social Worker and any other appropriate agencies should attend the PEP and use this as an opportunity for the young person to articulate their feelings about school, their ambitions going forward and any support that they may need.
- The Designated Teacher and Social Worker should make a joint decision on how to best maximise use of termly £600 PPG funding to improve educational outcomes for the young person.
- When PEP's come to an end, arrange the next one within the same meeting. When the meeting has taken place, log the contact on ICS as 'PEP meeting held'.

If you know a child is BLA, book the PEP meeting in advance

If you are unsure of the child's current school or if the child has been moved, contact The Virtual School on **0161 342 4057**

Remind the school that the documentation needs emailing across to The Virtual School within 10 working days

PEP@tameside.gov.uk

School terms are:

Autumn (September to December)

Spring (January to Easter time)

Summer (Easter to July)