How to Guide – Personal Education Plan

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Overview

The Personal Education Plan is completed for all children that are of school age and are being looked after. It comes in two parts – Part One is completed by the school and Part Two by the CIC Social Worker. This records the progress that the child has made in relation to their attendance, achievements and how they feel about school. It is an overall plan for a child’s Education while they are looked after.

The PEP is recorded as part of their Care Plan and the first PEP should be completed for their first CIC Review. The PEP is then completed every six months whilst the child is being Looked After. The school completes Part One of the PEP every term.

It is imperative that the information that is held in relation to the child’s education is accurate, for example when a child leaves primary school to attend secondary school it is the Social Workers responsibility to end the first and add the later. The child’s Unique Pupil Number (UPN) must be recorded on the child’s demographics under References. If you do not know this number then the Virtual School will be able to assist you Virtual School Virtual.School@essex.gov.uk.

Whilst completing the PEP you are required to add the year group they are in, when they started at the school and other school specific data. If you are not sure of this DO NOT leave it blank. Contact Virtual Schools and they can provide all this information to you very easily.

The PEP is triggered from the Placement Planning Step and must be completed every six months. The form has been updated so that it now pulls through relevant demographic information and data from the previous PEP, if there is one, so that you do not have to re-enter this information repeatedly.
Completing a PEP

1. From your incoming worktray Start Complete PEP step

Section 1 – ECC Contact Information

The information in this section will have pulled through from the child’s demographics. If it is not there you cannot add it here, any field with a grey cog cannot be added to. You must return to the child’s record and add the information in Worker Relationships. Once this is done, return to the Step and the information will have pulled through.

1. Add the name of the IRO if it is known. This is a free text field.
Section 2 – Essential Pupil Information

1. Add the Date that the PEP meeting was held.
   - Personal Information - Most of the information has pulled through from the child’s demographics.

2. Care Information
   - Enter the Carer Information and their address
   - The School information will pull through from demographics.

   NOTE: Sometimes the wrong school pulls through as the child has left and the demographics have not been updated. To correct this, return to the demographics and update the details. Once this has been completed return to the form and the details will be corrected.
3. Key Contact Information
   - Select Find – there are three ways that you can add this information. Searching for a Person, Worker or Manually inputting the information.
   - Add in the information
   - Select Find

   - Select the name of the worker or select find again if it does not appear.
   - Tick the checkbox if they attended the meeting.
   - Tick the checkbox if they require a copy of the PEP.
   - If you have additional people to add – select Add if not then Add and Close.
4. Essential Contact Information

This information comes from the Delegated Authority Form and therefore the Social Worker must ensure that this form is up to date and correct prior to completing this part of the Step.

- Add in details of who should be contacted in an emergency – remember their phone numbers should be added here for ease of access.
- Add the dates that the consent forms have been signed. Best practice is to upload the signed forms to the paperclip within the Step.
- Complete the section with all relevant information – anything that is not relevant leave blank or type not given.

Section 3 – Education Information

1. Current School Information
   Note: if you do not know all the information for this section contact virtual schools and they can give this to you. They have access to the school’s system that tells exactly when a child started the school and what year group and Key Stage they are in. DO NOT GUESS.

2. If you tick the checkbox for other relevant plan or report you must attach them via the paperclip at the top of the page.

3. As this is the first PEP there is not a previous PEP available so check No.
4. Previous School History
   - If the child has attended more than one school then select Add
   - Enter the information of the former school.
   - If there are more schools to add then select Add if not then select Add and Close.

5. Special Educational needs
   - If the child is not on an Individual Education Plan (IEP) Select No and leave blank

6. If you select Yes – for this section, the system will display an additional question
Section 4 – Pupils Views

1. The child’s views are important and should be recorded either before or during the meeting and recorded here.
2. The person recording the information must add their name and role to the relevant field.

Section 5 – Educational Needs Targets and Interventions

1. To record any achievements that the child has made select Add.
2. This can be out of school activities as well as in school.
3. Enter the date that this was achieved.
4. If there are other achievements to be recorded select Add or if not Add and Close.
5. This process is repeated in respect of Other Agencies Involvement with the child in and outside of school.

6. **Please Review the Outcomes of the Previous Learning Objectives on PEP1** – it is not necessary to repeat the information that is already recorded on PEP1. Record the specific support from named professionals given to achieve the outcomes. For example the carer to listen to the child read every night. The review is how successful this was and what improvement this has had on the child’s reading ability.

7. **Please Provide the Decisions and Actions to Support the Current Learning Objectives on PEP1, Including Timescales** – this is to outline what is required from all professionals involved with the child to support them achieving the learning objectives set out by the school on PEP1.
8. **How is the School using the Pupil Premium Grant to Support the Education of the Young Person** – this is used to show how the Grant is being used to improve the learning objectives of the child.

9. Enter the date and venue of the next meeting and who is responsible for organising it.
Section 6 – Actions Taken

1. Select Add

![Image of action selection interface]

2. Select the Next Action of PEP Review.
3. The system will work out when the next review is due in six months.
4. Select Assign to me.
5. Select Add and Close

![Image of assignment interface]
Requests
Once the PEP has been completed it is the workers responsibility to advise the Virtual School that the PEP has been completed. It is a mandatory Request and therefore cannot be Finished until this is done.

1. Select the clipboard at the top of the page.

2. Select the Request – **REQUIRED** Request Virtual School to review PEP. This is a Notification and not a Request that requires Completing.

3. From the Pass to Worker select – Virtual School Incoming FO.

4. Select OK

5. Finish the Step by selecting the Tick.

In your future worktray is the Review PEP which will transfer to the Incoming worktray once it is due to be completed.