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Guidance for Schools, Social Workers and Carers on Personal Education Plans

The Personal Education Plan (PEP) process is a means of ensuring that education goes beyond making a school place available. It is a process which allows adults and the child in care to plan his/her educational future. The PEP is a statutory instrument in care and education and is a legal part of social care planning. It is a PROCESS that makes a DIFFERENCE.

1. Who is responsible for a PEP and what is the responsibility?

The Social Worker is responsible for informing the ATM for Education Support & Well Being that a child/young person has been taken into care. The allocated Education Support Worker (ESW) will then initiate the paperwork and set up a PEP meeting in school within 20 days of the child becoming looked after or changing placement. The ESW will manage the PEP, monitor the quality of it and ensure all relevant people have a current copy.

2. Who should attend the PEP meeting?

The allocated ESW will arrange, confirm in writing and chair the meeting at a convenient date/time for the social worker, Designated Teacher for CiC, class teacher or form tutor, carer/s, birth parent (if appropriate), child/young person (as appropriate) and other relevant professionals if there are specific issues,

e.g. EWO or YOT. The meeting should take approximately one hour.

3. How often should PEP meetings take place?

A PEP meeting should be arranged within 20 days of the child/young person coming into care or changing care placement or school, then again after 3 months and then every 6 months to concur with the Care Plan. Additional PEP meetings should be held at key transition times, i.e. at the end of Yr 6 and should include key staff from the secondary school.

4. What should be included in the plan?

The Slough PEP format includes:

- Personal Information
- Contact details -care placement, school, social worker
- Responsibilities – health, contact, permission for trips etc
- Education data – National Curriculum levels, SEN, Key Stage SATs results, results of GCSEs or other accreditations
- Attendance data
- Exclusions data
- Details of curriculum, personal/social, cultural/religious needs
- Information on Out of School Hours Learning (OSHL) activities
- Personal Education Allowance-agreement on how this will be used.
- Summary of educational progress
- Short term targets for curriculum, personal/social/behavioural, OSHL activities
- Long term targets for careers, GCSE options, work experience (Yr 9, 10, 11)
- Details of actions to be taken and by whom to ensure targets are met
- Details of resources required to meet targets
- Young Person's views on their education
- Record of Achievements and Awards
- Education History
- Social Care History
- Dates of meetings

5. Does it replace other education plans for the child/young person?

The PEP is an over arching education plan which should encompass other plans and should form the education component of the Care Plan. The value of the PEP is making connections with, but not duplicating, other plans, including:

- Individual Education Plan
- Statement of Special Educational Needs
- Pastoral Support Programme
- Transition Plan
- Pathway Plan

A Personal Education Plan is an excellent tool for raising the attainment and monitoring the educational achievement of looked after children. It underlines the importance of education at key times in a child's life. It incorporates the young person's views of their education and an opportunity for adults to hold high expectations for him/her and to action the relevant and necessary support for child to succeed.

An individual Personal Education Plan is in place for each looked after child throughout their time in the care system and so provides them with a comprehensive record of their education.