

# Reflect...

## Needs, views and priorities

How is the pupil doing at school, nursery or with the childminder?  
Where are they in terms of progress & attainment?  
What are their priority needs?  
What are the views of the child, parent/carer, school, social worker?

## Targets, plan and spending

Ensure that:  
The personal education plan is needs led, outcome focused with SMART targets.  
EYPP is used to address, plan and action.  
Actions, support and interventions are delivered successfully.

## Monitor, record and celebrate

Monitor record & celebrate progress, success & achievements

## Any further questions?

[virtualschool@hants.gov.uk](mailto:virtualschool@hants.gov.uk)

## Additional information and guidance

Virtual School website

[www.hants.gov.uk/educationandlearning/virtual-school](http://www.hants.gov.uk/educationandlearning/virtual-school)

Virtual School EY PEP document and guidance

<https://www.hants.gov.uk/educationandlearning/virtual-school/personal-education-plan>

Promoting the education of looked after children - LA guidance Feb 2018

<https://www.gov.uk/government/publications/promoting-the-education-of-looked-after-children>

# Early years PEPs for Hampshire CiC

A PEP is a statutory active document for a LAC. It forms the education part of the child's care plan.

The PEP sets out the child's:

- identified needs
- school history
- targets for educational progress, attainment and achievement, and the support in place to secure these targets
- views about their education and aspirations for the future (discussed in partnership with social workers, parents and carers)

The **child's voice** should be evident in the PEP... through the observations that are recorded, through conversation over time where the child's views are sought, through the personalised targets set.

For a child new to care, the first PEP meeting will be held within 20 days of coming into care, or if they are in care and starting a setting, the initial PEP is held within 10 days of them attending the setting.

The length of a PEP meeting can range between one and one and a half hours.

It is a legal requirement to hold at least two PEP meetings each academic year. The PEP meeting should take place before the child's statutory care plan review, which is held every six months. It is **effective practice** to hold three PEP meetings per year (one per term). The social worker should attend two of the three meetings. Please note that a PEP meeting can be called at any time, depending on the needs of the child and their changing circumstances.



FACT

- The Virtual School monitors and moderates PEPs on a termly basis.
- A member of the Virtual School team may attend a PEP if there are issues or concerns.
- A visit from a member of the Virtual School team can be triggered from a PEP or from the PEP not being completed.

# Initial PEP ... What happens?

The initial PEP will be arranged and led/chaired by the social worker. The social worker will gather the views of all involved during the PEP meeting.

The social worker will populate documentation before the initial PEP meeting, drawing on key points from the child's placement, care plan and health plan. The populated PEP will be distributed to all attendees as soon as possible prior to the meeting.

The social worker will invite attendees, including the carer, designated lead/key person, health visitor, or other health professionals as appropriate, a SEND support worker, and a member of the Virtual School team if required.

The setting's designated lead will lead discussions around the child's progress, highlighting areas of strength and areas for development, always reflecting on the child's needs in the broadest context.

Any two-year checks will be referred to during the meeting. Following discussions, the PEP action plan will be drawn up and agreed upon by those present. This will include how additional funding, such as how EYPP, will be used.

A date will be agreed upon for the first PEP review, usually held the following term.

The social worker will collate all information and circulate it to all present at the meeting within 15 days, and the information will be uploaded to the ICS system.

# What's next? PEP reviews ...

PEP reviews will be instigated by the early years setting designated lead for children in care.

The designated lead will invite attendees, including the social worker, carer, the child's key person, health visitor or other health professionals as appropriate, or SEND support worker and a member of the Virtual School team if required.

The setting's designated lead will distribute paperwork (previous PEP) two weeks before to the meeting.

## Leading the meeting:

Welcome to everyone and introduce any person/s absent the initial PEP meeting

Ask the carer for an update and note key points or actions to take forward

- **Think about** relationships and behaviours. Ask other attendees for an update and note key points or actions to take forward.
- **Consider** any changes to the care plan and timelines, such as those related to adoption.
- **Review** the action plan
- **Discuss** previous points if not already covered
- **Revisit** children's learning and development observation and assessments. Consider if progress has been made in some or all areas, and if not, discuss ways to support development.

At the end of the meeting, agree on ongoing or new actions.

Remind all attendees about completing their sections within the four-week timeframe. Schedule the date and venue for the next meeting.

Agree on who will chair the next meeting.