

Somerset Personal Education Plan Guidance

For use with Preschool settings



Revised August 2018

Early Years Foundation Stage – **children in Preschool Provision only** (for children in Reception year please see appropriate plan and guidance)

Why is the PEP important?

Local authorities have a specific duty, under the Children and Social Care Act 2017, to promote the educational achievement of all looked after children. The PEP is the key mechanism for addressing the needs of the child or young person and improving their attainment. The PEP should set high expectations of rapid progress and put in place the additional support needed to succeed. It should reflect any existing education plans, such as an Education, Health and Care plan or Individual Provision Plan. **The PEP is a vital part of the Care Plan for Children Looked After and should be completed for children who are in child care or education settings aged 2 -19.** From the term after their third birthday, the PEP will enable access to Pupil Premium funding for Children Looked After.

Who initiates the PEP, writes it up and distributes it?

It is the responsibility of the Social Worker to initiate the PEP by booking the meeting. It is important that the pre-school setting, Early Years Area SENCo, and carers are able to attend the meeting. The Virtual School should also be made aware of the meeting and may be able to attend – VS will always seek to attend the last PEP meeting before the child moves up to school. This meeting will often be combined with a School Entry Planning Meeting.

If the Virtual School has been made aware of the meeting, the paperwork can be sent out to the pre-school, the Early Years Area SENCo and the SW beforehand. A copy can also be found with guidance on the VS website www.somersetvirtuelschool.co.uk

The Social Worker also needs to provide key information about the child and care arrangements which they could enter on the PEP pro forma and email out to all before the meeting or bring to the meeting. If the meeting has been set up to allow the Early Years Area SENCo to attend, the SENCo acting as Designated Teacher will generally support the pre-school setting by completing documentation. If the EYs Area SENCo has not been able to attend the meeting, the Social Worker should take responsibility for writing the PEP up. It should be agreed at the start of the meeting who is going to take responsibility for completing, submitting and circulating the paperwork.

The PEP meeting itself should focus on the child's needs and views, appropriate targets and the support needed to achieve them, including use of pupil premium funding for children from the term after their third birthday. Where possible, meetings should take place in the first half of the term. A PEP should be completed even if a pupil's attendance is very poor, with a focus, as a minimum, on improving attendance patterns.

The completed PEP document must be returned to thevirtuelschool@somerset.gov.uk within 10 school days of the meeting taking place. Pupil Premium Grant funding is released on receipt of a high-quality PEP document.

How is the child involved in the PEP process?

Normally, the *My Views* section will be completed by the key person at the preschool, alongside the child, ready for the PEP meeting. How this is achieved is dependant on the child's age and special needs. The key person may need to collect views through conversation and/or drawings, photos, objects of reference, symbols or other methods and record the main points onto the PEP document.

What is the review process for the PEP?

A PEP meeting should take place each term (ie 3 times in a year). It is recognised that particularly for pre-school settings this could be an onerous task and the PEP form has been redesigned in order to allow for one full planning meeting followed by two review meetings (recorded on the same form) provided that the child remains at the same setting.

The PEP should also be reviewed if the child or young person moves care or education placement or when there are significant changes in circumstance. There could, therefore, be more than three PEP meetings in an academic year. It is recommended that to ensure PEPs are reviewed every term, the date of the next meeting is agreed at the end of each meeting.

Pupil Premium funding for Pre-School Children

Pupil Premium Funding for Early Years is different from that for other CLA. It is available from the age of three for CLA and children under Child Arrangement, Special Guardianship or Adoption Orders from Local Authority Care. £100 will be paid to settings named on the PEP once a high quality PEP document has been submitted to thevirtualschool@somerset.gov.uk outlining how the funding is going to be used to support the child's engagement, progress and/or achievement