

Early Years CLA (Children aged 3 – 5 in pre-school settings)

Key Action points:

- **From the age of 3 all children in pre-school settings need to have a Personal Education Plan (PEP)** agreed through a termly meeting of school (including the Area EYSENCO who fulfils the role of Designated Teacher for pre-school settings in Somerset), Children’s Social Care, carers and, if appropriate, parents.
- **It is the social worker’s responsibility to initiate the first PEP** and agree dates with the pre-school setting and the Area Early Years SENCo linked to that setting (Names and contact details below). Dates for future meetings should be scheduled with all during each subsequent PEP meeting. Somerset Virtual School should be made aware of the dates of all PEP meetings for pre-school children by emailing thevirtualschool@somerset.gov.uk
- **The Early Years PEP document** is downloadable from the Virtual School website www.somersetvirtualschool.co.uk where guidance notes on the completion of the document can also be found.
- The completed **PEP document must be returned to the Virtual School** within 10 school days of the meeting being completed.
- **Pupil Premium for CLA in pre-school settings** is now managed by Somerset Virtual School. The amounts for pre-school children are different from those for CLA in school settings and distributed differently. £100 will be released each term (3 times per year) once the PEP document has been received into the Virtual School, the PEP should outline how the funding is being used to support the CLA.
- Somerset **Virtual School should always be represented at the last PEP prior to the child moving up to Reception** (summer term PEP) which could be part of the School Entry Planning (SEP) meeting. This will ensure good understanding of any needs and what has worked well so the Advisory Teacher can monitor transition and support progress. Ideally the review of the SEP will be combined with the first PEP in the new school setting (autumn term) and the VS will also be present for that meeting.
- Capturing **the voice of the child** in an Early Years PEP is important and requires the skilled work of all supporting the child to secure it. Adding photographs, drawings etc. can help to bring the child into the paperwork.
- The Area Early Years SENCos are as follows:

Sedgemoor settings	Karen Marsh Karen Marsh kmarsh@Somerset.gov.uk
Mendip settings	Louise Shaw lzshaw@Somerset.gov.uk
	Karen Foster kzfoster@Somerset.gov.uk
South Somerset settings	Wendy Toy wtoy@Somerset.gov.uk
	Mikaela Jauncey mjauncey@Somerset.gov.uk
Taunton settings	Sandy Robertson srobertson@Somerset.gov.uk
	Fiona Turnbull fturnball@Somerset.gov.uk
West Somerset settings	Jo McDonough jmcdonough@Somerset.gov.uk