



Education Strategy
for Cornwall 2018-2022:
Raising Aspiration &
Achievement

Cornwall Virtual School

Social Worker's Guide to completing a Personal Education Plan

Overview

Every Child in Care between the ages of 3 & 18 must have a Personal Education Plan (PEP) whether they are in; Early Years, Education, Training, Employment or have NEET status.

It is a Statutory Requirement that a PEP meeting should take place within 10 school days of the child coming into care or if there has been a significant change in their life e.g. change of School, Carer or Social Worker.

Cornwall Virtual School uses an electronic PEP (ePEP) system called Welfare Call.

<http://extranet.welfarecall.com/>

Please note you will not have access to the Welfare Call system until you have a CiC allocated to you.

Every PEP receives a grading of Red, Amber or Green, and (Gold) on completion.

The Virtual School's aspiration is for all PEPs to receive a Green rating as minimum.

The PEP must be completed in a manner that supports requests made by the school to support a child in their learning and also backs up requests for additional funding.

By reading a child's PEP you should be able to know the child.

There is an expectation that the ePEP is fully completed on the Welfare Call system within 10 working days of the PEP meeting having taken place.

Upon completion the Virtual School will Quality Assess (QA) the PEP. You will receive an email and you can access the notes section through welfare call to view the grading and suggestions or issues. You will also be able to view if the additional funding request has been granted. Payment should be received by the school within 10 working days of receiving the grading.

What is a PEP?

- A PEP meeting takes place at a mutually agreed date and time and venue between the Designated Teacher, Social Worker and Parent/Carers and child.
- The child should attend when this is appropriate as it is “their” meeting.
- It is normally the Social Worker who will contact the carer and will have responsibility to set up the initial PEP meeting.
- It is not education led.
- It provides an opportunity to listen to the voice of the child as it is their Personal Education Plan.
- Its purpose is to identify the educational and developmental needs of the child in order to ensure they are able to get the best from their education.
- It is an opportunity to set targets and make a request for additional funding to best support the child and is agreed between all parties in order for them all to be able to support the child in its delivery.
- A PEP is a statutory document.

Preparing for a PEP.

It is recommended that you complete as much of the PEP as you can before the meeting. We advise teachers that where possible it is best practice to display the PEP on a large screen and complete sections as they go through the meeting. This also helps with being able to finalise the PEP on Welfare Call and submit in a time efficient manner.

The different sections of a PEP

Each tab is colour coded to indicate whose responsibility it is to complete.

Red – DT **Blue – SW** **Purple – Both DT & SW**

1. **Pupil Details**
2. **PEP meeting attendance log**
3. **Education/School change**
4. **Attendance/NEET**
5. **SEND/Additional Support**
6. **Attitudes to Learning**
7. **Attainment**
8. **Pupil view**
9. **Future needs, Targets & Interventions (& desirable outcomes)**
10. **Additional funding**
11. **Transition in Year 6/Careers Advice & Guidance/Post 16/Leaver’s information**
12. **Next PEP meeting date (contains a declaration)**

Tips for successful completion of PEPs

Before you start

You must remember to **save the page** at very regular intervals. The ePEP will timeout for safeguarding reasons and it is vital that you click save. If you are inputting a lot of data ensure you save part way through. There is nothing worse than losing all the work you have already completed. In some cases if you contact Welfare Call straight away they can refill the page.

Check the correct date is shown in the top left hand corner of the page. This is the date of the PEP meeting was held. (Not the date you are completing the PEP).

- If it is incorrect because the date of the meeting changed, please change it. You will need to give a reason for the change.
- If it is incorrect because the previous PEP has not yet been completed either complete the PEP (if it was your responsibility at the time) or contact the Virtual School and they will make enquiries or take the necessary actions.

If a PEP meeting cannot go ahead

If for any reason a PEP does not go ahead please **do not complete the PEP meeting attendance log**. This only serves to block the system. Instead please change the date of the PEP on Welfare Call and state the reason e.g. the DT could not attend. The school was closed due to snow etc.

As a Social Worker you have had responsibility to complete up to 4 tabs.

- Pupil details
- PEP meeting attendance log
- Change of School (Now part of the Education section)
- Next PEP meeting date

Pupil Details & PEP meeting attendance log

Further to conversations held with your colleagues a request has been made to Welfare Call to combine the contacts table and the attendance log into one table which will remain in the attendance log tab. **(September 2019 -Information has copied across from the previous PEP incorrectly and when completing the first PEP this year you will need to delete information that is entered in the incorrect boxes. All future information should carry forward correctly.)**

The layout of the Pupil details will change slightly and a couple of questions have either been added or removed.

The Parent & Carer details will now be in a separate box where there is no need to complete their telephone number & email addresses. This change should support your admin with there no longer being a need to redact this information before sending out.

Change of School

The information in this tab will now be **added to the bottom of the Education** tab and will need to be completed when relevant.

Next PEP meeting date

A date should be agreed in the current PEP meeting for the next meeting. The date, time, and venue should be entered in this section. It is also necessary to 'sign' the relevant part(s) in the declaration section.

DECLARATIONS		
3 GDPR Compliance (Please type your name in the 'Sign' box) [SW] 🔒 ?		
	Sign	Date
Social worker confirms that they give permission for this document to be shared with relevant professionals in line with GDPR May 2018	<input type="text" value="Social Worker"/>	<input type="text"/>
MANDATORY FIELD: This field MUST NOT be empty.		
4 Declarations (Please type your name in the 'Sign' box) [SW/DT] 🔒 ?		
	Sign	Date
The allocated social worker/ personal advisor has seen and agreed the content and quality of this PEP	<input type="text" value="Social Worker"/>	<input type="text"/>
The designated contact at the education/ training provider or designated YSS contact has seen and agreed the content of this PEP	<input type="text" value="Designated Teacher"/>	<input type="text"/>
The young person who this PEP is regarding has seen and agreed the content of this PEP	<input type="text" value="Child"/>	<input type="text"/>
This PEP has been audited by the Virtual School	<input type="text" value="Virtual School"/>	<input type="text"/>
MANDATORY FIELD: This field MUST NOT be empty.		
<input type="button" value="Go to previous page"/>	<input type="button" value="Save page"/> <input type="button" value="Save page and go to next page"/>	<input type="button" value="Go to next page"/>

Please note when you complete your name in the signature section you are declaring the information you have given is accurate. You do not have to wait for the DT to make their declaration to submit your PEP.

Submitting your PEP

When you have completed your PEP **Click! when completed**

Box should appear next to Social Worker. You will need to click this to submit your PEP to be quality assessed by the Virtual School.

If the 'Click! when completed' box does not appear it is likely to state Mandatory fields incomplete adjacent to Social Worker at the top of the page.

Hover your mouse over the wording and a black box will list the fields that are missing essential information. You can then click on the relevant tab and complete the boxes with a highlighted red/orange surround.

Early years PEPs

If a CiC is attending a nursery setting and is aged 3 or above it is best practice and we would recommend you to hold a PEP for the child. It is possible to hold a PEP from the age of 2 however the nursery will not be able to apply for any additional PPP funding as this is only available from the age of 3. A PEP should be carried out within 10 school days of them being accommodated or within 10 school days of their third birthday.

If a child has been placed for adoption and is under a placement order there is still a requirement for a PEP to be carried out as they are still a CiC until they are adopted.

PEPS and Placement Orders

Remaining with Foster Carers

If a child is made **subject to a placement order but remains with foster carers** a PEP needs to be carried out in the normal way.

Placed with Potential Adopters

If a child is made **subject to a placement order and is placed with potential adopters** the education provision will not be given access to the PEP via Welfare Call and does not need to be made aware of their old/birth name.

In this instance the SW will need to complete the sections of a PEP normally completed by the Designated Teacher/Practitioner as is the case when carrying out a NEET PEP. Please see PEP checklist for all the information you will need to obtain from the school in order to complete the PEP online.

By completing this process the child can still benefit from PPP funding while they are waiting to be adopted.

When you update the contact list in the PEP you type 'prospective adoptive mother' and/or 'prospective adoptive father' into the box and XXXXX for the adopters' names or address.

The PEP must be emailed for distribution to the adoption admin team adoption@cornwall.gov.uk who will check nothing further needs redacting before distributing.

Year 11 Transition PEPs

All year 11's must have a summer PEP completed before they leave school. As leaving dates normally occur in the **middle of June** I suggest where it is possible that PEP meetings take place earlier on in the term to support this being achieved.

It is best practice and an expectation for the DT from their post 16 provision to attend the PEP meeting to aide transition. Bev Jefferson bev.jefferson@cornwall.gov.uk our Post 16 lead will support you and the child to get the best outcome for their post 16 provision.

Please support your colleagues by ensuring that where possible a funding request is made for any equipment that they will need for their chosen college course in this summer term PEP in preparation for their start at College.

Apprenticeships, Employment and PEPs

I have spoken with my post 16 lead. Until they are 18 years old they should have a PEP carried out termly. In the case of apprenticeships the child will still be linked to a College and so the PEP can take place with the DT at the College especially if they do not wish their placement to know that they are a CiC. If they are in employment the PEP can be dealt with in the same way a NEET PEP is carried out where the SW completes all the relevant sections. Our post 16 lead Bev.Jefferson@cornwall.gov.uk is happy to support you in the PEP process. Funding requests can still be made to pay for equipment/uniform etc this is of course easier if it's an apprenticeship as it can be paid to the College. In the rare case funding is applied for when they are employed if approved it would go to Social Care to distribute.

NEET – Not in Education, Employment or Training

When a CiC is not in education, employment or training a termly PEP will still need to be completed.

The PEP will need to be held with a SW, Parent &/or Carer, Child it may also be attended by someone from SEN or the Virtual School.

It falls on the responsibility of the Social Worker to complete the sections of the PEP that the DT would normally complete.

Not all sections will remain relevant and below indicates what we are expecting to be completed and what sections will be able to be overridden by the Virtual School.

Once you have completed a NEET PEP. Please submit your PEP in the normal way as a SW and then email the PEP Co/relevant contact at the Virtual School who will be able to override and QA the PEP.

Education

Please type NEET in the first box of the Education tab.

If a young person is NEET this needs to be typed in the first box of the Education page.

NEET

In Post 16 there is a NEET tab. This section must be completed.

Attendance & Exclusions

Please enter N/A in this section it will be overridden.

As much information as possible needs to be added to the following sections;

There is normally a box for additional information in each section.

SEND/Additional Support

Attitudes to Learning

Attainment

Pupil view

Future needs, Targets & Interventions (& desirable outcomes)

Additional funding

Transition in Year 6/Careers Advice & Guidance/Post 16/Leaver's information

Target Setting

If the child already has an EHCP – keep these targets do not give them more.

High achieving children - Aspirational targets can be set.

For example – a year 5/6 child who is gifted in Maths to attend sessions at Secondary

Children attending medical provision - A target for them to engage with their treatment programme is sufficient.

Social Worker Team Manager

As a team manager you will have access to all the PEPs allocated to your staff.

You will be able to go in and complete on their behalf.

Assign another user if a SW is away for a short period of time and will be attending the PEP on their behalf. **EPEP – Temp User Assign**

If the child needs to be re-allocated to a different Social Worker please arrange for a SS103 to be sent and then we will be able to sort this with Welfare Call.

The importance of the SS103s

A SS103 is required for All child specific changes ie change of SW, Placement, school or NEET, employment & training status, change of legal status and respite. We are unable to action changes to Welfare Call without them. They are also used to update the council systems as few users outside of Social Care have access to Mosaic. Any delay in receiving these delays the PEP process.

Pupil Premium Plus fixed rate & Additional Funding Grant

Each Virtual School's structure, PEP process and PPP funding allocations are dealt with in a different way. The only statutory requirement is that the Local Authority appoints a Virtual School Head. **This information relates to Cornwall Virtual School only.**

Just to confirm that the Personal Education Allowance (PEA) funding no longer exists. Pupil Premium Plus cannot be used in the same way as PEA. The PPP budget for Cornwall is held by the Cornwall Virtual School.

Fixed rate PPP

This is for all school aged CiC from NCY 0 to NCY 11.

The current rate is £350 per CiC paid termly. This is paid directly to the school they are attending at the time and is paid at the end of each term. From September 2019 for dual registered pupils who attend an APA the funds will go to the school.

Additional PPP

This is for all CiC aged 3 years to 18 years. (This includes in early years settings, post 16 and is in addition to the fixed rate for school aged CiC).

A bid can be made for £350 of additional PPP funding per term per CiC to support their individual needs. This is done by completing the additional funding tab within the PEP.

Funding will not be approved for activities such as Brownies or Swimming lessons that are activities that are independent of the school and their education. There is an expectation that the foster carers will fund these sorts of activities as they receive funding themselves to support the care of the child.

The PPP funding is to be used for resources/activities that can be linked to the child's education. It is acceptable to fund activities to support SEMH to help a child engage with their education and promote their wellbeing, mental health and relationships with others in addition to the more structured requests for example to fund resources and tuition to enhance their attainment in academic subjects.

In order for funding to be approved a need must be identified within the PEP. A target to develop this need must be set and then an application for additional PPP can be made.

I hope this explanation clears up any misconceptions of the use of the PPP funding and the ending of PEA.

Below is a link to a website with possible uses for the funding

<https://educationendowmentfoundation.org.uk>;

The Virtual School will not approve funding for the following;

- Transport
- Electronic devices which can be connected to the internet.
- After school activities such as Brownies/swimming .
- PEA (Personal Education Allowance)no longer exists.

PEP Gradings

RED	Unsatisfactory
AMBER	Requires improvement
GREEN	Good
GOLD (not available at the moment)	Outstanding

Will another PEP meeting be required to take place if I receive a RED grading?

Another PEP meeting will need to take place only if the RED rating was given because the SW/Carer or DT was not present at the meeting.

Another PEP meeting does not need to take place if the reason for the rating was due to incomplete content. The ePEP will be reset in order for you to complete the missing information and re-submit the ePEP. **Re-submission should happen within 5 days.**

How to avoid a RED grading

RED	AMBER	GREEN	GOLD
If DT or SW or Carer is not present at the PEP.	In exceptional circumstances if the Carer does not attend provided the target has been shared and agreed.	All sections completed to an adequate standard	To be added
If nothing has been completed in attitudes to learning	Any PEP that has received a RED rating can only ever be rated as an AMBER on resubmission, never Green.		
If there is no pupil view	If there are any sections that have not been completed		
For Post 16 – Future needs and desirable outcomes is not completed	If the attitudes to learning states ‘good’ – it will need to be more specific		
If attendance is not completed	In general when sections have not been completed		
	No additional funding has been applied for *N/A for special schools or exceptional circumstances e.g. EHCP funding is being		

	received		
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Changing the date of a PEP on Welfare Call

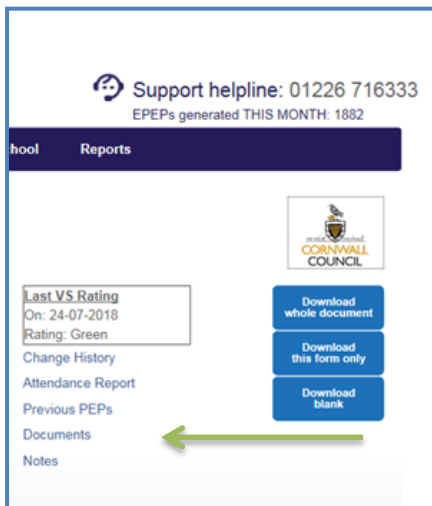
Please change the date as soon as you know it is cancelled & re-arranged click the ‘change meeting’ button and enter the new date, time & venue. You will need to give a reason.

If the change meeting button ~~change meeting~~ is strike through – Contact the PEP Co at the Virtual School who will be able to override the system for you.

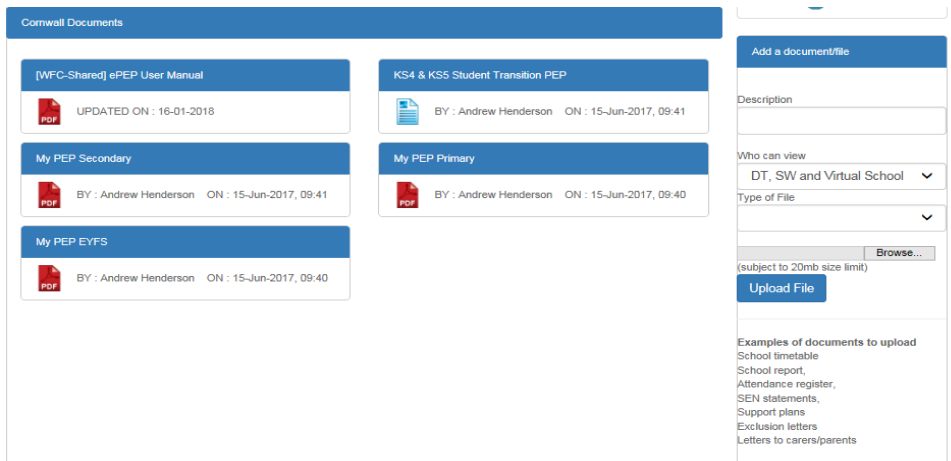
To upload supporting documents to an ePEP

Open the child’s file

Click on ‘Documents’ on the top right hand side of the screen



Scroll down to the ‘Add a document/file’ section on the right hand side



Add a description. Please add the date first followed by the name of the report

DATE – Name of report '06.03.2019 – End of term report'

Select the type of file - Browse for the document and attach - Select 'Upload file'

Distributing completed PEPs.

It is the responsibility of Social Care to distribute copies of PEPs.

Once a PEP is fully completed and has been QA'd the SW should forward the PEP to their admin support.

Who gets a copy?

- Carer(s)
- Parent(s) – If they still have parental responsibility
- Other professional agencies should be sent a copy if they attend the PEP e.g. CAMHS
- IRO
- The DT has access to the completed PEP, unless the CiC has changed schools. They can forward copies to their internal colleagues e.g. SENCO, Heads of Year, Head of house etc.

How the Virtual School uses a PEP.

- To monitor attainment
- To monitor attendance
- To understand the needs of our children in their education setting
- To understand how the child feels with regards to their learning
- To determine who we can send our Learning Advisors in to support
- To decide whether to approve the funding request.
- To assess if all the educational needs of the child are being addressed and being correctly prioritised.
- To make sure each CiC gets the best support/education they can.

Virtual School expectations of a PEP

- That a PEP is a positive document
- That it reflects the wishes of the child.
- That consideration is given to an additional funding request.
- That the language used is appropriate. (Copies are sent to parents/carers and should be shared with the child).

Expectations of a SW

- To submit your PEP within 10 working days of the PEP meeting being held.
- To ensure all relevant persons receive a copy of their PEP.
- To advise the VS if you change team/Team Manager.
- To ensure a PEP is carried out for year 11 in the summer term before they leave their school/establishment.
- To complete a PEP every term (minimum).
- If there is a change of date for a PEP meeting you will ensure the date is amended on Welfare Call to reflect this.
- To inform the Virtual School of any changes you require or if there are any issues in order for them to be resolved at an early stage.
- To arrange for SS103's to be sent with changes of placement, school, Social Worker, Legal Status, care status.
- To complete and submit the PEP prior to handing over to a new SW/de-accommodation.

Cornwall Virtual School link from Cornwall Council website

<https://www.cornwall.gov.uk/education-and-learning/virtual-school-for-children-in-care/>

PEP Co-ordinator – Sarah Nation sarah.nation@live.co.uk

01872 322627 mobile 07483 427630

