**New to Care PEP process**

**Step 1 –** When a child or young person becomes looked after a PEP meeting must be arranged and held within 20 working days. It is good practice to hold the initial PEP alongside the Care Planning Meeting to provide a holistic picture of the Child/young person.

**Step 2 -** When a child or young person is becoming looked after, the Social Worker will contact school to arrange an initial PEP date and will ask Social Care Business Support to send out the PEP paperwork to the Designated Teacher in school. **Where possible a member of the Virtual School Team will attend the initial PEP.**

**Step 3 -** Designated Teacher/Person speaks to all staff involved and the young person to gather the information needed to complete the PEP, including:

* SEND needs
* child’s voice
* attendance and an explanation of attendance below 95% and any unauthorised absences
* attainment
* how school feel the child is doing (using a trauma informed focus)
* SMART targets
* Pupil Premium Plus requests

**Step 4 –** At the PEP meeting: school to share the PEP on screen through Teams where possible and go through all sections. The PEP lead from school then updates the PEP to reflect any discussions, adding in who attended the meeting and a meeting summary and any actions. A date for the PEP for the following term should always be set at the end of the meeting

**Step 5 –** School to email an updated copy of the PEP following the meeting to Social Care Business Support **within 5 days** of the meeting, this is then passed to the relevant PEP Coordinator to be quality assured and for Pupil Premium Plus requests to be approved by the link Education Advisor. On approval, Pupil Premium Plus payments are then made at the end of each term.