**Personal Education Plan (PEP) Process Map**

Child becomes looked after Placement Finding Team notify Virtual School

The social worker updates the care plan to ensure actions are included.

The allocated social worker liaises with carers or residential staff to ensure that the support the young person needs to achieve their goals is provided.

The Virtual School liaise with the Education provider regarding funding if agreed

The Virtual School review the PEP and give consideration to any funding requests specific to the child’s needs.

Allocated social worker and designated teacher should both ensure that the e-PEP has been completed and both ‘tick’ on the system to acknowledge this.

PEP meeting held. Designated teacher chairs PEP meeting and completes the record of meeting on e-PEP system ensuring targets are SMART, next PEP meeting date is set.

Allocated social worker contacts school to arrange PEP within 20 days of child becoming looked after and invites foster carer parents and young person

Virtual School send allocated social worker access to e-PEP system for child and guidance on using e-PEP