Bristol Personal Education Planning (PEP) Process for Children in Care and Care Leavers Post 16 (from Yr 12)

Is the young person in care?

Yes

Is the young person in education or NEET?

Yes

PEP meetings are statutory for young people in care who are in education or NEET

Education PEPS further info available on page 2

No

Is the young person in education or employment or doing an Apprenticeship?

Yes

PEP meetings are good practice and recommended by The HOPE (but not statutory) for young people in care in employment or doing an Apprenticeship

NEET PEPS further info available on page 3

No

Is the young person a Care Leaver?

Yes

Is the young person in education or NEET?

Yes

Young people who turn 18 (and become Care Leavers) and are in education or NEET should continue to have PEP meetings until the end of that academic year. It is good practice and recommended by The HOPE that PEP meetings should continue whilst a Care Leaver remains in education

Education PEPS further info available on page 2

No

No

No further action needed regarding a PEP

Is the young person in employment or doing an Apprenticeship?

Yes

Is the young person in employment or doing an Apprenticeship?

No

No

No

Is the young person in education or NEET?

Yes

PEP meetings are good practice and recommended by The HOPE (but not statutory) for Care Leavers in employment or doing an Apprenticeship

NEET PEPS further info available on page 3
Children in Care and Care Leavers who are in Education
(also good practice and recommended for those in apprenticeships or training)

First PEPs (new into care)
- Social Worker should contact the young person’s education provider to arrange their first PEP within 28 days of coming into care
- Timing should be agreed with the education provider to ensure most benefit to the young person

Timing of subsequent PEPs
- Regardless of the timing of a young person’s First or previous PEPs, during Post 16, PEPs/Post 16 meetings should always take place at least twice every academic year in the Autumn and Spring and at other times when required.
- Additional PEP or review meetings can take place as needed throughout the year

Arranging a PEP meeting

Role of Social Worker/Personal Advisor:
- Contact education provider to arrange the PEP meeting
- Invite and ensure young person and carer/key worker can attend
- Invite Post 16 worker from HOPE Virtual School

Role of education provider:
- Host the PEP meeting
- Lead and record the PEP meeting
- Ensure all relevant people have a copy of the PEP paperwork

If at any point a young person has dropped out / been withdrawn / has stopped attending their education provision; a NEET PEP meeting should take place immediately

NEET PEPS
further info available on page 3
Children in Care and Care Leavers who are NEET

SW/PA to complete the Care Leaver Project Referral Checklist
You will be sent an appointment for the Post 16 NEET Sessions

SW/PA to invite young person and key worker/carer to meeting and ensure they can attend

NEET meeting chaired and recorded by The HOPE

Young person still NOT engaging in education, training or employment – NEET review meeting to be arranged at Post 16 NEET Sessions

Actions from NEET meeting completed and followed up by ETE Worker, HOPE, Social Worker, other

Young person engaged in education

Education PEP/Post 16 Meeting takes place at education provision

Further info available on page 2

Additional notes: Young people with an EHCP – The HOPE to liaise with Preparing for Adulthood Team