

## **PERSONAL EDUCATION PLAN Process From 1<sup>st</sup> December 2013**

**If the VIRTUAL SCHOOL attend any PERSONAL EDUCATION PLAN they will Chair, write up the PERSONAL EDUCATION PLAN, distribute PERSONAL EDUCATION PLAN to attendees and put PERSONAL EDUCATION PLAN document on PARIS**

### **The PERSONAL EDUCATION PLAN process**

- 1) At the point the child is admitted to care the Virtual School is informed by the Independent Review Section / VCS or IRS by telephone or e-mail.
- 2) The Child's first PERSONAL EDUCATION PLAN must be completed within 14 working days. (Statute states 20 days).
- 3) The initial PERSONAL EDUCATION PLAN is organised by the allocated social worker in partnership with the Virtual School.
- 4) At the first PERSONAL EDUCATION PLAN the Virtual School will :
  - Chair and ensure a PERSONAL EDUCATION PLAN review date is agreed.
  - write up the PERSONAL EDUCATION PLAN.
  - Put the PERSONAL EDUCATION PLAN on Paris.
- 5) PERSONAL EDUCATION PLAN reviews are at least six monthly. The Virtual School will not attend the PERSONAL EDUCATION PLAN unless the situation is complex (SEN or any other defined issue e.g. negative behaviour, risk of exclusion, transition to new provision, lack of progress etc.)
- 6) If more regular PERSONAL EDUCATION PLANS are needed due to complex issues interim PERSONAL EDUCATION PLANS will be convened and chaired by the Virtual School.
- 7) For routine PERSONAL EDUCATION PLAN reviews the Social Worker will:
  - Send out invites.
  - Meet with YP / child to seek their views.
  - Consult with foster carers and other involved professionals.
  - Send out a copy of the PERSONAL EDUCATION PLAN to the Designated Teacher two weeks before the meeting to allow for consultation.

The Designated Teacher is required to:

- Update Attainment / School Profile / SEN / Attendance & Exclusion sections of PERSONAL EDUCATION PLAN document.

## **The Review PERSONAL EDUCATION PLAN Meeting**

- 8) The school/Designated Teacher will provide copies of IEP, attendance certificate, school reports etc to the chair and meeting members.
- 9) The Chair will either receive copy of updated PERSONAL EDUCATION PLAN document from the Designated Teacher or record the additional school information for inclusion onto the child's PERSONAL EDUCATION PLAN.

## **After the meeting**

- 10) The social worker will write up the PERSONAL EDUCATION PLAN document. If an IEP exists it can compliment the PERSONAL EDUCATION PLAN and be overtly evident to avoid duplication of issues / targets etc.
- 11)The social worker will forward the PERSONAL EDUCATION PLAN with any attachments to their Team Manager.
- 12)The Team Manager will quality assure the PERSONAL EDUCATION PLAN document.
- 13)The Team Manager will forward to the Virtual School.
- 14)The Virtual School will Quality Assure the content of the PERSONAL EDUCATION PLAN. Virtual School will liaise only with Team Manager if they identify any issue and receive back from TM.
- 15)The Virtual School will attach the finalised PERSONAL EDUCATION PLAN to PARIS and e-mail the Team Manager.
- 16)Team Manager to advise social worker so they can distribute to family / child.
- 17)Social worker will visit YP / child if they did not attend the PERSONAL EDUCATION PLAN meeting to discuss the plan.
- 18)The Virtual School will send a half monthly report to Team Managers on outstanding PERSONAL EDUCATION PLAN's (15<sup>th</sup> of each month).
- 19)The Virtual School Will include Team Manager's into the monthly list of outstanding PERSONAL EDUCATION PLAN's sent to Senior Manager's (1<sup>st</sup> of each month).
- 20)The Virtual School will forward a list of PERSONAL EDUCATION PLAN's due in the coming month (1<sup>st</sup> each month) to Team Manager's.

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