

Coming into Care can be a very difficult time for any child, and they need to be offered additional support and attention. This can be very practical help or for some children (who do not wish it to be known that they are in Care) it may need to be very discreet and almost invisible. The below outlines the key steps which need to be taken in order to ensure that the young person's learning and emotional needs are supported.

1. For any child who requires a new school place, Social Workers must make a formal application with either the Admissions Service or, for children with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs, the 0-25 SEN Team ([full information available here](#)). If there is uncertainty about an EHCP/Statement, the Admissions Service will be able to advise. For children placed outside Devon, there will be a similar process and support is available from the Admissions Service. Please see [Admissions Applications of CiC Policy](#) (December 2018).
2. The Virtual School Roll is updated weekly, but the Area Learning Advocate and PEP Coordinators are notified on a daily basis of all children that are new into Care. Upon notification the Area Learning Advocate will create an e-folder on Sharepoint (DCC system)/input onto ONE, research the child's existing records, consider attending the first PEP and contact the Social Worker as appropriate. The PEP Co will immediately arrange the first PEP meeting. All children who are new into Care are entitled to a Personal Education Plan (PEP) regardless of whether or not they have moved schools.
3. A child must have an initial PEP within 20 days of coming into Care. The PEP Coordinator (or the child's Social Worker if in Integrated Children's Services) will arrange the PEP meeting with the school etc. This will include an invitation to the Educational Psychology Service if needed. This includes all children who are new into Care regardless of which Social Care Team they are in. See the [Virtual School website](#) for more information, including the PEP guidance.

If a child is new into Care and does not have a school place, the PEP Coordinator with support from the Social Worker and [Area Learning Advocate](#) (ALA) will immediately draw up a pre-education Placement ePEP using the [ePEP Online System](#). Carers, parents and the child will be involved as appropriate. The targets will focus on the actions required by professionals to ensure the child accesses education as soon as possible. A formal PEP will then be held to identify targets for the child's educational progress and Pupil Premium expenditure.

4. Once the PEP has passed the QA process (as Good or Outstanding), the Education Support Assistant, Aga Spier ([aga.spier@devon.gov.uk](mailto:aga.spier@devon.gov.uk)) will arrange for the release of Pupil Premium Plus funding. This will be allocated on a termly basis. The funding is specifically allocated to ensure that Children in Care are making accelerated progress and to close the attainment gap between them and their peers. The expenditure is for interventions which are over and above those funded by the existing school budget. The impact of the expenditure will be evaluated by the Designated Teacher and appropriate school staff at the second PEP meeting.
5. A Strength and Difficulties Questionnaire (SDQ) is required from the child, Social Worker and Designated Teacher. The educational element of this is organised by the Education Support Assistant, Aga Spier ([aga.spier@devon.gov.uk](mailto:aga.spier@devon.gov.uk)) in conjunction with Social Care. Key issues arising from the SDQ will be sent to the relevant ALA and Educational Psychology Service.
6. Any child who is subject to a Fixed Period Exclusion or who has just been Permanently Excluded from a school will be supported by school staff, the ALA and/or the Inclusion Officer. This work will be undertaken under the remit of the [Protocol for Supporting CiC in Schools \(including protocol for eliminating exclusions\)](#). Weekly exclusion information is sent to the Educational Psychology Service and Area Learning Advocates.
7. Social Workers or Designated Teachers will be able to apply for a Personal Education Allowance (PEA) to support the child's wider learning and educational experiences. This funding will only be allocated following evidence of full and effective use of school and Social Care budgets (eg. Foster Carer allowances) and Pupil Premium Plus funding of £700 per term, per child.