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To All: Ace CSC Practice Managers; ACE CSC Service Managers

Dear Colleagues,

Re. Combining the Annual Review of Statement of SEN
and LAC Personal Education Plan.

Please could you cascade the following information to your respective team members.

Thank you for your support in helping to ensure that every City of York child / young person of statutory school age has a Personal Education Plan which is reviewed at least once a year. Statutory school age is defined as the term after the child's 5th birthday and up to 16, end of year 11. Although it is not a statutory requirement for pre- school children aged 3 to 5 to have a PEP, it is seen as good practice and a PEP should also be completed for these children.

I am writing to remind you that if a looked after child has a statement of special educational needs then the annual review of the statement of SEN meeting and annual review report can be substituted for the PEP meeting and PEP Part 2,3 and 4. This avoids additional meetings and unnecessary paperwork for everyone. The annual review effectively does the same job as the PEP. In essence they are both person centred education reviews which are completed by schools to:

- Celebrate the child / young person's educational progress,
- Identify what is working well,
- Identify any areas for further work,
- Decide what else we need to do to help and support the child / young persons education,

If a LAC does not have a PEP, but has a statement of SEN, then you can submit the annual review report instead of PEP Parts 2,3,4. However, the child's social worker still needs to:

- Complete PEP Part 1 Essential Information and send a copy to the school
- Attend the annual review meeting
- Get the school to send them a copy of the child's completed annual review report , together with any other reports / contributions which were completed as part of the annual review e.g. child's contribution, reports from class teachers, subject teachers, teaching assistants or any other professionals etc

- Attach PEP Part 1 to the front of the completed annual review report and give it to the admin. support team in their office, so that the admin. team can put a copy in the IRO file and record that the PEP has been completed.

If the social worker cannot get a copy of the last annual review from the school then Ben Drake SEN Information and Finance might be able to provide them with a copy. Social workers can contact Ben by email on the internal CYC email system in the usual way.

Please contact me if you need any advice / further information on completing Personal Education Plans for children and young people in care.

Yours sincerely,



Paul Bent

Educational Psychologist

Copy:
Sian Rees Headteacher CYC Virtual School for LAC
Dave McCormick Education Officer SEN
Ben Drake SEN Information and Finance
ACE Educational Psychologists
File