

## Step by step guide to post-16 personal education monitoring procedures

This document identifies the key operational actions to be undertaken to ensure the post-16 TPEP system is completed, both efficiently and in a timely manner, leading to improved outcomes for children in care. It should be read in conjunction with the Barnsley Personal Education Planning Policy.

Post 16 Education Planning				
	Action	Who	Timescale	Comments
	Virtual school receive confirmation of post 16 study destination	Post 16 team	End Oct	This ensures the data is of actual courses studied
1	Virtual school requests completion of the post-16 Termly Personal Education Plan from the education provider. (Forms will be pre populated with prior data )	Data team	Within first two weeks of the <u>second half</u> of autumn term	Dates for data collection are set at the beginning of each year and settings informed of when these are to take place.
2	DT/Safeguarding lead/lead professional for the setting completes the provider section of the TPEP.	DT/SL	14 days	Different providers operate different system with regard to provision for LAC pupils as there is no statutory requirement for a designated teacher post-16. The responsibility with therefore rest with the named professional responsible as identified in each provider structure.
3	Provider returns TPEP to Virtual School.	DT	At the end of the 14 day period	Where this does not take place the education advocate will follow up to secure a return.
4	Virtual headteacher quality assures TPEP, and notifies the setting that the plan has been approved (where a plan does not meet criteria, VHT will request the setting makes changes prior to approval).	VHT	Within 14 days of receipt of TPEP from provider	Support will be offered where plans do not meet criteria for approval.
5	The approved plan is emailed to SW.	EA		
6	SW completes the child voice and carer contribution section of the form and adds to child's records.	SW	Within 14 days of receipt of approved plan from EA	Supporting materials for completing this task are available on the R drive
8	The SW emails fully completed TPEP to provider, foster carers and any partners to the plan as appropriate.	SW	Within 14 days of receipt of approved plan from EA	As the plan will be an evolving document which is added to <u>this step is essential</u> in ensuring the provider I can continue to add to the TPEP as part of the monitoring cycle.