

DRAFT
Personal Education Allowance
Guidance to completing this form

Introduction

In accordance with 'Care Matters (2007) and the Children Act 2004 (section 52) on the educational attainment of 'Looked After Children' all looked after children should be considered for a Personal Education Allowance (PEA). The consideration should be made the Initial PEP. However, if it is deemed that the matter of a meaningful and necessary use of the PEA is not arrived at. This must be recorded in the Initial PEP. Further, the initial PEP in this case must also; indicate that the matter 'shall be considered again' in the next review PEA.

Considerations when completing this form

This form should be used within a PEP Meeting when agreement is reached between the Designated Teacher and an appropriate officer representing Children Service (i.e. the attending child's social worker, duty social worker or PEP Coordinator), that a PEA should be applied for.

In forming the agreement for a PEA, the two representatives must hold in mind that the PEA should be considered as an 'extra resource,' *that will meaningfully and positively effect a child's education,* in such a way that, *it assists in increasing the likelihood of engagement with education and a good outcomes for the child,* given that they are receiving all other support that they are entitled to (c.f. having regard to a child's personal circumstances, within education and therefore all other educational resources that a child should be receiving (including One-to-One tuition to a totalling 10 hours per year for looked after children).

Section (a) Reason for PEA application

Clearly and concisely complete this section of the form, specifying what educational issue(s) are identified that require the use of a PEA to be considered, beyond any other resource, to benefit the educational position of a looked after child. The reasoning should carefully hold the individual child's need.

Section (b) Educational Resource to be acquired

Please carefully complete this section specifying the how the PEA will be practically used to address the need, also the timescale, who will arrange the provision and who will provide the services, to the child as appropriate. For example if the PEA is to provide additional support in a core subject area at a critical point in a child education such as GCSEs, the resource may be a private tutor who holds a qualification in teaching in the core subject area. It might be agreed to that the carer will arrange a number of sessions of tuition over specified period at a specified cost per session not exceeding the upper limit of £500 which is the PEA for one year.

Accessing PEA funding payment

Once the form has been appropriately complete it should be taken the *Fostering & Adoption Service Manager* who will provide a '*signature of funding approval*' to release funding. In the instance where the child is in foster care, the signed for should be shown to the *Placements Officer in the Fostering & Adoption Service* as evidence of approval. They will then make request actual finance payment to take placement on the computerized system. The payment will go to the Carer. The social worker should retain the form and ensure that it is scanned on to the children information system (*framework-i*) as recorded evidence, that a PEA was authorized. The funding has reached that carer the social worker should review the use of the PEA as designated by the application. If the PEA is used for a tutor the foster care and social worker (and carer) should ensure that the tutor communicates with the designated Teacher about educational needs.

(NB. Where there is uncertainty about what the PEA can be spent on please contact the Personal Educational Planning Coordinator in the first instance).

DRAFT

Personal Educational Allowance Form

Section (a) Reason for PEA application

Specify the reason (s) why a Personal Educational Allowance (PEA) is being requested

Section (b) Education Resource to be acquired

Specify agreed areas of educational need to be addressed by use of a PEA and how this will be provided to support the child

Name of Designated Teacher:.....

Signature of Designated Teacher:.....

Name of Social Worker:.....

Signature of Social Worker:.....

Date of agreement:...../...../.....
(NB. This should be the date of the PEP)

Name of fund approving Senior Officer:.....

Signature of funding approval Senior Officer:.....

Date of approval of funding:.....