Subject: Recording Information about Looked After Children on C2K

Circular Number: 2017/13

Date of Issue: 5 September 2017

Target Audience:
- Principals and Boards of Governors of all grant-aided schools
- Education Authority
- Council for Catholic Maintained Schools
- Northern Ireland Council for Integrated Education
- Comhairle na Gaelscolaiochta
- Governing Bodies Association
- Controlled Schools’ Support Council

Summary of Contents:
Recording information about Looked After Children on C2K

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Status of Contents:
Guidance for Schools

Related Documents:
Circular 2011/24: The introduction of Personal Education Plans for Looked After Children

Superseded Documents:
None

Expiry Date: N/A

DE Website:
This Circular is available to download from: [www.education-ni.gov.uk/departments/education-circulars](http://www.education-ni.gov.uk/departments/education-circulars)
2017/18 SCHOOL CENSUS – PERSONAL EDUCATION PLANS (PEPs)

Personal Education Plans (PEPs) for looked after children (LAC) were introduced in Circular 2011/24, and are in place to support those children and young people in care.

PEPs are as a method of establishing clear targets and actions to respond effectively to each child’s needs and to provide a continuous record of their achievements. In addition, a PEP provides an opportunity to listen to children, record their hopes and worries and clearly show their stated aspirations.

Included within the arrangements outlined in Circular 2011/24, was the facility to record on the C2k School Management Information System (SIMS) some information about when a pupil becomes looked after and whether a pupil has a PEP.

Historically however only around half of all schools that have a looked after child enrolled have recorded this information on SIMS. So as you look forward to the start of a new school year, I am taking the opportunity to remind you to complete the relevant section on C2K and to ask that you review and update any previously recorded information about LAC held on SIMS so that accurate and up to date information is captured in the annual school census.

A summary of the process involved is outlined in Annex A.

ANGELA KANE
Head of Pupil Support Team
Annex A

Recording Information About Looked After Children on SIMS

Run the report below to display any pupils already recorded as being in care:

Select **Reports | Run Report | Focus | Student**
- Highlight the report **Pupils in Care with Living Arrangements** and click
- Click **OK** to accept effective date

Any pupils recorded as being In Care will be displayed along with the Care Authority, Living Arrangements and PEP Start and End date. In care and PEP information should be updated if required. If the Living Arrangement detail is missing for any pupils this will have to be entered.

To add In Care details for individual pupils:
- Select **Focus | Pupil | Pupil Details** or click on toolbar
- Search for and open the required pupil’s record
- Click the **Welfare** hyperlink
- At **In Care Details** click **New**
- At **Care Authority** click **Search**, then click **Search** and select the required **H & S C Trust**
- Click **OK**
- At **Living Arrangements** select the required option
- Enter a **Start Date** (must be before 06/10/2017) and click

If the pupil has a PEP:
- At the **Personal Education Plans** panel, click **New**
- Enter the Start Date of the PEP – the PEP start date must be on or after the In Care Start Date – and click **OK**
- Click **OK**
- Click **Save**
- Click **Browse** and select the next required pupil
- Repeat this process to update all required pupils

To remove PEP or In Care details for individual pupils:

Search for and open the required pupil’s record
Click the **Welfare** hyperlink
- At the **In Care Details** box highlight the **Start Date** and click **Open**
- If there is a Personnel Education Plan start date, highlight the date and click
- Enter the End Date of the PEP and click **OK**
- If required, enter the **End Date** of the **In Care** provision and click **OK**
- Click Save and select the next required pupil
- Repeat this process to update all required pupils