

Completion/Updating of Personal Education Plan (PEP) and Attendance at Looked After Child (LAC) Review Meeting

Part 1. Completion & Updating of Personal Education Plan (PEP)

(To be completed by Principal)

School Name: _____ LAC Date _____

Date PEP Completed/updated: _____

Name of Teacher Completing/Updating PEP: _____

Name of Substitute Teacher: _____

Substitute teacher reference number: _____ Employed for half-day:

School Principal's Name (block capitals): _____

Signature: _____ Date: _____

Part 2 (i). Confirmation of Attendance at LAC Review meeting

(To be completed by Principal/Teacher and signed by LAC review chair)

Name of School: _____

Name of Principal/Teacher Attending: _____

Date & Time of LAC Meeting: _____

I wish to confirm that the Principal/Teacher named above attended a LAC Review meeting on the date stated.

Name of Chair (block capitals): _____

Signature: _____ Date: _____

Part 2(ii). Substitute Cover Arrangements (To be completed by Principal)

Name of Substitute Teacher: _____

Substitute Teacher Reference Number: _____ Employed for half-day:

School Principal's Name (block capitals): _____

Signature: _____ Date: _____

LAC1 Claim Form

Completion and Updating of Personal Education Plans (PEPs) and Attendance at Looked After Children (LAC) Review Meetings.

- ❖ Part 1 of claim form **LAC1** (attached should be completed by the School Principal providing details of the sub-cover arrangements required to enable staff to complete and update the PEP.
- ❖ Parts 2(i) & 2(ii) of form **LAC1** should be completed when a school representative also attends the child/young person's LAC review meeting.
- ❖ Part 2(i) should be completed by the school representative with the chair of the LAC review meeting asked to sign this Part in order to confirm their attendance.
- ❖ Part 2(ii) should be completed by the Principal and provide details of the sub-cover arrangements in place to enable attendance at the LAC review meeting.
- ❖ The completed **LAC1** form should be sent to LACPEP.Claims@eani.org.uk

NOTE

- ❖ Sub-cover is limited to **half day** for completion and updating of PEPS and **half day** for attendance at LAC review meeting capped at pay point M3.
- ❖ The NISTR sub-cover code for completion and updating of PEP forms and attendance at LAC reviews is **FT**.