How to Apply for Pupil Premium Funding using ePEP

'No PEP, No Pupil Premium'

Unlike in previous years, there is no requirement to pass a set amount of funding onto the school. Instead money must be managed by the Virtual School to be used to improve outcomes identified in the Personal Education Plan (PEP) in consultation with the designated teacher.

Accountability for use and distribution of these funds rests with the Virtual Head. Schools are accountable for the educational attainment and progress of all children. The new framework and subsidiary guidance from Ofsted mean that schools will need to be able to demonstrate how the pupil premium is being used and the positive difference it makes. For looked after children they will need to evidence for each looked after child how he/she is supported by the pupil premium plus.

The pupil premium plus is additional monies and is not to be used in place of other funding schools receive.

Targets

As of the 1st of September Pupil Premium needs to be applied for through the online ePEP system accessible at https://epeponline.co.uk/kent . In EPEP funds can be allocated according to the priorities set by the Virtual School. Targets need to be SMART targets. That is:

Specific
Measurable
Assigned – to specific responsible professionals
**R**ealistic – can they be achieved?
Time constrained

EPEP allows schools to complete targets according to this maxim. In addition the EPEP totals the pupil premium spending chart graphs it, allows ongoing review of the target, and has a mechanism for applying for additional funding. The Virtual School is automatically notified of the schools' target so that it can be approved and the funds transferred to the school. Funding will be transferred in three instalments; 1 to be paid in November, 2 to be paid February and 3 to be paid June more information can be found at http://virtualschool.lea.kent.sch.uk/resources/pupil-premium

How do I add a target and apply for funding?

SMART Targets can be added and funding applied for through any open PEP, you can enter the PEP through the child's overview page. Click the view button beneath 'Current Formal PEP's' to enter the PEP overview …

	Date Started	Target Date	Current Meeting Date	Year group	
185775	20/01/2016	27/01/2016	20/01/2016	Year 11	View Pro

Current Formal PEPs

Professional Key Stage 4
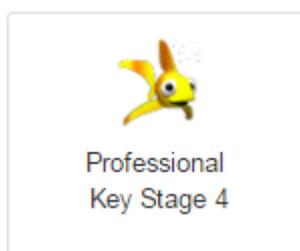
..and click the goldfish icon to enter the PEP.

The target section is accessible through the blue menu on the right hand side entitled **'The PEP Meeting' 'Targets'.**

- D: The PEP Meeting
    - Rearrange Current PEP Meeting Date
    - The PEP Meeting
    - Targets
    - PEP Sign Off

Alternatively if you have a PEP open already on the system, you can enter the target section directly through the **'Target Tracker'** button on the top right-hand side of the Young Person's Key Indicators.

Target Tracker

View
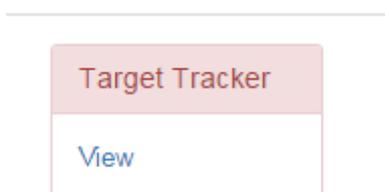
*Please note: the ePEP system will automatically open a new PEP when the previous PEP is signed off, so there should always be an open PEP for the young person. **Funding can be added any time to an open PEP irrespective of the PEP meeting date.***

Click the **'Add SMART Target'** button to add a target and a dialogue box will open.

DRAFT TARGETS									ADD SMART TARGET
Id	Created	Type	Action	Approval status	RAG Rating	Target Submitted	Date Signoff	Reviewed Date	Source of funding

Create a New SMART Target

Area of focus	Academic achievement and value added ▾
What is the SMART target?	
To be completed by	
Current situation	
Improvement expected	
Intervention type	After school programme ▾
Actions	
Who is responsible for supporting the young person to achieve this SMART target?	☑ Training Designated Teacher 3 (Designated Teacher) ☐ Training IRO (IRO) ☑ Training Assistant Head (VSK Assistant Head) ☑ Training Foster Carer (Foster Carer) ☐ Training Social Worker 38 (Social Worker) ☑ Emily Farnan (VSK ePEP Administrator)

Within the dialogue box you are asked to place a number of details.

- **The Area of Focus**; Academic achievement, Attendance, Inclusion etcetera.
- **What is the SMART target?;** An outline of the target being set
- **Current situation;** what the target addresses.
- **Improvement Expected;** what will be the improvement after the target has been actioned.
- **Who will support the young person to achieve the target?** Designated Teacher, Foster Carer, Social Worker or any other key contact.

- **The Improvements Expected;** Attendance, Exclusions, Subjects Area, Current Level, Level after Intervention etcetera.
- **Any further comments;** any other information relevant to the target.

Please try to give as much information as possible in order for the Assistant Head at Virtual School Kent to make an informed decision as to whether to approve the funding or not. After which you shall be asked the type of funding you require.

- Please choose the relevant funding payment mechanism (usage outlined on page 6) that you require (One Off, Regular and Yearly).
- The source of funding needed this will be Pupil Premium plus School Funding (KS 1 – 4) for mainstream schools and Pupil Premium Plus (Special School Use Only) if you are applying from a special school.
- Please give as much detail regarding the funding, what it will purchase and how it will aid the target as possible.
- **It is not possible to submit funding without entering an amount of money needed so it is best to have all details to hand.**

What's the Difference Between saving and submitting a Funding Request?
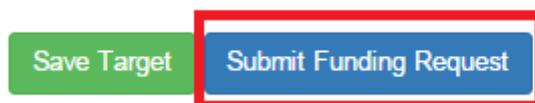
When you come to add funding to a target you will notice two possible options; **saving** or **submitting** a target.

Saving; allows you to enter all or some of the relevant funding information into a target, save, review and edit this prior to finalising. In order to action this successfully it is necessary to click to 'Add SMART Target' choose your funding type; 'One Off', 'Regular', 'Yearly' and any further information into the target and click to save.

Without choosing a funding type the system will default to 'No Current Funding' and you will not be able to retrospectively add funding, a new target will need to be added with a funding type selected.

Submit Funding Request; finalises the funding request and sends an email to the Virtual School notifying the Assistant Head that funding is awaiting approval. After you have submitted the funding request you will no longer be able to edit the target to change amounts or alter the wording. It is imperative that once you are happy with the detail of the funding request the 'submit' button is used to notify VSK that you require approval.

> *Once you have entered all of the relevant details into the target including your funding request and wish to finalise it is imperative that you click to 'Submit the Funding Request'. Without Submitting the funding using the 'Submit Funding Request' button you run the risk of your funding application not being reviewed and approved before the funding deadline.*

Once a target has been submitted it is possible to review the progress of the intervention on an ongoing basis using the 'On-Going Review of Target' feature. The target can be marked as; Red, Amber, Green, Achieved, Not Achieved or an Intervention in progress. This in turn will assign the target to the relevant section within the target section of the PEP.RAG rate your target as necessary and click the green button to save your changes.

What happens once the target is submitted?

Once the target is submitted the relevant Assistant Head at Virtual School Kent will receive an email informing them that you have applied for funding. They can then view the target which you have created and either accept or decline the funding request. You shall receive a message informing you whether the funding has been accepted or declined.

How these payments are made to your school is indicated within the target section of the PEP.

- No Funding / Prepaid Plan can be used to record interventions which either require no funding or are sourced through prepaid sources such as 'Beanstalk'
- One off funding will be paid in full in a single payment in the next available tranche of the school advances.
- Regular funding will also be paid in a full single payment in the next available tranche of the school advances.
- Yearly funding will be paid in equal instalments across each of the tranches left in the school year e.g. Payment 1; November, Payment 2; February, Final Payment; June.
- **If you would like to record funding for interventions which is not paid through Pupil Premium Plus please indicate this as no current funding and record the intervention through the other available comment boxes.**

Your school will have received a payment spreadsheet, an example is shown below. The Reference number is broken down into three sections, 1516 Indicates this is the 2015/16 Payment, CA indicates the locality (Canterbury, Thanet etcetera) and the number shows which target on ePEP the payment is for. Finally the number of instalments indicates how many instalments the payment is to be made in. If you would like any information relating to these codes please ring our locality admin teams who will be happy to assist!

Narrative	
Pupil Premium + Nov 2015 payment. Ref: 1516-CA4828 Instalment 1 of 3	
Pupil Premium + Nov 2015 payment. Ref: 1516-CA2852	
Pupil Premium + Nov 2015 payment. Ref: 1516-CA4852	
Pupil Premium + Nov 2015 payment. Ref: 1516-CA4857	

Detailed guidance on using the target section of the PEP can be found on the VSK website and our ePEP team are always at hand to help you with any problems that you may have.

If you have a PEP meeting coming up please remember to mark your section complete and enter the next meeting date in section D "PEP Sign off". This indicates that the meeting has taken place and we can sign of the PEP in a timely fashion.