## New to Care process 2025-2026

Admin

CMF form forwarded to Coordinator/ Advisors- NTC process started immediately

Receives the NTC information and formats

Checks they are on Capita and opens a Care Director form Creates an ePEP account and trim container

Open the pep and add the 10 calendar days date (update when meeting is confirmed) to ensure it is done within timescales Sends out the list to advisors each Friday for advisor to identify their own children. Include Adam Blundell

Adam to find NTC attainment data for all NTC children, and save in Sharepoint

Ensure residential staff are attached as key workers on to ePEP

As soon as NTC notification is received, whether on CMF or NTC list, the process should be initiated that day where possible

Advisors

Complete school placement history (including a list of dates and previous schools attended), SEND status with a copy of EHCP if they have one, attendance and any exclusions

Double check correct social worker on care director and is matched with the information on e-PEP Email SW and DT to arrange a PEP within 10 days. Ask them to prepopulate their information on epep,

Add Day 10 deadline in calendar to remind to follow up (coordinator and Advisor)

Advisor to upload end of key stage results and historic attainment data onto the attainment page

Offer Dollies library, letterbox, and Storytime to appropriate year groups. Add information to the tracker, highlight in yellow to identify and advise MB /JG of letterbox requirements i.e colour required

Attend the first NTC PEP to support (RADY principles, high support and high challenge, arts and sports opportunities. Remind of Entrust free music lessons for year 4-6 and support for children outside of these year groups through additional funding.

Share clear message that the PEP must be completed in full within 7 days, it will be signed off regardless Ensure a high quality first pep is completed within a week of the meeting date



## **Escalation process**

Follow up
with email to
SW and DT
after 3
working days
if not heard
back.

If OOO shows SW is absent or on leave, forward to TM for duty cover Day 10, if PEP not arranged, send alert to Coordinator who will send standard email to SW, TM, DL and IRO

PEP takes place but a week later there are parts incomplete, Coordinator to sign off inadequate At the end of Term, report to be run analysing NTC PEP quality- that will inform actions with District Leads and Headteachers of specific schools