

How to apply for Pupil Premium Plus Funding

- 1. Log in to the Camden e-PEP platform and navigate to the relevant pupil's current PEP
- 2. Click on the 'SMART Targets' section of the PEP (under Section B)

A. Social Worker Section	Date of birth	
Personal Information	Gender	⊖ Male ⊖ Female ⊖ Other
Care Information	Gender	
Education Information		
Key Contacts	Ethnicity	
Social Worker Sign Off		
	Religion	^
B. Designated Teacher Section		\checkmark
Previous School/Settings	Legal Status	
Attendance		
Attainment Levels and Progress	1st Language	
SEND	Tst Language	
Social, Emotional and Mental Health		
Transitions	Unique Pupil Number	^
Part Time Timetables And Alt. Education Arrangements		×
Current Support	Client ID Number	^
14-19+ Plan for Education, Employment and Training		~
SMART Targets	Does this pupil have English as an additional	○ Yes ○ No
The PEP Meeting	language?	U Tes U No
Designated Teacher sign Off	language ?	
C: roung rersons View	If yes, to what level?	O Beginner O Advanced
-	Is this pupil an Unaccompanied Asylum	○ Yes ○ No
Your School Assessments	Seeking pupil?	
Your Feelings About School		

3. Click on the 'ADD SMART TARGET' button

SPEP 1	Welcome to Londor	n Borou	igh of Camden					w	Logout ednesday, 6 March 2019
Hello, Sarah Lewis		Sear	rch via (User ID / UPN /	Client ID / Name)		Search		Virtual School C 020 797	19:18:29 Contact Number: '4 2359
Ноте	Administration tools		User Roles	Notice board	Ye	ur messages	5 0	hool Grades	My Profile
Dashboard	PEP Invitations		User directory	Your learners	54	hool subjects	Sc	thoois Directory	Logout
	R		lease try to add 2-3 acad 1gagement, clubs, transit			for both Mathsinu	meracy and I	English/literacy. Please	hen add 1/2 others, for
		1000						- 1	
Test			URRENT TARGETS	Smart Tarnat Eu	nding status Ta	mat Submitted	Data Sign	off Reviewed Date	ADD SMART TARGET
Test (Year				Smart Target Fu	nding status Ta	rget Submitted	Date Sign	off Reviewed Date	
	10)	1		Smart Target Fu	nding status Ta	rget Submitted	Date Sign	off Reviewed Date	



	come to Lond					Thursd	ou 4 Amril
vvei	come to Lonc	Create a New SMART Target					ay, 4 April
ello, Sarah Lewis		Area of focus	Attainment & Progress	~			
		If Other, please state			school Con 20 7974 2	tact Number: 2359	
ne	Administratio	What is the SMART target?		<			
shboard	PEP Invitation		Ensure the target is specific, measurable, achievable, realis	stic and time specific	у	Logout	
/iew PEP Details		To be reviewed by					
*			If any comments are needed	$\langle \rangle$	d 1/2 others	, for engagement,	clubs,
Test KS	54	Intervention type	After school programme	\checkmark		ADL	SMART TAR
(Year 1	0)	How will you know the target has been met?		^	iviewed ite	Source of funding	
				~		00	View
A. Social Worker Section		Actions		0			
Personal Information Care Information			Please add all strategies/support/interventions including tin	me and frequency			
Education Information Key Contacts Social Worker Sign Off		Who is responsible for supporting the young person to achieve this SMART target?		\$\$	ved Date	Source of fu	Inding

4. Complete the SMART Target page that pops up

5. Scroll down to the 'Funding' section and click on the 'Pupil Premium' tab

FUNDING		
No Funding Pupil Premium		
Source of funding?	Pupil Premium Plus Spring Term	V
What will the funding purchase?		
How much funding is needed?	£	
Comments		
ON-GOING REVIEW OF TARGET		
This can be completed at any time and will alert PEP reviewers to issues within the target.	○ Achieved ○ Not Achieved ④ In Progress / Current	



6. Complete the Pupil Premium tab and click the 'submit funding request' button

	Source of funding?	Pupil Premium Plus Spring Term	v			
L	What will the funding purchase?					
L	How much funding is needed?	£				
C1	Comments		\bigcirc			
e:	ON-GOING REVIEW OF TARGET					
•	This can be completed at any time and O Achieved Not Achieved In Progress / Current will alert PEP reviewers to issues within the target.					
n	Any further comments		$\langle \rangle$			
	Save Target Submit Funding Request					
			Cancel Creating a Target			

You will then be contacted by the Virtual School who will let you know the outcome of your application.

For enquiries about Pupil Premium Plus applications, email virtualschool@camden.gov.uk