

## How to apply for Pupil Premium Plus / Post-16 Pupil Premium Plus funding

1. Log in to the Camden e-PEP platform and navigate to the relevant pupil's current PEP

Current Formal PEPs							
	Date Started	Target Date	Meeting Date	Year group	YP	SW	DT
345	13/02/2019	22/02/2019	15/02/2019	Year 10	X	X	X

View

2. Click on the 'SMART Targets' section of the PEP (under Section B)

**A. Social Worker Section**

- Personal Information
- Care Information
- Education Information
- Key Contacts
- Social Worker Sign Off

**B. Designated Teacher Section**

- Previous School/Settings
- Attendance
- Attainment Levels and Progress
- SEND
- Social, Emotional and Mental Health
- Transitions
- Part Time Timetables And Alt. Education Arrangements
- Current Support
- 14-19+ Plan for Education, Employment and Training
- SMART Targets**
- The PEP Meeting
- Designated Teacher Sign Off

**C. Young Persons View**

- Your School Assessments
- Your Feelings About School

Date of birth

Gender  Male  Female  Other

Ethnicity

Religion

Legal Status

1st Language

Unique Pupil Number

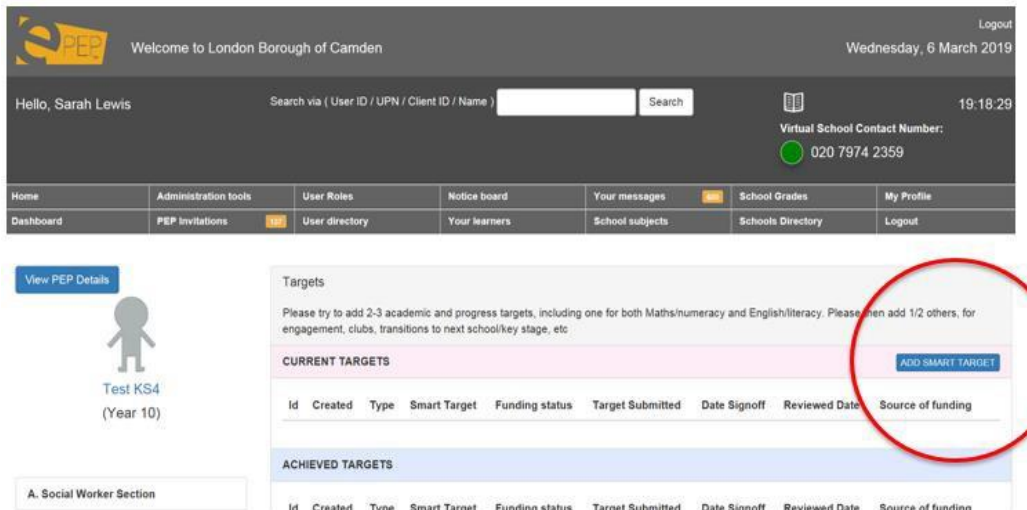
Client ID Number

Does this pupil have English as an additional language?  Yes  No

If yes, to what level?  Beginner  Advanced

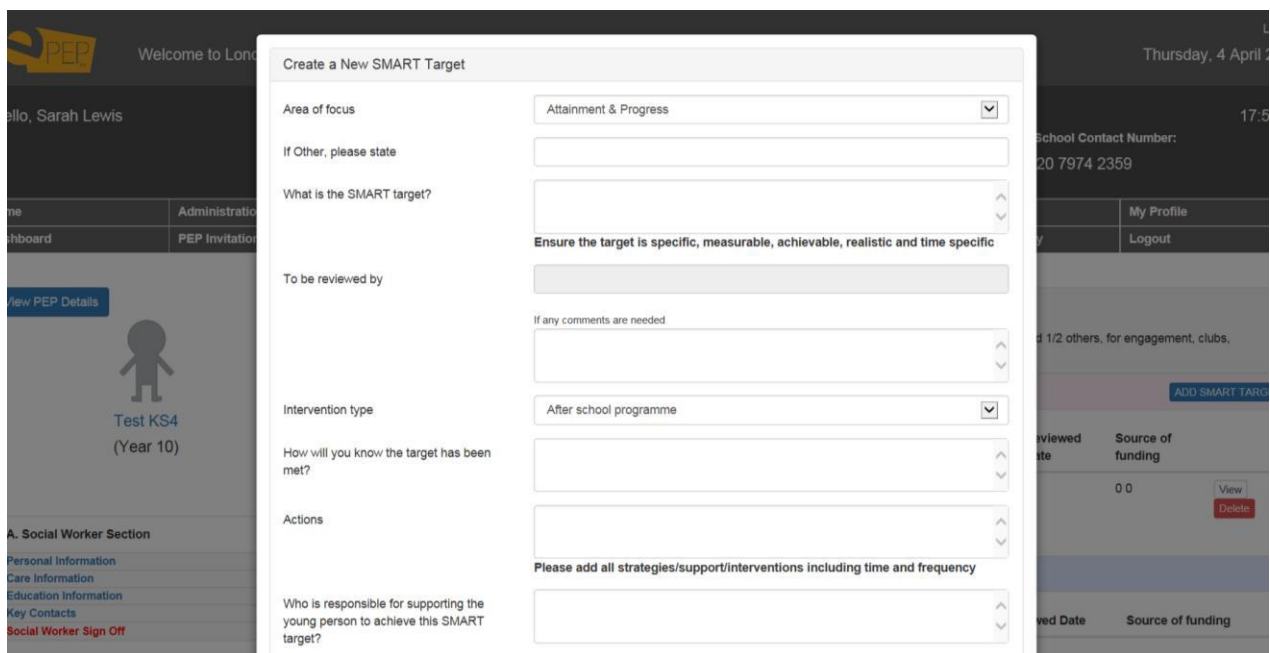
Is this pupil an Unaccompanied Asylum Seeking pupil?  Yes  No

3. Click on the 'ADD SMART TARGET' button



The screenshot shows the Camden PEP system dashboard. At the top, it says "Welcome to London Borough of Camden" and "Wednesday, 6 March 2019". The user is identified as "Hello, Sarah Lewis". A search bar is present with the text "Search via ( User ID / UPN / Client ID / Name )". The virtual school contact number is "020 7974 2359". A navigation menu includes "Home", "Administration tools", "User Roles", "Notice board", "Your messages", "School Grades", and "My Profile". Below the menu, there are sections for "View PEP Details" and "Test KS4 (Year 10)". The main content area is titled "Targets" and contains instructions: "Please try to add 2-3 academic and progress targets, including one for both Maths/numeracy and English/literacy. Please then add 1/2 others, for engagement, clubs, transitions to next school/key stage, etc." Below this, there are two tables: "CURRENT TARGETS" and "ACHIEVED TARGETS". The "CURRENT TARGETS" table has a header with columns: "Id", "Created", "Type", "Smart Target", "Funding status", "Target Submitted", "Date Signoff", "Reviewed Date", and "Source of funding". A blue button labeled "ADD SMART TARGET" is circled in red in the top right corner of the "CURRENT TARGETS" section.

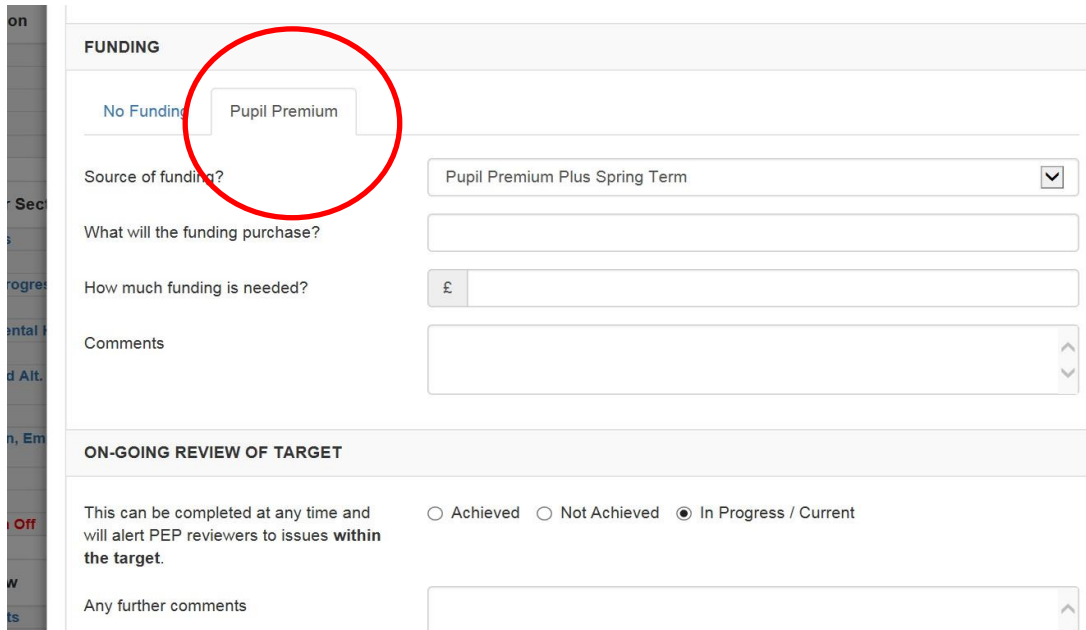
4. Complete the SMART target page that pops up



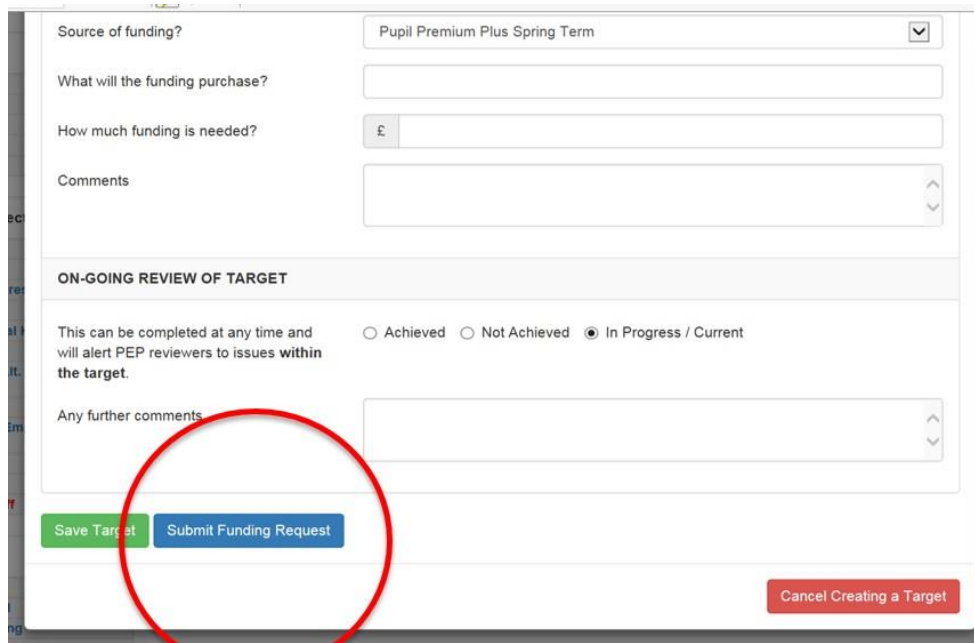
The screenshot shows the "Create a New SMART Target" form. The form has the following fields and sections:

- Area of focus:** A dropdown menu with "Attainment & Progress" selected.
- If Other, please state:** A text input field.
- What is the SMART target?:** A large text area with a downward arrow icon.
- Ensure the target is specific, measurable, achievable, realistic and time specific:** A bold instruction.
- To be reviewed by:** A text input field.
- If any comments are needed:** A text input field with a downward arrow icon.
- Intervention type:** A dropdown menu with "After school programme" selected.
- How will you know the target has been met?:** A text input field with a downward arrow icon.
- Actions:** A text input field with a downward arrow icon.
- Please add all strategies/support/interventions including time and frequency:** A bold instruction.
- Who is responsible for supporting the young person to achieve this SMART target?:** A text input field with a downward arrow icon.

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



6. Complete the Pupil Premium tab and click the 'Submit Funding Request' button



If the request is for 1:1 tuition please also upload a tuition referral form to the young person's documents

Requests for Pupil Premium Plus funding will be considered by Natalie White, Virtual School Head, and requests for Post-16 Pupil Premium Plus Funding will be considered by Mary Holder, Deputy Virtual School Head / Post-16 Manager. 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](mailto:virtualschool@camden.gov.uk)