Kent County Council NEET ACTION PLAN

January 2022

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Introduction

The NEET action plan outlines how Kent County Council working in Partnership with The Education People (TEP) will:

- increase the Participation rate of 16- and 17-year-olds to 93.7% (full time education or employment that includes study for a suitable qualification*);
- reduce the NEET rate (not in education, employment, or training) to below 2.9% and
- reduce the Not Known rate (current education, employment or training status is either unknown or out of date) to below the national average.

It is delivered by The Education People's Skills (TEP) and Employability Service, Open Access, Youth Justice (YJ), SEND, Virtual School Kent (VSK), Management Information and Fair Access. The governance is provided by the NEET Interdependencies Group that is chaired by the Skills and Employability Service and includes relevant services leaders who have the authority to make strategic and operational decisions. The group meets each term to review progress and problem solve strategic and operational delivery problems.

The plan contains a termly calendar of what each service should be doing to prevent young people becoming NEET and how they can support young people who have become NEET. It outlines each service's area of responsibility, who within each service is responsible for the plan and how services must work together to ensure every NEET young person in Kent is reviewed monthly, in district-based processes, coordinated by the Skills and Employability Service. The service delivery flowcharts in the appendices provides the detail.

Performance is measured by data taken from the statutory returns Management Information send to the DfE using the Core+ CCIS (Client Caseload Information System) database. The plan covers how the same services track and record the activities of young people in relation to their education, employment, and training status. By reducing the number of NEETs and recording the activities of all young people on the database, the percentage of the cohort participating in education, employment, or training increases.

The plan covers young people who are academic age year 11, 12 and 13. Some services have responsibilities that extend beyond this age group, but they are not included in this plan.

* Details of what constitutes participation in education, employment, training, NEET and Not Known are available at: https://www.gov.uk/government/publications/young-people-neet-comparative-data-scorecard.

County challenges 2021-22

The academic year 2020-21 was a successful year for reorganising the delivery of NEET support in Kent. The NEET Support Service, previously with CXK, transferred under TUPE into The Education People, enabling a more streamlined and integrated service to be developed internally and with the NEET Interdependencies partners working with vulnerable young people.

Despite this period of change, eight months of lockdown and limited NEET provision in Kent, the NEET percentage for each month remained below the previous year. Further improvements are expected in 2021-22, but there are still strategic county challenges to be overcome and individual service challenges.

County challenges

- There was significant progress last year attracting new funding and provision into Kent. A new ESF contract worth one million pounds has been won by a local provider who will subcontract with other local providers. The 16-19 Provision Review is due to be published in the new year with several recommendations that should impact on the NEET cohort. The challenge is to put the infrastructure in place to ensure new provision is suitable and directed to where it can have the most impact.

- The legacy of the pandemic. On paper, outcomes for young people are positive. There are more young people in full time education and the number of apprenticeships, training and employment opportunities are increasing. However, there remains a large cohort of Electively Home Educated learners who are statistically more likely to become NEET and a growing number of young people with mental health issues.

- Uncertainty about the future. At the point of writing, the Omicron variant is spreading rapidly across the UK and it is not clear how this might impact the country and Kent young people. There is also uncertainty regarding the medium-term impact of the lockdowns.

- There has been an increase in the number of young people who are in employment without training and therefore not considered to be participating in education or training. This will affect the county participation rate that is published in the NEET scorecard.

- Improving the data held on Core+. There have been several improvements on the data held on Core+, but issues still arise when relevant data is held on young people in two systems and in some cases, when collecting data from schools, colleges and training providers. This has an impact on statutory returns, identifying young people who are NEET and offering them the support.

Summary of service priorities 2021/22

The appendices contain the operational action plans for each service. Below are the services' priorities taken from these plans. These are monitored by the NEET Interdependencies Group.

Skills and Employability Service

1. To build and improve upon the progress made with tracking Not Knowns in the early part of 2021/22. Keeping the percentage aligned with the national average.
2. To coordinate work with colleges across all teams in the Skills and Employability Service.
3. To gather user feedback on the NEET Support Service.
4. To keep the Other Options web page of Kent Choices up to date.
5. To develop more efficient ways of collecting learners' contact details from schools.
6. To identify sources of information and work with other services (beyond the NEET Interdependencies Group) that will enable a proactive approach to NEET support for those young people with mental health issues.
7. To develop networks and work with the systems that come out of the 16-19 review to improve NEET provision across Kent.

Management Information

1. To work with the Senior Liberi Management Information Officer to investigate ways of using PowerBi to keep data on Looked After Children up to date on Core+.
2. To continue working with the Senior Synergy Management Information Officer to maintain the recently established processes of using PowerBi to keep SEND data up to date on Core+.
3. Develop more efficient ways of collecting learners' contact details from schools.

SEND

1. To ensure that the new data transfer processes between Synergy and Core+ become the established way of working.
2. To ensure the Synergy champions take responsibility for keeping Core+ up to date.
3. There is still insufficient resource within SEND to support NEET young people with an EHCP who wish to return to education. This needs to be resolved this year.
4. To ensure that the role of the SEND NEET Lead is written into the SEND redesign.
5. To develop closer links with The Education People's Supported Employment Team to improve careers education for SEND young people and create supported employment opportunities.

Fair Access

1. To develop with SEND, processes, via the annual review, to support post 16 transition for those Electively Home Educated young people who have an EHCP.
2. To Improve the accuracy of the data on Core+ and ensure all contact details are available.

VSK

1. During 2020-21 there was an ongoing issue relating to the accuracy of data on Core+; this will be addressed in the coming year.
   - The potential for using PowerBi will be explored with KCC's Management Information to see if this will assist in this process.
   - The transfer of Year 11 data in March to Core+ will be closely monitored by the Senior Transition Officers and the NEET Support Manager.
   - The monthly meetings between the Transition Lead Officers and NEET Support Manager will monitor the process.

Youth Justice

1. To get feedback from Youth Justice clients on their experience of using the NEET Support Service, using the Youth Justice apprentices.
2. Ensure Youth Justice senior practitioners with a lead on participation attend the bimonthly NEET networking meetings. The NEET Support Manager to feedback to the Strategic Development Manager.

Open Access

1. To re-establish the NEET Support Workers in the Youth Hubs (subject to Covid restrictions) and return to closer working.
2. To assist the NEET Support Service, develop better intelligence on young people with mental health issues so they can engage at an earlier stage with them.

Performance data and key dates

The NEET Scorecard

The DfE publish a local authority NEET scorecard in July each year, although the publication date can vary. The data is taken from the monthly returns submitted to the DfE from the Core+ CCIS database by Management Information. It is the responsibility of all the services in the Interdependencies Group to ensure that this database is kept up to date.

The scorecard ranks local authority performance, presents the data in quintiles, and shows progress since the previous year. Authorities in the 5th quintile are sent an improvement letter by the DfE. It is vital that data on the Core+ CCIS database is as accurate and up to date, particularly at key census points. The data included in the scorecard and census points are listed below:

NEETs   Three-month average of the percentage of the year 12/13 cohort who are NEET in December, January, and February.

Not Knowns   Three-month average of the percentage of the year 12/13 cohort who are Not known in December, January, and February.

Combined NEET & Not Knowns   Three-month average of the percentage of the year 12/13 cohort who are NEET or Not Known in December, January, and February.

Participation   The percentage of year 12 and 13 cohort who meet the participation criteria in the March DfE submission.

September   The percentage of year 11 and 12 cohort in the September DfE submission who have a September Guarantee offer of a suitable education, employment with training, or a training place.

The scorecard also includes some data not directly influenced by the NEET Interdependencies group: 19-year-old level 3 achievement, GCSE attainment, school attendance and a comparison between 16-17 population on NCCIS and the Office of National Statistics estimate.

Activity	NEET Scorecard	Resources	By
Term 1 - Have all year 11 and 12 leavers got a destination?			
Follow up those your service identified as being At Risk of NEET in the previous academic year to check they have a destination and a September Guarantee recorded on Core+ CCIS	September data used as final September Guarantee submission for NEET scorecard	Reports on Core+ CCIS, contacts at education establishments.	September
Attend NEET Interdependencies meeting - Confirm plans for coming year and check processes will ensure all year 11 and 12 leavers will have a destination		TEP Principal Engagement Lead	Mid-September
Support those without a destination into a positive activity, update destination and September Guarantee on Core+ CCIS		WWW.KentChoices.co.uk, monthly NEET meetings	September/October
Where appropriate refer to TEP NEET Support Service		TEP Tracking team	September/October
Management Information to complete the collection of sixth form and college enrolment data and input into Core+ CCIS, including where appropriate SGs		Management Information, Principal Engagement Lead	October
Engage in monthly District NEET processes and attend the bimonthly NEET networking meetings		TEP NEET Support Manager	Each month
Term 2 - Finalise year 12 & 13 tracking, support early leavers, identify those in year 11 and year 12 At Risk of NEET and plan.			
Services complete the tracking of their learners with an unknown destination, update Core+ CCIS and provide support where required		Reports on Core+ CCIS	November
TEP Tracking Team track those without a destination, those who are NEET referred to the NEET support service		TEP tracking team and NEET support service	November
Services identify provision gaps and update the Skills & Employability Service's Post 16 Lead		TEP NEET Support Manager and Post 16 Principal Lead	November

Action		Responsibility	Timing
Attend district Participation meetings - Plan support for current Year 11 and network with local providers and services		Chaired by TEP Deputy Area Lead	November
Kent Choices website - login in codes issued to Year 11 - Plan how to ensure your learners can access it		Codes issued by schools, further support Kentchoices@theeducationpeople.org	November
Begin identifying learners in education who are At Risk of becoming NEET	December - February, 3 month average NEET & Not Known data used for NEET score card published in July.		December
Attend NEET Interdependencies meeting to review action plan and current issues		TEP Principal Engagement Lead	December
Engage in monthly District NEET processes and attend the bimonthly NEET networking meetings		TEP NEET Support Manager	Each month
Sixth form and College leaver/joiner input into Core+ CCIS		Management Information/TEP Tracking Team	Each month
Term 3 - Follow up Christmas dropouts and consider year 11 and 12 transition planning.			
Follow up those who dropped out after Christmas		Service intelligence, Core+ CCIS reports and District NEET processes	January
Follow up current year 11 and 12 learners to ensure they have an appropriate transition plan		Applications and offers reports on Kent Choices website, Core+ CCIS, schools, colleges	February onwards
Attend NEET Interdependencies meeting to review action plan and current issues		TEP Principal Engagement Lead	December
Ensure contact details for learners identified as At Risk are accurately recorded on Core+ CCIS.		Core+ CCIS	February onwards
Ensure At Risk of NEET learners attend the Kent Choices Local event to meet local training providers and colleges		TEP Deputy Area Leads	February
Engage in monthly District NEET processes and attend the bimonthly NEET networking meetings		TEP NEET Support Manager	Each month

Sixth form and College leaver/joiner input into Core+ CCIS		Management Information/TEP Tracking Team	Each month
Term 4 - Beginning of September Guarantee process and finalising transition plans for At Risk of NEET learners.			
Year 11 and 12 Activities Survey report for previous year produced by MI, sent to schools and circulated internally to Interdependencies group. Provides indication of how schools are preparing their learners for post 16 destinations. Identifies schools causing concerns.		Management Information	February
NEET Deep Dive - TEP create in-depth analysis of the NEET cohort in February		TEP Post 16 Principal Lead	February
Skills and Employability Service produce an analysis of the post 16 offer in Kent		TEP Post 16 Principal Lead	February
Interdependencies meeting to review reports, action plan and current issues	March Participation data published in NEET scorecard.	Principal Engagement Lead	March
Review your service's Year 11 and Year 12 cohort on Core+ CCIS, those no longer in the Kent cohort to be moved from Core+ CCIS using the processes defined by Management Information. Any young person on Core+ CCIS by 31st May will be included in the September Guarantee cohort		Management Information reports and guidelines.	March onwards
Year 11s to put offers received on Kent Choices in order of preference		School careers leads and KentChoices@theeducationpeople.org	End of March
Transition plans with learners in schools to be finalised ahead of exams		TEP Deputy Area Leads	End of March
Engage in monthly District NEET processes, to include discussion regarding At Risk of NEET learners and attend the bimonthly NEET networking meetings		TEP NEET Support Manager	Each month
Sixth form and College leaver/joiner input into Core+ CCIS		Management Information/TEP Tracking Team	Each month

Term 5 - Setting the September Guarantee cohort.			
Finalise Year 11 and 12 cohort on Core+ CCIS (all those who should not be in the Kent cohort removed).		Management Information	31st May
Follow up At Risk of NEET transition plans			
Attend NEET Interdependencies meeting to review action plan and current issues		TEP Principal Engagement Lead	June
Engage in monthly District NEET processes and attend the bimonthly NEET networking meetings		TEP NEET Support Manager	Each month
Sixth form and College leaver/joiner input into Core+ CCIS		Management Information/TEP Tracking Team	Each month
Term 6 - Finalising transition plans for year 11 and 12 learners and planning for following academic year			
Final NEET Interdependencies meeting, present plans for following academic year, finalise Year 11 and 12 transition plans for term 6 and the summer holidays	NEET scorecard published	Principal Engagement Lead	June
Follow up cohort to check At Risk of NEET transition plans			
Engage in monthly District NEET meetings, to include discussion regarding At Risk of NEET learners and attend the bimonthly NEET networking meetings		TEP NEET Support Manager	Each month
Sixth form and College leaver/joiner input into Core+ CCIS		Management Information/TEP Tracking Team	Each month
Summer holidays - staying in touch with at risk of NEET year 11 and 12 leavers			
Stay in touch with at risk of NEET learners			

Appendix 1- 6

Service responsibilities, activities, and priorities 2021/22

Appendix 1. Skills and Employability Service responsibilities and activities

Summary of responsibilities

To coordinate the activities of the NEET Interdependencies Group, oversee the statutory duty to track young people, develop the post 16 provision offer in Kent, provide NEET support to all young people (except those with an EHCP wanting to return to education and those supported by VSK) and develop NEET prevention strategies/deliver activities for Kent education providers and other KCC services.

Scrutiny and Monitoring

The Principal Engagement Lead:

1. in partnership with the NEET Interdependencies group, reviews the previous year and writes the annual County NEET Action Plan in December;
2. reviews the progress of each services action plan vis the NEET Interdependencies meeting;
3. coordinates and chairs six termly meetings of the NEET Interdependencies meeting, made up of senior managers from Youth Justice, VSK, Management Information, SEND and Fair Access;
4. monitors the tracking of the Not Knowns and the September Guarantee;
5. produces a county and district NEET Deep Dive in February and
6. supports Management Information distribute their annual destination survey to all Kent schools and the tracking requirements for schools.

Support for young people

7. The NEET Support Manager ensures that all NEETs are reviewed each month, that they are either receiving support or there is an appropriate timeline to follow them up.
   - The NEET Support Manager and/or the Deputy Manager meets with VSK, Youth Justice and SEND each month to review the progress of NEETs supported by their services.
   - The NEET Support Service (NSS) worker in each district ensures each mainstream NEET has an allocated action. This work is supported by a Young People's Participation Officer (YPPO).

Tracking young people and data accuracy

8. The Principal Engagement Lead, in partnership with Management Information, plans the collection of Destination/September Guarantee data from schools. A joint communication is then sent to all education providers.
9. The Young Peoples Participation Officer Supervisor meets fortnightly with the Management Information Core+ Team to share information and problem solve.
10. The Principal Engagement Lead coordinates the collection of data from colleges.
11. The Young Peoples Participation Officer Supervisor oversees the work of the tracking team – the Not Known average is to stay in line with the national average.
12. The NEET Support Service provide tracking support throughout the year.
13. The Engagement Officers support with the collection of tracking data from schools.
14. The Kent Choices Development Officer works with the YPPO Supervisor to oversee the transfer of tracking data into Core+.
15. At key times in the year, during the September Guarantee and the Destination Survey, the wider Skills and Employability Service support with tracking.

SEND

16. The NEET Support Manager meets with the SEND Lead for NEETs twice a month for case reviews, (see SEND action plan).

17. The Principal Engagement Lead, County NEET Manager, SEND NEET Lead, Management Information Core+ Manager, Management Information Synergy Manager meet four times a year to review data accuracy and data transfer between the two systems.

Youth Justice

18. The NEET Support Manager meets attends the monthly, Youth Justice, area meetings (See Youth Justice action plan).

Virtual Schools Kent

19. The NEET Support Manager meets the Transition Lead Officer each month (See VSK action plan).

Fair Access

20. In November the Skills and Employability Service write to the parents/carers of all Year 11 learners who are Electively Home Educated (EHE) to signpost them to the Kent Choices website.
21. The NEET Support Service start taking referrals from Fair Access of Year 11 EHE/CME (Children Missing Education) who they have been unable to contact. These are then followed up to support their post 16 transition (See Fair Access action plan).

Management Information

22. Management Information and the Skills and Employability Service work together to collect data to meet KCC's statutory to track the activities of young people (See Tracking young people above and the Management Information action plan).

Networking and information

23. The Senior NEET Support Workers ensure that the Other Options section of Kent Choices is up to date with NEET provision in each district.
24. The NEET Support Manager, Deputy Manager and Senior NEET Support Workers run and maintain bimonthly district NEET networking meetings for other services that support young people. The purpose is to network, share information and good practice.

NEET prevention

25. The Engagement Officers work with the mainstream schools that are causing concern, the Pupil Referral Units and SEMH Special Schools to assist them identify young people who are at risk of becoming NEET, develop interventions and produce a school action plan.
26. In terms 5 and 6 the Engagement Officers work with education providers and the NEET Support Service to transfer those most at risk of becoming NEET onto the caseload of the NEET Support Service.
27. The Engagement Officers track all those identified as being at risk of becoming NEET for the following academic year and where necessary refer back into the NEET Support Service.

Post 16 Provision planning

28. The Post 16 Lead produces a gap analysis of NEET provision every January. This is used to canvas funding bodies and plan provision across Kent.
29. The Post 16 Lead is involved in the implementation of the recommendations of the 16-19 Provision review

Priorities 21/22

30. To build and improve upon the progress made with tracking Not Knowns in the early part of 2021/22. Keeping the percentage aligned with the national average.
31. To coordinate work with colleges across all teams in the Skills and Employability Service.
32. To gather user feedback on the NEET Support Service.
33. To keep the Other Options of Kent Choices up to date.
34. Develop more efficient ways of collecting learners' contact details from schools.

35. To identify sources of information and work with other services (beyond the NEET Interdependencies Group) that will enable a proactive approach to NEET support for those young people with mental health issues.
36. To develop networks and work with the systems that come out of the 16-19 review to improve NEET provision across Kent.

Appendix 2. Management Information (MI) responsibilities and activities

Summary of responsibilities

To quality assure the data on the Core+ database, train new users, collect data from education establishments to update Core+, work with other KCC databases to ensure the baseline data and vulnerable learner data is up to date, create user reports, reports for KCC contract management, make the statutory returns to the DfE and work in partnership with the Skills and Employability Skills service to help keep the Not Knowns in line with the national average.

Training and Core+ access

1. The Systems Training Officers ensures that only those who have completed their Core+ training can access the database.
2. Collaborative working between MI and Cantium ensures that only current users can access Core+.

Reporting

3. Reports are created:
   a. on request from service users, to inform delivery and planning;
   b. for schools on the destinations of their leavers;
   c. for KCC contract management and
   d. for scrutiny by members.

Reporting to the DfE

4. Management Information maintain Core+ and ensure that it meets the standards detailed in the National Client Caseload Information System (NCCIS) Requirements that are published each year.
5. Management Information quality assure the data on Core+ and submit all statutory returns.

Data collection

6. Data transfer with education providers is done securely through Perspective Lite.
7. Management Information collect enrolment, leaver, joiner and September Guarantee data direct from education providers and update Core+.
8. National Apprenticeship Service (NAS) data, data from other local authorities and from NCCIS are all input into Core+ by Management Information.

Working with the Skills and Employability Service

9. The Skills and Employability Service and Management Information work together to plan the data collection schedule from education providers and send a joint communication each year.
10. Both services maintain a shared folder in SharePoint to transfer data.
11. Both services meet fortnightly or weekly during busy periods (Destination Survey and September Guarantee) to ensure they are working in synchrony and requests for education providers are kept to a minimum.

Priorities 2021/22

12. To work with the Senior Management Information Officer for Liberi to investigate ways of using PowerBi to keep data on Looked After Children up to date on Core+.
13. To continue working with the Senior Management Information Officer for Synergy to maintain the recently established processes of using PowerBi to keep SEND data up to date on Core+.
14. Develop more efficient ways of collecting learners' contact details from schools.

Appendix 3. SEND responsibilities and activities

Summary of responsibilities

To ensure that young people with an Education Health Care Plan (EHCP) who are NEET, receive the support they need to find and sustain a place in education, employment or training. To work in partnership with the NEET Support Service, Virtual School Kent (VSK) and Youth Justice (YJ) to assist their work with clients who have an EHCP. To directly support NEET young people who have an EHCP who want to return to education (except those supported

by VSK and YJ). To ensure that data on young people with an EHCP or a K code on the school census is up to date and accurate on Core+.

These processes only cover academic age 15- 17 (Year 11, 12 and 13).

Agreed processes

Support for young people who are NEET

6. The County NEET Manager meets with the SEND NEET Lead (currently the Interim SEN Monitoring and Inclusion Manager) twice a month to review young people who are NEET and supported by the NEET Support Service.
7. The SEND NEET Lead then follows up individual cases with colleagues within SEND and reports back.

Data Accuracy

8. The Principal Engagement Lead, SEND NEET Lead, Senior MI Officer for Core + and the Senior MI Officer for Synergy meet termly to ensure the new data transfer processes using PowerBi are keeping the baseline data and September Guarantee on Core+ up to date. This includes those with and EHCP and a K code recorded in the school census.
9. The monthly meetings between the NEET Support Manager and SEND NEET Lead are used to cross reference data to ensure Core+ is up to date.
10. At key times during the year, the Destination Survey (September – November) and the September Guarantee (May – September) the SEND NEET Lead engages the SEND service in tracking young people with an EHCP.

Youth Justice and Virtual School Kent

11. Both services have their own working arrangements with SEND to follow up clients with an EHCP, but they are also able to access the monthly meetings between the NEET Support Manager and SEND NEET Lead if necessary.

Networking and keeping up to date

12. SEND Assessment and Placement Officers are able to attend the bimonthly district NEET networking meetings organised by the NEET Support Manager.
13. The Kent Choices website and the SEND Local Offer are linked to enable visitors to both sites to access the information they require.

NEET Prevention

14. Those with an EHCP and in an education setting, use the annual review process to plan their next step.
15. The process to support those who Electively Home Educated and have an EHCP is currently under review.
16. Those receiving special needs support in school, but do not have an EHCP, come under the umbrella of support provided the Skills and Employability Service's targeted at risk of NEET work.
17. The Provision Evaluation Officers from SEND will inform the NEET Interdependencies Group of young people they are concerned are at risk of becoming NEET.

Priorities 20/21

18. To ensure that the new data transfer processes between Synergy and Core+ become the established way of working.
19. To ensure the Synergy champions take responsibility for keeping Core+ up to date.
20. There is still insufficient resource within SEND to support NEET young people with an EHCP who wish to return to education. This needs to be resolved this year.
21. To ensure that the role of the SEND NEET Lead is written into the SEND redesign.
22. To develop closer links with The Education People's Supported Employment Team to improve careers education for SEND young people and create supported employment opportunities.

Appendix 4. Fair Access – Electively Home Educated (EHE) and Children Missing Education (CME) Teams' responsibilities and activities

Summary of responsibilities

To ensure that all Kent EHE and CME young people have a September Guarantee, know where they can find pre and post 16 support and information, have updated contact details on Core+ and that the NEET Support Service is notified of those in Year 11 where there is a concern.

Contacting young people and their families/carers

Letters

3. In September the EHE Service send the EHE – Y11A letter. This encourages families to start considering their son/daughter's plans for the following September and includes links to relevant websites.

4. In November, the Skills and Employability Service write to families and carers with information about www.KentChoices.com.
5. In December the EHE – Y11B letter is sent to families asking them to share information on their son/daughters post 16 plans with the service.
6. In April the EHE – Y11C letter is sent to remaining families where there is no recorded September Guarantee asking for an update.
7. In July letters sent to individual families of Year 10/11/12 young people who it is believed are continuing with home education, asking for confirmation.

Phone

8. From October the EHE Support and Advice Officers follow up letters EHE Y11A-C, with phone calls with offers of post 16 advice and home visits as required.

Referrals to the NEET Support service

9. From January, those families who have chosen not to engage with the EHE Team or whose sons/daughters are missing education and do not wish to consider Fair Access Panels, are referred to the NEET Support Service.
10. The NEET Support Service then follows up and where possible adds the young person to their caseload.

SEND

11. The process for those who are Electively Home Educated and have an Education Health Care Plan is currently under review.

Data accuracy

12. All contact and September Guarantee details are updated on Core+ by the EHE Team. This must be done from October onwards.
13. The Access to Education Co-ordinator works with KCC's Management Information to ensure the baseline data on Core+ is accurate (this requires transfer of data from Synergy to Core+) throughout the year.
14. On 31st May the September Guarantee cohort on Core+ is set. At this point, Fair Access ensure only Kent residents are on the system.

Priorities 2021/22

15. To develop with SEND, processes, via the annual review, to support post 16 transition for those Electively Home Educated young people who have an EHCP.
16. To Improve the accuracy of the data on Core+ and ensure all contact details are available.

Appendix 5. Virtual School Kent (VSK) responsibilities and activities

Summary of responsibilities

To ensure that all Kent, post 16 Looked After Children (LAC) receive the support they need to find and sustain a place in employment, education or training, that the data on Core+ is up to date and that the transition of learners from key stage 4 to post 16 support is effective.

Agreed processes

Data accuracy

1. VSK are responsible ensuring the data on Core+ is accurate. This includes setting the cohort on 31st May, NEETs, Not Knowns and the September Guarantee.
2. The Transition Lead Officers meet the NEET Support Manager each month to review NEET and Not Know data and to ensure all young people who are NEET are being supported by VSK. From May to September the September Guarantee forms part of these discussions.
3. The March meeting focuses on the transfer of Year 11 data from Liberi to Core+ and to ensure when the cohort is set on 31st May, it is accurate.

SEND and Youth Justice

4. VSK support all Kent young people who are in care who become NEET; in some cases, this involves liaising directly with SEND and Youth Justice.
5. If necessary, VSK workers can access the NEET SEND meetings organised each month by the NEET Support Manager and SEND.

Networking and keeping up to date

6. VSK workers attend the bimonthly district NEET networking meetings organised by the NEET Support Manager. These are for services working with young people to share information and network.
7. VSK workers can access information on opportunities for NEET young people on the Other Option section of Kent Choices.
8. VSK workers (Post 16 and Key Stage 4 Progression Officers) can access the bi-termly Participation meetings organised by The Education People's (TEP) Engagement Officers. These are information and networking meetings for schools, KCC services and post 16 providers.

NEET prevention

9. VSK Key Stage 4 Progression Officers are given access to the administration section of the Kent Choices website so that they can track and monitor the post planning of their Year 11 clients.
10. VSK Key Stage 4 Progression Officers can liaise with TEP Engagement Officers regarding their learners who are at risk of becoming NEET and in an education setting.

Priorities 2021-22

11. During 2020-21 there was an ongoing issue relating to the accuracy of data on Core+, this will be addressed in the coming year.
- The potential for using PowerBi will be explored with KCC's Management Information to see if this will assist in this process.
- The transfer of Year 11 data in March to Core+ will be closely monitored by the Senior Transition Officers and the NEET Support Manager.
- The monthly meetings between the Transition Lead Officers and NEET Support Manager will monitor the process.

Appendix 6. Youth Justice responsibilities and activities

Summary of responsibilities

To ensure that young people with a referral order or detention and training, youth rehabilitation order or youth conditional caution receive the support they need to find and sustain a place in employment, education or training. This includes those in Year 11 who are preparing to leave compulsory education. To keep the data on Core+ up to date.

Support for young people and referrals to the NEET Support Service (NSS)

1. The NEET Support Manager attends Youth Justice area meetings each month to ensure young people who are NEET are being supported, to update staff on developments, ensure staff know how to refer to the NEET Support Service and to see if any cases need referring to the monthly SEND/NEET forum.
2. Youth Justice can refer to NSS using either NEETsupportteam@theeducationpeople.org or by individual referrals direct to NSS workers. The area meetings ensure no one is overlooked.

Data accuracy

3. Youth Justice are responsible for ensuring the data on Core+ is accurate and up to date. This includes: setting the cohort, NEETs and Not Knowns. This is done by the Business Support Officers.
4. The Youth Justice monthly area meetings are used to cross check data. From May to September the September Guarantee will form part of these discussions.

SEND and Youth Justice

5. Youth Justice have their own contacts with SEND with whom they can discuss their client's education.

6. Youth Justice can also access the monthly NEET/SEND forums organised by the NEET Support Manager to discuss individual cases.

Networking and keeping up to date

7. Youth Justice senior practitioners with a lead on participation are expected to attend the Bimonthly district NEET networking meetings organised by the NEET Support Manager. These are for services working with young people to share information and network.
8. Youth Justice workers can access information on opportunities for NEET young people on the Other Options section of Kent Choices.

NEET Prevention

9. The March Youth Justice area meetings will focus on Year 11 learners and how the NSS can support their progression into post 16 education, employment or training.

Priorities 2021-22

10. To get feedback from Youth Justice clients on their experience of using the NEET Support Service, using the Youth Justice apprentices.
11. Ensure Youth Justice senior practitioners with a lead on participation attend the bimonthly NEET networking meetings. The NEET Support Manager to feedback to the Strategic Development Manager.

Appendix 7. – Open Access responsibilities and activities

Summary of responsibilities

To provide support to the NEET and tracking process by assisting the Skills and Employability Service monitor NEET and Not Known data, provide a physical base for the NEET Support Service in each district, help with the running of the bimonthly NEET district networking meetings, help with community engagement, support pregnant teens/parents who are NEET and work with the Children's Social Work Team (CSWT). The CSWT help young people overcome barriers to education, employment or training.

Data accuracy

3. Information on pregnant teens and parents is held on the Early Help Module that can be accessed by the Skills and Employability Service who update Core+.
4. At key times in the year Hub Managers are asked to review Not Known and NEET data. These are during the Destination Survey in November, setting the cohort on Core+ in April and at ad hoc times throughout the year as demand requires. This is coordinated in each district by the local NEET Support Worker.

Support for young people

5. Open access staff can refer to the NEET Support Service either through the central mailbox or direct to local contacts.
6. Young people who face barriers to education, employment or training can have a Focused Support referral to the Children's Social Work Team.

Community engagement and networking

7. NEET Support Workers have access to office space (hot desks) in each district in the Youth Hubs.
8. The Hub Managers assist the NEET Support Workers with district partnership engagement to include:
   - The Local Children's Partnership Group (LCPGs);

- Bimonthly NEET networking meetings and
- Other opportunities as they arise.

Priorities 2021/22

9. To re-establish the NEET Support Workers in the Youth Hubs (subject to Covid restrictions) and return to closer working.
10. To assist the NEET Support Service, develop better intelligence on young people with mental health issues so they can engage at an earlier stage with them.