

**Education and Young
People's Services
NEET Strategy and
Action Plan 2015 - 16**

Table of Contents

Vision for all young people in Kent.....	2
Kent's Ambition	2
Section 1 - Strategy	4
Introduction	4
1. Overview and aim	4
2. National Context.....	5
3. Kent Context	5
4. Young Person Context	8
5. Young Person's perspective.....	10
Section 2 – Action for 15/16	12
6. Cross Directorate Interdependencies 2015/16	12
7. Current Targets and Performance.....	12
8. EYPS Cross Directorate Action Plan	13
9. NEETs Action Plan 15/16	14
10. District Teams.....	16
11. NEET Referral: Service Responsibilities	18
Youth Offending Teams	18
Pupil Referral Units.....	19
Children's Centres – Teenage Parents	19
Troubled Families	19
Track and monitor actual and potential NEETS	28
Maintain the accuracy of the IYSS database.....	34
Track Not Knowns	41
Identify and support at an early stage all young people at risk of being NEET	43
Extend engagement of young people in education, employment and training post-16.....	47
Increase provision of training opportunities	52
Share information between partner organisations	53
Provide coaching and personal support	56
Appendix 1 – Definitions	59
Appendix 2 – NEET Scorecard	61
Appendix 3 – Annual Tracking Schedule	62

Vision for all young people in Kent

Central to our vision set out in “Education and Young People’s Services Vision and Priorities for Improvement” is for Kent to be the most forward looking area in England for education and learning so that we are the best place for children and young people to grow up, learn, develop and achieve.

In Kent we have the same expectations for all children and young people, irrespective of their background, to make good progress in their learning, to achieve well and to have the best opportunities for an independent economic and social life as they become young adults.

Our Vision is that every child and young person, from pre-birth to age 19, and their family, who needs early help services will receive them in a timely and responsive way, so that they are safeguarded, their educational, social and emotional needs are met and outcomes are good, and they are able to contribute positively to their communities now and in the future, including their active engagement in learning and employment.

Our strategic priorities for Education and Young People’s Services are to ensure all children get the best start in the early years and all pupils can go to a good school and achieve their full potential, to shape education and skills provision around the needs of the Kent economy and ensure all young people move on to positive destinations, training and employment and to improve services and outcomes for the most vulnerable children, young people and families in Kent. We aim to target early help services for the most vulnerable children, young people and families who require additional support, with an absolute focus on delivering better outcomes. Children, young people and families should be able to access the right services at the right time in the right place. We aim to place them at the heart of everything we do, working in a more integrated way and avoiding, where possible, single service interventions which may lack coordination or result in wasteful duplication.

Kent’s Ambition

We aim to ensure every young person to age 18 is engaged in purposeful education and training, and they are well prepared for skilled employment and further and higher learning.

Ensuring that the most vulnerable learners experience success is one of our top priorities. Children in care, young offenders, excluded pupils, learners with special educational needs and disabilities and children from families on low incomes all experience significant barriers to their achievement and attain less well than their peers. We want to close the attainment gaps that exist as a barrier to their future success.

We will achieve our ambitions by learning from and spreading the influence of the best, whether locally, nationally or internationally. We will also achieve through working in partnership across agencies, all types of school and phases of education and learning and with partners across the business sectors, local government,

health, social care, the voluntary and community sectors, and especially with parents, carers, local communities and the children and young people themselves.

We see learning as a lifelong process in which learners should always be able to progress successfully to the next stage of their lives, with the necessary foundations for success and to develop their skills, training and qualifications both in and out of work and in informal and formal learning situations. We give particular priority to improving the skills and employability of 14 - 24 year olds, so that they make a good start to adult life and their potential is not wasted or lost to the Kent economy.

We work with early years settings, schools, post 16 providers and partners to ensure that children, young people and families are able to access the right services at the right time in the right place. Through developing more effective early intervention and prevention services we aim to reduce the numbers of children, young people and families experiencing poorer outcomes and social exclusion requiring specialist interventions.

Our strategic plans and targets are set out in more detail in the following key documents:

- The Early Years and Childcare Strategy
- The School Improvement Strategy
- The SEND Strategy
- The Education Commissioning Plan
- The 14-24 Learning, Skills and Employment Strategy
- The Early Help and Preventative Services Three Year Plan

The Education and Young People's Services NEET Strategy

This Strategy sets out our commitment to our most vulnerable young people to ensure that they are able to engage in education and training, to maximise their life chances and to make a successful transition to adulthood. The aim of the Strategy is to ensure full participation by all young people to age 18 and beyond and to significantly reduce the number of young people who are not in education, employment or training.

Section 1 - Strategy

Introduction

Engagement in learning and educational attainment is critical if young people are to make a success of their lives. Evidence shows that not being in education, employment or training (NEET, definition appendix 1) between the ages of 16 and 18 is a major predictor of later unemployment, lower job security and lower rates of pay (under-employment); short periods of under-employment with periods of unemployment – in cycles of “churning” in and out of work. There is also greater likelihood of teenage parenthood, depression and poor physical and mental health; persistent youth offending resulting in custodial sentences; insecure housing and homelessness; use of illicit drugs and transition to the use of class A drugs; poor relationships and early death.

National research by York University (Estimating the life-time cost of NEET: 16-18 year olds not in Education, Employment or Training Research Undertaken for the Audit Commission July 2010) suggests that there is a reasonable expectation that one in six young people who are NEET will never secure long-term employment. They estimate a public finance cost of NEET as just short of £12 billion (£11,721,588,000). This is a conservative estimate largely based on the accumulation of benefits, lost tax and national insurance contributions and small notional costs for areas like health and criminal justice. They estimate the average individual life-time public finance cost of NEET at £56,301.

This Strategy sets out the key issues which contribute to young people not engaging in education, employment or training and identifies what, collectively, is needed to improve outcomes for young people vulnerable to becoming NEET and who are already NEET. It sets clear targets to ensure that the number of NEETs in Kent is reduced to 1% by January 2017. To achieve this ambitious target new approaches have to be developed to reduce NEETs in all schools, colleges and work based training providers.

1. Overview and Aim

Kent County Council is committed to enabling young people to maximise their life chances and to make a successful transition to adulthood. Being engaged in education, training or employment is a key protective factor for young people. KCC therefore needs to ensure that young people of statutory participation monitoring age (age 18 and up to age 24 for SEND) :

- Are able to participate in full time high quality education and are appropriately supported to make a successful transition to Year 12 and into employment at 18 or further and higher levels of learning.
- Have access to the Information Advice and Guidance they require leading to them taking up, and sustaining education, training and employment opportunities.

- Are provided with targeted, appropriate and timely support when they are vulnerable.

This strategy and action plan sets out:

- The unmet needs which can hinder the engagement of young people in education, employment or training.
- The actions needed to improve outcomes for young people who are vulnerable to becoming NEET or who are NEET.
- The processes which will be followed to reduce the number of young people in the 16 – 18 years academic age group who are NEET or not known.

2. National Context

The Government set out its strategic priorities to maximise the participation of 16-24 year olds in education, training and work in 'Building Engagement, Building Futures' (2011)

Alongside creating the conditions for balanced and sustainable growth in the wider economy, the Government set out five priorities for action to maximise the proportion of 16-24 year olds who are participating in education, training and work. These priorities are:

- Raising educational attainment in school and beyond to ensure that young people have the skills they need to compete in a global economy.
- Helping local partners to provide effective and coordinated services that support all young people, including the most vulnerable, putting us on track to achieve full participation for 16-17 year olds by 2015.
- Encouraging and incentivising employers to inspire and recruit young people by offering more high quality apprenticeships and work experience places.
- Ensuring that work pays and giving young people the personalised support they need to find it, through Universal Credit, the Work Programme and our Get Britain Working measures.
- Putting in place a new Youth Contract worth almost £1 billion over the next three years to help get young people learning or earning before long term damage is done. (This programme finishes in March 2016, details of the replacement programme have yet to be announced).

Kent is making slow progress in improving the level of participation (definition appendix 1) of young people in the county and the local authority's performance against NEETs and 'Not Knowns' is a cause for concern. These are reviewed annually through the DFE score (Appendix 2).

3. Kent Context

This Strategy calls for new approaches to ensure that all 14-19 year olds (and up to age 24 for SEND learners) can participate in appropriate learning pathways which lead to sustained destinations. Young people need to have access to appropriate support and guidance to enable them to make key decisions about future employment and learning opportunities. The success of this Strategy is dependent on focused collaborative and integrated working, not only between services within KCC, but also between KCC, Schools, FE colleges and work based learning providers.

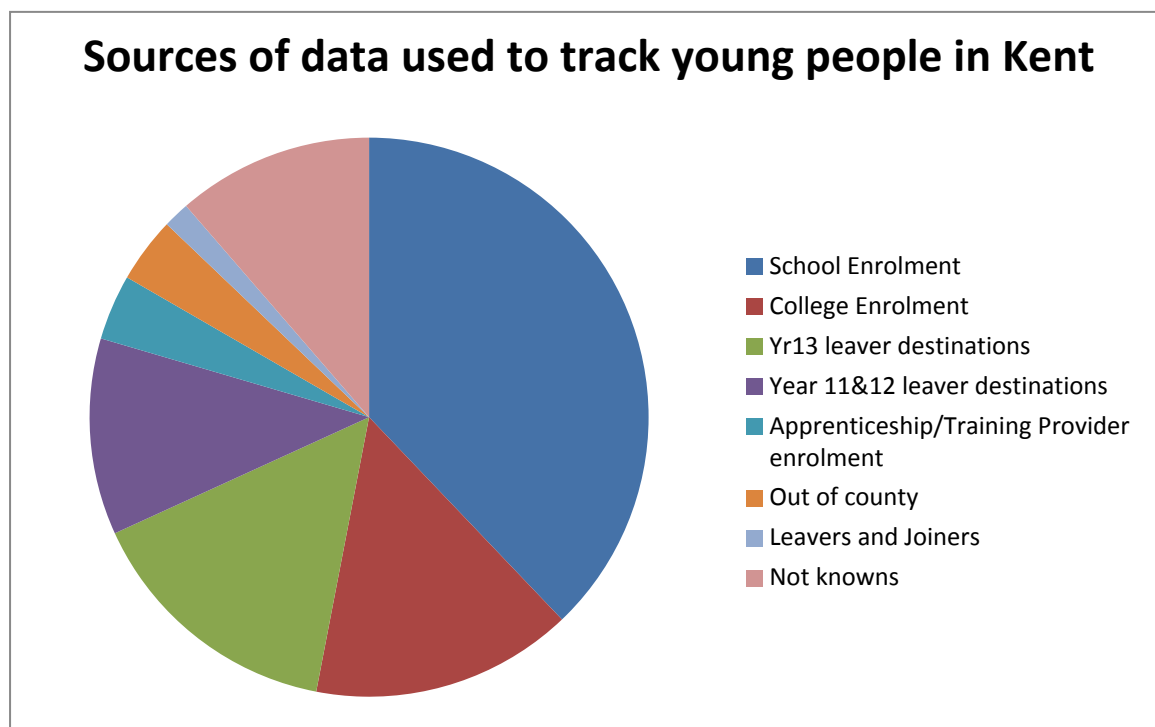
There are three key strands of activity required to deliver the NEETs Strategy. These strands are to develop:

- Integrated and high quality data systems.
- Collaborative working across all KCC services.
- High quality personalised pathways with positive destinations across all districts.

Integrated high quality data systems

In Kent, the tracking of all young people aged 16-19 (up to the age of 24 years old for Special Education Needs and Disabilities (SEND) is led by the Skills and Employability Service. The annual plan for this is in Appendix 3. The cohort size is 52,500 young people. There are new systems in place and data is now collected from a number of sources that are illustrated in the chart below (Table 1).

Table 1



Source – Refresh of the 14-24 Learning Employment and Skills Strategy

This data will be used to develop new district provision to ensure there is an appropriate offer for all 14-19 (24) year olds in every district in Kent.

From September 2014, new streamlined and automated processes, and tracking systems, were implemented across KCC and with external partners. A particular focus has been to work directly with Schools, FE Colleges and work-based training providers. This provides high quality data which can be analysed to ensure that appropriate interventions are made to increase participation in good learning pathways.

Collaborative Working across all KCC Services

All services across KCC working with young people should have effective support systems which enable young people to maintain successful learning pathways or employment with training. The details of these activities are set out in Section A of the Strategy. All EYPS staff need to be clear about their respective responsibilities and accountabilities in reducing NEETs and Not Knowns. The issue of NEETs is everybody's business and all services are expected to collectively review how service interventions and actions contribute to the overall Strategy.

High Quality Personalised Pathways with Positive Destinations

All Schools, FE Colleges and work-based providers need to develop high quality personalised learning pathways for all 14-19 year olds. This needs to be supported by high quality careers information and guidance. Through this Strategy work will be undertaken to model new 14-19 programmes that use the new suite of technical and vocational qualifications. 14-19 providers will need to work in collaboration across the districts to ensure that the district offer is aligned to employment opportunities, has opportunities for level 1 and 2 qualifications and the offer provides access to English and Maths progression.

Research commissioned by KCC from the University of Glasgow (Progression and Employability Research Report, Lesley Doyle 2014) highlighted the main drivers for those engaged in collaborative provision below:

- Engaging students and meeting their needs was vital for students' progress and well-being, and staff see this as a strong driver for collaboration. Helping vulnerable students gain qualifications could go hand in hand but engagement came first.
- Creating genuine curriculum choice is of similarly strong significance particularly for the lead schools in the collaborations, not necessarily for the partner schools.
- Providing progression for students across the ability range especially where non-collaborative efforts had not been successful.
- Collective working/teamwork, sharing experience, ideas and CPD were greatly valued and respected.

- KCC's support, expertise and funding were instrumental to the development and success of collaboration especially where the lead organisation was less familiar with the market-based provision.
- Financial savings could be made by resourcing one facility for the whole district rather than each institution having their own.
- Senior leadership buy-in was regarded as crucial for a collaboration to be effective and sustainable.
- Re-evaluating need post-Wolf has resulted in an increase in school vocational provision and take-up after a significant dip.

Schools have an important role to play by:

- monitoring attainment, behaviour and attendance data to identify students experiencing difficulties and taking action to support those who might be at risk of dropping out;
- collecting and sharing information with KCC Management Information Unit on young people's intended destinations;
- monitoring applications for post-16 learning made by Year 11 students as part of the September Guarantee, and offers they are made;
- supporting the Skills and Employability annual survey to confirm the destinations of Year 11 leavers;
- using the findings from the annual activity survey providers to: identify the characteristics of young people who do not make a successful transition;
- and evaluate the effectiveness of the support given to young people to make an effective transition to post-16 learning.

Post-16 learning providers have an important role to play by:

- notifying KCC Management Information Unit of offers of places made to young people to aid implementation of the September Guarantee;
- notifying the Skills and Employability Service when young people do not take up places offered to them;
- notifying KCC Management Information Unit as soon as a young person leaves post-16 learning
- notifying KCC Skills and Employability Service as soon as a young person indicates that they plan to leave post 16 learning before the age of 18.

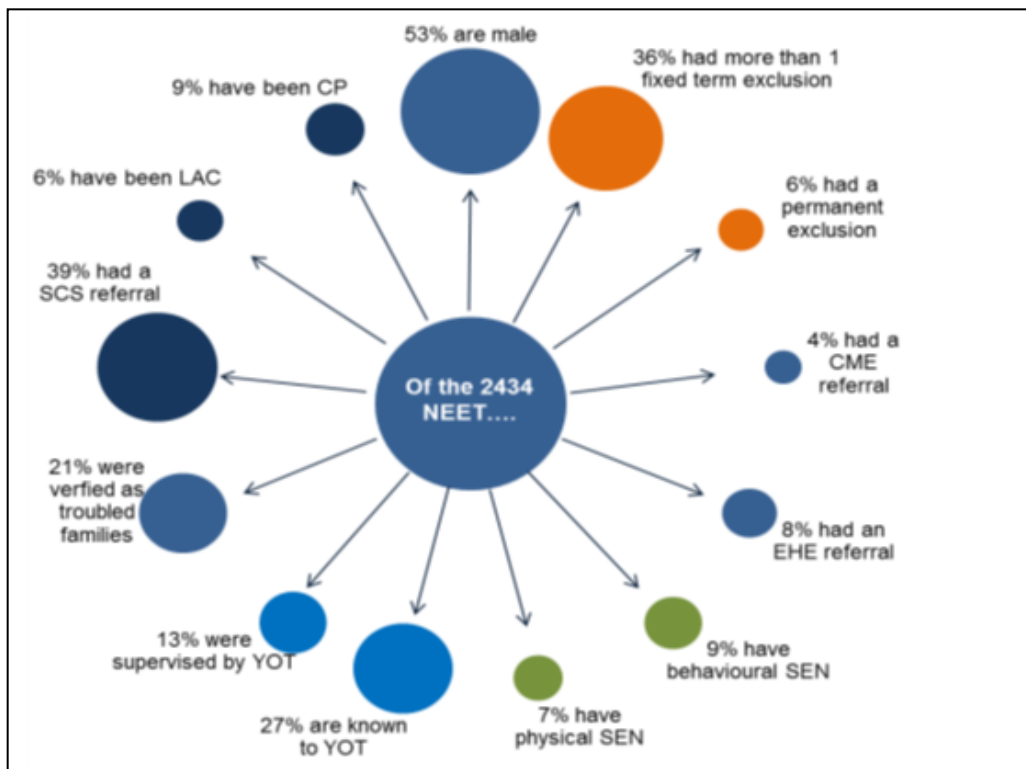
4. Young Person Context

Young people become NEET for different reasons, and they will therefore need different solutions to get them into work or learning. The situation in Kent is similar to the National Audit Office report which highlighted three sub groups in the NEET cohort:

- **Open to learning (40%)** – Young people who have made the wrong choice, awaiting start date for a more suitable option. Likely to re-engage in the short-medium, term. Generally no, or low level support needed.
- **Undecided (22%)** – Young people who are unsure what to do, or who are dissatisfied with available options. 75% are likely to participate in future education or training. 53% of this group start courses but do not complete them.
- **Sustained NEET (38%)** – Young people who are unlikely to re-engage in the short term without interventions. They often have negative school experience and low levels of qualifications, and they face multiple barriers to progressing to EET.

To identify particular characteristics of NEET young people in Kent, research was commissioned to give an analysis of young people not in Education, Employment or Training (Business Intelligence, Research and Evaluation, Kent County Council). By combining data from Specialist Children’s Services (SCS) and Education Services, Table 2 details a breakdown of issues that may affect the education and wellbeing of the young people who became NEET.

Table 2 - All NEET (January 2015)



The key findings in Table 2 above show that in Kent:

- 53% of NEET young people are male.
- Over a third have had more than 1 fixed term exclusion from school.
- Over a third have had an SCS referral.

- Over a quarter are known to YOT.
- 21% are from a verified troubled family.

It is important to use this type of research to enable all professionals working with vulnerable young people, including schools, to early identify and to develop preventative strategies and interventions. We will also identify and work with the schools that are at risk of producing NEETs. The data will give a focus to the commissioning and placing of the provision.

5. Young Person's Perspective

A programme of work has been established to obtain the views of young people who are not in education, employment or training. The initial findings are summarised below.

Realisation of Aspirations

A majority of young people aspired to a specific vocation when they were younger, but for most this is not being realised. Many young people identify that their aspirations have had to change due to personal circumstances and educational achievement. Some young people also identify that their journey to achieve their aspirations becomes much harder with a poorer level of education.

A minority of young people appear to have very limited aspirations and a smaller group expressed inappropriate aspirations.

Barriers to Engaging in Education, Employment or Training

Many young people who are NEET experience a variety of vulnerability factors that require addressing before employment, education or training can be considered. This often includes addressing low skill levels (literacy, numeracy, employability) financial constraints, housing issues (sofa surfing) and drug use. Some young people expressed disengagement in education because they felt they had been treated unfairly. Many also felt that the level of pay for the work they may be expected to do was unfair. This view is particularly prevalent when discussing apprenticeships.

Perception of being NEET

Many young people are motivated to become employed and are often NEET for a very short time. Teachers cited that for some young people they are in families where not working is the normality and an assumption that it is an acceptable position.

Help, Support and Opportunities

Young people identified as SEND believe that some college courses are designed as a "one size fits all programme" and do not meet their specific needs. A majority of young people understand a wide range of Education, Employment or Training (EET)

opportunities available to them once they are supported as a NEET, but feel that there was limited access to a range of opportunities whilst they were in school.

We aim to ensure this Strategy will result in at least 90% participation in Kent through:

- Clear 14 to 19 pathways which take account of the new applied vocational and technical qualifications.
- A wide and diverse range of post 16 opportunities in each district which provide all young people with appropriate learning pathways or employment with training (Collaboration).
- Post 16 providers supporting all learners to progress post 16 and move into positive destinations at 17 or 18(24 SEND) by offering realistic options with clear destinations.
- Access to good quality information and guidance at key transition points (planned and unplanned).
- Targeted support to those at risk of leaving post 16 programmes including specialist service support through Early Help, Youth Offending, VSK, the PRUs, SEND teams and Troubled Families .
- Coordinated campaigns which promote Apprenticeships, Traineeships, Supported Internships and Supported Employment and the District offer.
- Robust data sets which enable performance and outcomes for learners at 17 and 18 to be evaluated.
- Clear strategies to reduce unemployment for vulnerable groups.
- Robust process to accurately collect data that demonstrates participation.

Section 2 – Action for 2015-16

6. Cross Directorate Interdependencies 2015/16

KCC is working towards achieving agreed targets set out in section 7 for the participation of young people in education, employment and training by ensuring:

- All services contribute to a KCC NEETs Strategy and Action Plan.
- All services focus on increasing participation.
- All services identify and minimise the barriers to participation for their vulnerable client groups.
- All services produce successful case studies for all vulnerable client groups.
- All services identify further information or bespoke training needed to deliver the Strategy.
- All services identify and minimise the barriers for Schools, FE Colleges and work based providers to increase participation at 17 for vulnerable young people.
- A flexible approach to the changing needs and profiles of the Vulnerable groups e.g. increase in asylum seeking young people will be developed.

7. Current Targets and Performance

The success of the Strategy will be monitored by recording outcomes against the following targets:

	Target Jan 2015	Actual	Target Jan 2016	Target Jan 2017
NEETs	5%	5.25%	2.5%	1%
Not Known	10%	11.22%	7%	4%
Participation	86%	84.9%	88%	90%

Numbers 16-18 year old NEET by Vulnerable Group	Jan 15	Jan 16	Jan 17
Children in Care	97	40	3
Subset CIC KCC responsibility	72	30	2
Subset CIC OOC responsibility	25	10	1
Caring for own child	224	110	3
Asylum Seeker	4	2	0
Carer not own child	23	10	1
Substance Misuse	14	7	1
Care Leaver	33	18	0
Subset CL KCC responsibility	29	10	2
Subset CL OOC responsibility	4	2	1

Supervised by YOT	75	30	1
Pregnancy	130	60	2
Parent not caring for own child	9	4	1
SEND (16-18 year olds)	168	80	2
SEND (19+ year olds)	834	400	8

8. EYPS Cross Directorate Action Plan

Objectives- a minimum requirement for all services is to:

1. Track and monitor potential and actual NEETs and Not Knowns.
2. Maintain the accuracy of the IYSS database
3. Identify, and support at an early stage, all young people at risk of being NEET
4. Increase participation of all young people in education, employment and training post-16
5. Increase provision of training opportunities in all districts at a range of levels
6. Regularly share information between partner organisations
7. Provide coaching and personal support to young people as required
8. Review and evaluate impact

The development of the NEETs Strategy and Action Plan brings together a coherent multi-agency approach at strategic and operational levels. The NEETs action plan will ensure improvement in the quality and detail of data about the NEET group, to support the development of provision and improve learner outcomes. It will reduce the number of young people whose situation is “Not Known” to ensure an accurate assessment of the NEET cohort.

The NEETs Action Plan will ensure all services develop systems and processes to identify at an early stage those most likely to disengage through a multi-disciplinary approach. It will develop a programme of support for the pre-NEET young people. The KentChoices4U online prospectus will promote alternative provision, and provide a range of online guidance and support opportunities.

The NEETs Action Plan will also:

- Introduce a programme of support for those delivering 14-19 provision.
- Identify appropriate funding streams to develop provision for NEET and pre-NEET young people.
- Develop a multi-agency communication network to ensure that information about available provision is transmitted to all practitioners. Develop small scale specialist provision.
- Develop provision appropriate to the needs of those hardest to engage.
- Support the development of collaborative working practices between schools and FE colleges and training providers.

- Produce an online prospectus to widen access to information about provision of all types.

9. NEETs Action Plan 2015-16

The details of the EYPS Action Plan are set out in section 9. These actions will be monitored and reviewed by the NEETs Interdependency Group. Cross Directorate activities to target those that are NEETs and Unknown and to reduce the likelihood of unemployment for the most vulnerable groups are explained in detail in the following colour coded tables.

Effective strategic and operational management across KCC directorates will be provided by:








- a) The Participation Pathways Board
- b) The Participation Pathways Operational Group
- c) Evaluation and Feedback from NEET young people

Cross directorate responses to the needs of those who are vulnerable to becoming NEET will continue to be strengthened, including having strong partnership arrangements with post 16 providers (schools, KATO and KAFEC) to ensure that their provision includes progression routes and effective support to learners including prevention of early drop out from destinations.

The three strands of the strategy will be delivered by

- 1) Integrated and high quality data systems
 - Track and monitor actual and potential NEETs.
 - Maintain the accuracy of the IYSS database.
- 2) Collaborative working across all KCC services
 - Track Not Knowns.
 - Identify and support at an early stage all young people at risk of being NEET.
 - Share information between partner organisations.
- 3) High quality personalised pathways with positive destinations across all districts
 - Extend engagement of young people in education, employment and training post-16.
 - Increase provision of training opportunities.
 - Provide coaching and personal support.

Key for the tables below with the leads:

Service	Named Lead	Colour
VSK	Rachel Calver 16-18/Sue Clifton 18+	
EHPS	Nigel Baker	
SEND	Elaine Cartwright	
Skills and Employability	Rob Williamson	
Skills and Employability + MIU	Wendy Murray	
KSE	David Stenning	
TBC		

10. District Teams

Area	District	Leads	Role	Email	Telephone
North	Dartford, Gravesham and Sevenoaks	Simon Bounds	Participation Progression Manager	simon.bounds@kent.gov.uk	03000 415868 / 07713 321685
		Chris Homewood	Employability Development Officer	chris.homewood@kent.gov.uk	03000 416261 / 07872 680920
		Helen Whitcher	Young People's Progression Officer	helen.whitcher@kent.gov.uk	03000 418830
		Mark Parrin	Kent Supported Employment	mark.parrin@kent.gov.uk	03000 416550 / 07515 191597
		Lynne Barnes	Area SEN Manager – North Kent	Lynne.barnes@kent.gov.uk	03000 416972
	Dartford	Caroline McNally-Johnson	Youth Hub Delivery Manager	caroline.mcNally-Johnson@kent.gov.uk	03000 414966
		Rebecca Tuffield	SEN District Lead – Dartford	Rebecca.tuffield@kent.gov.uk	03000 416394 / 079205 26534
	Gravesham	Jodie Hamilton	Youth Hub Delivery Manager	jodie.hamilton@kent.gov.uk	03000 414749
		Heather Taylor	SEN District Lead - Gravesend	Heather.taylor05@kent.gov.uk	03000 410482 / 07885 971543
	Sevenoaks	Sarah Gaunt	Youth Hub Delivery Manager	sarah.gaunt@kent.gov.uk	03000 418155
Rebecca Tuffield		SEN District Lead – Sevenoaks	Rebecca.tuffield@kent.gov.uk	03000 416394 / 079205 26534	
East	Canterbury, Swale and Thanet	Rob Williamson	Participation Progression Manager	rob.williamson@kent.gov.uk	03000 416847
		Vicky Main	Employability Development Officer	victoria.main@kent.gov.uk	03000 416942 / 07872 415743
		Jackie Lovell	Young People's Progression Officer	jackie.lovell@kent.gov.uk	03000 416401
		Charlotte Burford	Kent Supported Employment	charlotte.burford@kent.gov.uk	03000 415902
		Elaine Cartwright	Area SEN Manager – East Kent	Elaine.cartwright@kent.gov.uk	03000 418552 / 07885 974085
	Canterbury	Dawn Ledingham	Youth Hub Delivery Manager	dawn.ledingham@kent.gov.uk	03000 411056
		Julie Elgar	SEN District Lead - Canterbury	julie.elgar@kent.gov.uk	03000 418592
	Swale	Ben Rose	Youth Hub Delivery Manager	ben.rose@kent.gov.uk	07717651469
		Matthew Bates	SEN District Lead – Swale – Central and East Sittingbourne and Faversham	Matthew.Bates@kent.gov.uk	03000 418969 / 07798 701076
		Mark Bass	SEN District Lead – Swale – West Sittingbourne and Isle of Sheppey	Mark.Bass@kent.gov.uk	03000 421897
	Thanet	Justin Wanstall	Youth Hub Delivery Manager	justin.wanstall@kent.gov.uk	03000 419516
		Maria Halford	SEN District Lead - Thanet	Maria.Halford@kent.gov.uk	03000 418624 / 07920 154319

	District	Leads	Role	Email	Telephone
South	Ashford, Dover and Shepway	Jonathan Smith	Participation Progression Manager	jonathan.smith2@kent.gov.uk	03000 416702 07795 / 036707
		Guy Robinson	Employability Development Officer	TBC	TBC
		Charlotte Adams	Young People's Progression Officer	charlotte.adams@kent.gov.uk	03000 415758
		Debbie Bennett	Kent Supported Employment	deborah.bennett@kent.gov.uk	03000 411129
		Debbie Edmonds	Area SEN Manager – South Kent	Debbie.Edmonds@kent.gov.uk	03000 412535 / 07595 088868
	Ashford	Jim Winter	Youth Hub Delivery Manager	jim.winter@kent.gov.uk	03000 414441
		Gill Vinall	SEN District Lead - Ashford	Gill.Vinall@kent.gov.uk	03000 415106
	Dover	Erin Bell	Youth Hub Delivery Manager	erin.bell@kent.gov.uk	03000 418019
		Lynda Onslow	SEN District Lead - Dover	lynda.onslow@kent.gov.uk	03000 415072 / 07872 680269
	Shepway	Simon Jamison	Youth Hub Delivery Manager	simon.jamison@kent.gov.uk	03000 418028
Sue Figgins		SEN District Lead - Shepway	Susan.Figgins@kent.gov.uk	03000 413623	
West	Maidstone, Tonbridge and Malling and Tunbridge Wells	Katy Tibbles	Participation Progression Manager	katy.tibbles@kent.gov.uk	03000 421974
		Tom Oulton	Employability Development Officer	tom.oulton@kent.gov.uk	03000 416535 / 07568102683
		Helen Whitcher	Young People's Progression Officer	helen.whitcher@kent.gov.uk	03000 418830
		David Stenning	Kent Supported Employment	david.stenning@kent.gov.uk	03000 416725 / 07787 295365
		Dave Holland	Area SEN Manager – West Kent	David.Holland@kent.gov.uk	03000 413673
	Maidstone	John Knight	Youth Hub Delivery Manager	john.knight@kent.gov.uk	03000 412485
		Anne Cross	SEN District Lead - Maidstone	Anne.Cross@kent.gov.uk	03000 413592
	Tonbridge and Malling	Ellen Shaw	Youth Hub Delivery Manager	ellen.shaw@kent.gov.uk	03000 419507
		Julie Baldock	SEN District Lead – Tonbridge and Malling	Julie.Baldock@kent.gov.uk	03000 411804
	Tunbridge Wells	Eddie Walsh	Youth Hub Delivery Manager	eddie.walsh@kent.gov.uk	03000 418964
Elizabeth Dunk		SEN District Lead – Tunbridge Wells	Elizabeth.Dunk@kent.gov.uk	3000 36	

11. NEET Referral: Service Responsibilities

Early Help and Preventative Services Co-ordination and Delivery

Youth Hub Delivery Manager

The Youth Hub Delivery Manager will:

- (i) target and offer support to the young people in both the vulnerable groups and known to the Early Help Units who are either NEET or are seen as being at risk of becoming NEET
- (ii) co-ordinate the promotion and delivery of targeted and universal access services for the NEET population – these will include both surgeries and targeted interventions
- (iii) ensure staff in the Early Help Units, Children Centres and YOTs are aware of these services
- (iv) ensure all staff in their respective Districts, including the YOTs, are familiar with the data capture procedures for IYSS
- (v) enable the Youth Hub in each District to become a resource for the NEET population (16 – 18 years) with respect to:
 - a. the provision of Information, Advice and Guidance as a key element within both targeted and open access interventions
 - b. the delivery of accredited programmes (e.g. ASDAN, Rapid English) for those who are NEET with a view to increasing their employability
- (vi) deliver District based partnership arrangements involving all services relevant to young people who are either at risk of becoming or are NEET

Youth Offending Teams

The Youth Offending Teams will:

- (i) maintain the joint working arrangements agreed for each of the Districts in their respective Areas with the Youth Hub Delivery Managers – this will include the identification of an EET lead
- (ii) alert the Youth Hub Delivery Manager to young people in Year 11 who have been assessed as being vulnerable to becoming NEET in Year 11
- (iii) jointly plan with Youth Hub Delivery Managers when a young person aged 16 or 17 years is in custody so that their needs relating to EET can be addressed as part of the resettlement plan

- (iv) facilitate attendance by young people subject to statutory attendance who are NEET at relevant activities being arranged via / at the Youth Hub
- (v) ensure in all cases that the EET status of the young person is current on both Careworks (the youth justice case management system) and on IYSS

Pupil Referral Units

The PRUs will:

- (i) appoint a NEET Designated Person for each Year 11 pupil
- (ii) the Designated Person will share the planning for the young person with the Youth Hub Delivery Manager for the District where the young person is usually resident
- (iii) where the young person is known to a Youth Offending Team, will liaise with his or her case manager so that a shared approach can be achieved to planning for their Year 12 destination
- (iv) enable young people know of the Post 16 support that can be provided by their local Youth Hub
- (v) ensure that the Year 12 destination for the young person prior to his or her leaving the PRU is recorded on the IYSS data base.

Children's Centres – Teenage Parents

Where a teenage parent is known to a Children's Centre, staff should follow the guidance for data capture and the updating of IYSS.

Where the young person is available for EET they should be supported to obtain the Information, Advice and Guidance that can be obtained via the District Youth Hub.

Children's Centres should ensure awareness of any programme that the Youth Hub Delivery Manager is providing for those who are at risk of becoming NEET / are NEET.

Troubled Families

The Programme, which is fully integrated within Early Help and Preventative Services, will:

- (i) identify specific barriers to employment facing families supported by the Programme and support them to overcome these
- (ii) broker and facilitate training, apprenticeships and work experience opportunities for families on the Programme to increase their employment opportunities

- (iii) provide, through the roles of the Troubled Families Employment Advisers (seconded by the DWP) and Employability and Apprenticeship Officers (located within the Skills and Employability Team):
 - a. targeted support on a case by case basis for a small number of vulnerable young people in each District
 - b. advice and guidance to all key workers for troubled families
- (iv) offer, through funding made available by the Programme, 50 young people the opportunity for paid work experience on Saturdays / 6 hours per week up to 3 months
- (v) work with JobCentre Plus to support the delivery of the national NEET pilot which is exploring the viability of supporting 16 and 17 year olds via Job Centres in the county
- (vi) ensure staff within the Programme are trained on IYSS and the Early Help Module to enable accurate recording of work, WHERE APPLICABLE, with the 16 – 18 years age group

Skills and Employability Service Participation and Progression Forums (formerly NEET to EET meetings)

The Participation and Progression Manager in each area organises four of these meetings each year, where schools are given the opportunity to meet with local training providers, colleges and other KCC partners to discuss opportunities for young people who they feel are in danger of leaving their school and becoming NEET.

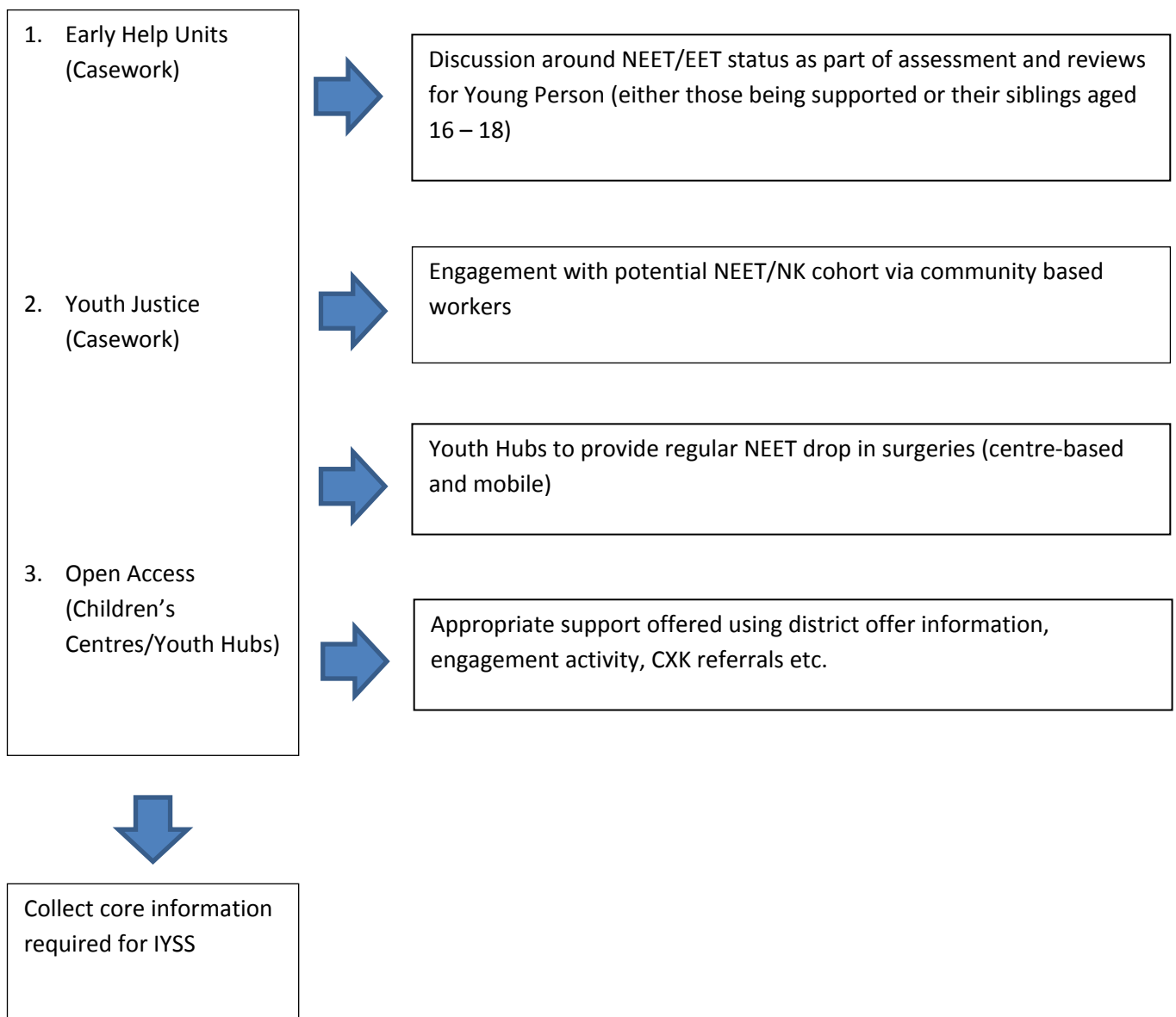
These are open forums for any KCC service with NEETs to attend.

- The November meeting focuses on young people who left their school at the end of the previous academic year and are NEET and young people who may have started a course in September and have not settled.
- The January meeting focuses on those in danger of becoming NEET and is an opportunity to access January starts at college and with training providers.
- The March meeting reviews the cases looked at in January and begins focusing on those young people without a September Guarantee and at risk of becoming NEET after compulsory education.
- The May/June meeting reviews those young people who have not gained a September Guarantee offer since the previous meeting.

Targets for Transformation – NEET to EET

All Services have the target of six weeks from a NEET being made known to their service, to engage the individual in some form of Employment, Education or Training, which meets the participation requirements. This must be recorded immediately on IYSS.

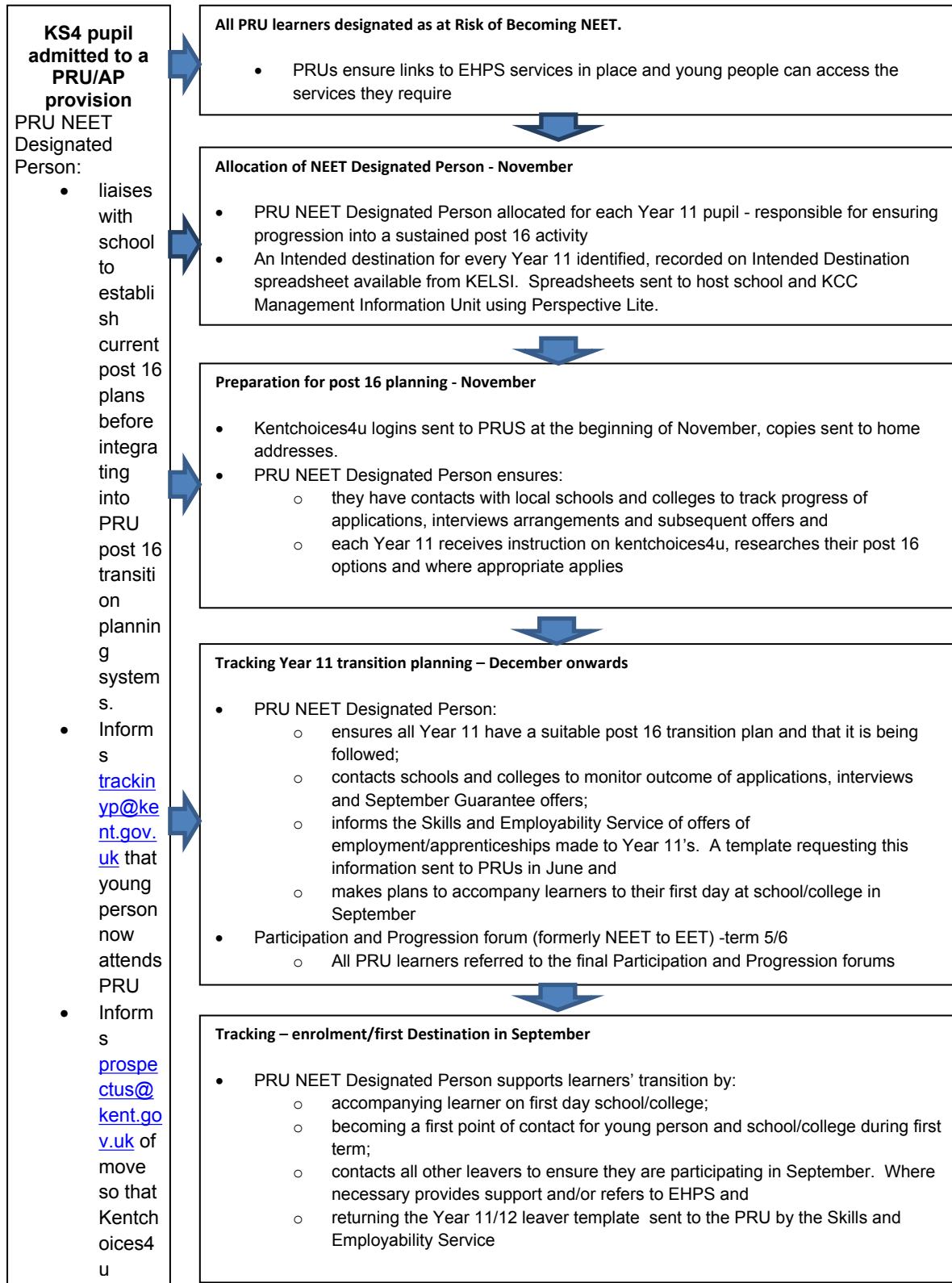
Supporting the Participation of Young People Known to Early Help and Preventative Services



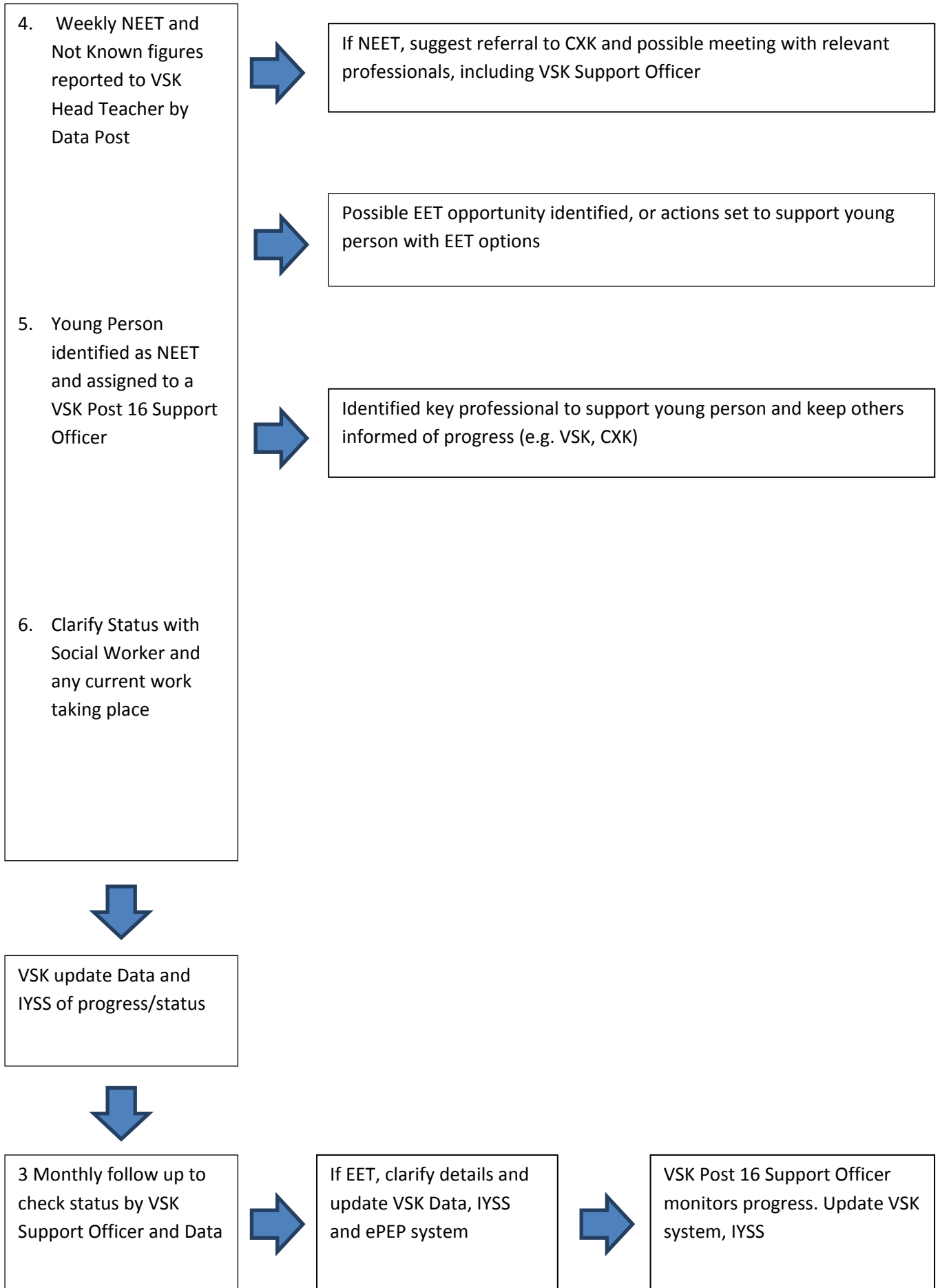
Key Issues

- Training for staff on the participation agenda
- Identification of staff to input into IYSS
- Designing a checklist for collection of core information for IYSS, including vulnerable groups

PRU Year 11 progression and NEET Prevention



VSK NEET to EET Processes



Elective Home Education tracking and NEET prevention summary

1. Annual review

Those families who wish to engage with the LA. Topics for discussion:

- current education provision;
- safeguarding;
- post 16 progressions.



Term 1-2 Tracking EHE Yr. 11 and 12 first destinations

EHE Team tracks the current education/training activity of EHE leavers and record it on IYSS.

Young people who are found to be NEET referred to EHPS (process to be confirmed)

2. November – Kentchoices4u

The Skills and Employability Service send Year 11 learners a login for kentchoices4u, to facilitate post 16 progressions into Kent schools or colleges. EHE Team to ensure cohort and contact details as accurate as possible on IYSS.

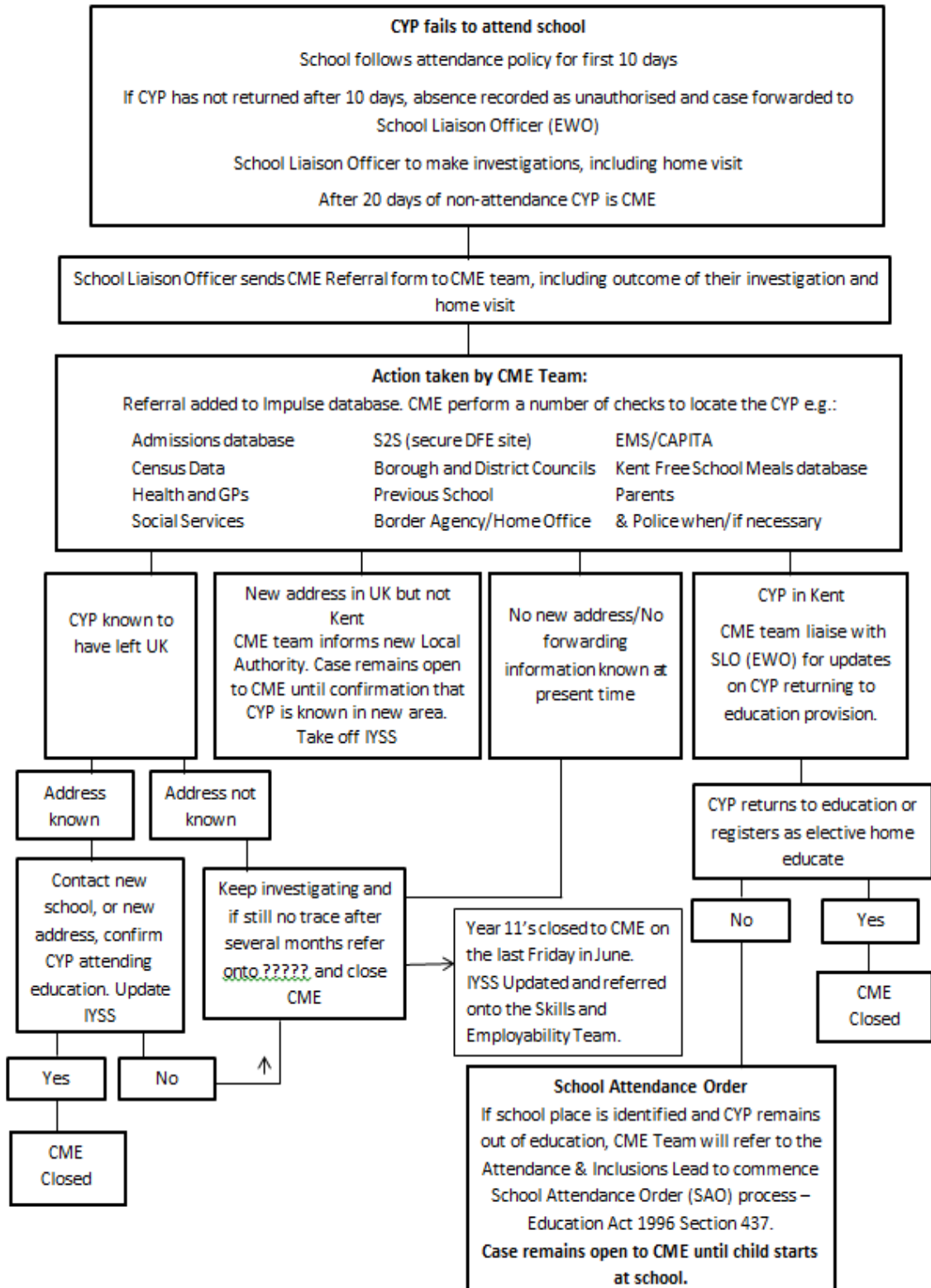


Tracking of EHE leavers picked up by Skills and Employability Service once the first destination after leaving elective home education has been recorded

3. Term 5/6 – EHE Next Steps letter

Letter sent to all EHE Year 11 learners requesting September Guarantee information. September Guarantee data provided by engaged families input on IYSS by EHE Team. Where appropriate Skills and Employability Service take names to the Progression Pathways meetings to discuss possible options for the following September. EHE Officer must refer by email if they aware of a young person who would like to be put forward.

CME Process – School notification



CME Process – Non-school notification

1. Kent Children Missing from Education Team (CME) receive notification (from any source other than school) of a CYP who is missing from education

Action taken by CME Team:

Referral Added to impulse database. CME performs a number of checks to locate the CYP e.g.

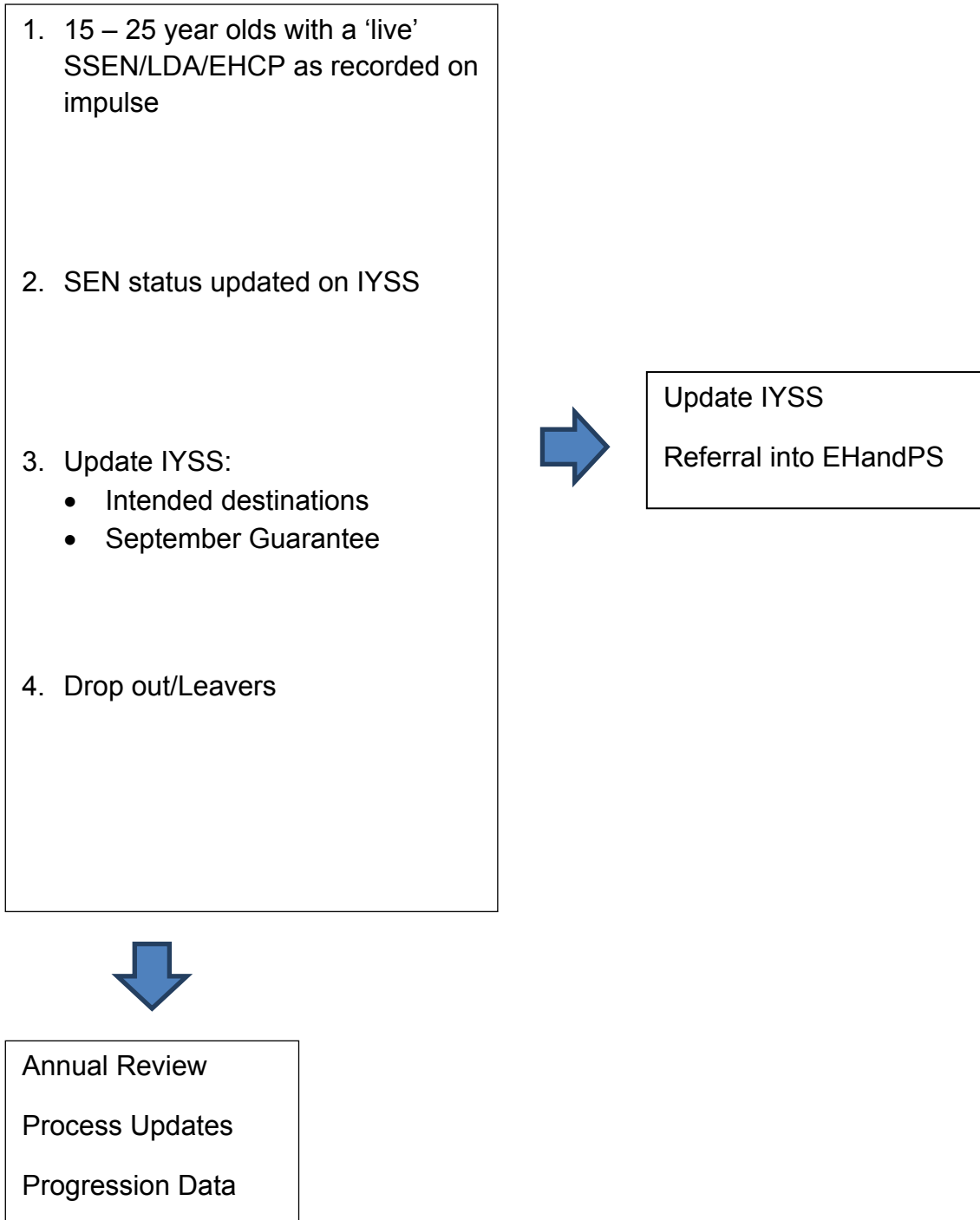
Admissions Database	S2S (Secure DfE site)	EMS/CAPITA
Census Data	Borough and District Councils	Kent Free School Meals database
Health and GPs	Previous School	Parents
Social Services	Border Agency/Home Office	Police when/if necessary



Early Help Process:

- Email Early Help to set up case on SKWO
- Triage process referral within 24 hours
- Allocated to district within 2 days
- District allocate cases on weekly basis
- Case allocated to relevant worker (EWO, SLO, EHP) (average 2/3 weeks from referral)
- CME follow up with allocated case worker re home visit 2 weeks later

SEND Tracking and NEET Referral



Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
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Track and monitor actual and potential NEETs

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
VSK Locality Assistant Heads	VSK Locality teams to RAG rating from year 10 onwards risk of NEET	Early identification	Locality team. Post 16 team	Runs all through academic year	Monthly	
VSK All Assistant Heads	Transitional support programme to be in place from September	Early identification of needs being addressed	Locality team. Post 16 team. Post 16 providers.	Runs all through academic year	November onwards	
VSK Education Provider	Personal Education Plan meetings – review progress and risk of NEET twice per academic year cycle (for pre 16 and Post 16)	Monitoring progress	VSK, Social Worker, Post 16 provider, School	Twice per academic year	Monthly review of completion by VSK	
VSK	Post 16 provider and VSK teams to RAG risk of NEET for current cohort	Early identification	All VSK staff. Post 16 providers	Runs all through academic year	Oct, Jan, March	

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
VSK	Post 16 Support Officers monitoring progress of caseload and encourage participation	Early identification and continued support	VSK. Post 16 providers	Runs all through academic year	Runs all through academic year	
VSK and UASC Duty Team	Through Residents List, monitor number of UASC entrants into Kent – allocate to appropriate VSK team. Inform Skills and Employability of concerns of provision.	Ensure Education assessments completed and needs identified	VSK. UASC Duty Team.	Ongoing	Monthly review	
VSK	VSK staff working with Colleges and other providers to identify those that have not enrolled where thought to - to identify early NEET cohort	As early as possible identification of NEET	VSK. Post 16 providers	October	Monthly	
EHPS	Identify EHPS staff to take the lead in each District for NEET, including being the key link with Skills and Employability	Each District has the Partnership Development Manager and Youth Hub Delivery Manager	Youth Hub Delivery Managers Partnership Development Managers	23 Oct 15	01 Feb 2016	Evidence of co-ordinated approach being in place in each District

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
		with a shared responsibility for the lead on NEETs				
EHPS	Develop Data Capture Guidelines and System	Clear policy and process on Data Capture for EHP staff Develop internal process that ensure data accuracy – IYSS trainers, protocols, manuals and continuous review	Charlie Beaumont	18 Sep 15	19 Oct then every quarter	Guidelines for IYSS data capture in draft format
EHPS	Identify Train the Trainer for EHPS service	2 members of staff to be trained in IYSS by Sept 15	Charlie Beaumont	23 Sept 15	25 September	2 members of staff identified for the training on the 22 and 23 Sept 15
EHPS	Establish the Training dates for IYSS for EHPS staff	Identify key staff in EHPS to be trained in IYSS Agree dates for IYSS training to start in Oct 15	Charlie Beaumont Wendy Murray	30 Sept 15	Review on 19 Oct	Staff identified in each District will include: Youth Hub Delivery Manager, a Senior Early Help Worker, and 2x admin per district, Dates for training to be confirmed in next 2 weeks

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
EHPS	Youth Hub Delivery Managers and Partnership Development Managers to work with staff in Districts to identify young people at risk of NEET in key transition stages from September onwards and RAG those at Risk	Early identification of vulnerable young people at risk of NEET in key transition stages	Charlie Beaumont EHPS District Managers Skills and Employability YOT VSK SENandAP	Ongoing	Dec, March, June, Sept,	District Managers to receive details of individual NEETs by District each quarter YOT to receive names of YP NEET before end order each quarter
EHPS	District representation from EHP staff at Skills and Employability led EET District Meetings with Post 16 providers, schools and DWP to support the sharing of information on NEETs and Not Knowns	Early identification of NEETs and those who are Not Knowns	District Managers Identified EHP staff SandE Schools Post 16 providers DWP	Runs all through academic year	Oct, Jan, March	
EHPS	EHPS staff to identify the EET destination for all YP they are working with and ensure that this information is updated on IYSS	ALL EHPS staff to identify: <ul style="list-style-type: none"> EET destination of young people known to them for recording on 	Youth Hub Delivery and Partnership Development Managers All EHP staff engaging with young people aged	30 October	Monthly	NEET Data sent to EHPS District Managers each quarter

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
		IYSS <ul style="list-style-type: none"> where individual case records held on IYSS need to be updated 	16 – 18 years			
SEND	SEN to ensure data recorded on IYSS accurately reflects the status of young people and clearly identifies those young people who are currently subject to statutory SEN Statement, LDA or EHCP	IYSS accurately reflects SEN status	SEN Team	Initial data mapping and corrections complete	IYSS to be kept updated with SEN information throughout the year	Completed
SEND	Work with schools/colleges to identify yp at risk of NEET through transition planning during Annual Review of Statement/EHCP	Early identification	NEET Lead in each area, YP SEN Officers, Provision Evaluation Officers (PEO), Area SEN Managers	Throughout year	Ongoing	
SEND	Identify yp who have left education leading to their Statement/EHCP/LDA lapsing/ceasing, update IYSS to reflect no	YP identified as NEET, referrals made and IYSS reflective of current SEN status.	YP SEN Officer, NEET Lead in areas, Area SEN Managers	Throughout year	Ongoing	

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
	longer in SEN cohort and complete a referral to Early Help if applicable (16-19)					
SEND	Post 16 and Post 18 Transfer Process to be developed for yp transferring from one educational provision to another – process of updating IYSS to be embedded into this process in order to maintain accuracy of data held and support achievement of KCC targets and completion of Intended Destinations, September Guarantee and Activity Survey	Accurate data maintained re; SEN data held on IYSS relating to yp who are subject to a Statement. EHCP/LDA	YP SEN Officer, NEET Lead in areas, Area SEN Managers			
SEND	Monthly mapping of data re; SEN status held on Impulse to ensure accuracy of information in terms of young people recorded as not known who have a current Statement/EHCP/LDA	Maintain accurate data re; young people in receipt of a Statement/EHCP/LDA	SEN team	Monthly		

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
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Maintain the accuracy of the IYSS database

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
Skills and Employability Service	Employ a team of YPPOs with the specific responsibility of maintaining the accuracy of the data of mainstream Not Knowns	The number of Not Knowns will be below national and regional averages	1 Manager, 4 YPPOs	January 2016	Annually	Progress almost complete, 1 YPPO to be recruited. Impact already felt but target for outcome January 2016
Skills and Employability Service	Employ a YPPO to specialise in the collection of data on out of county CICs	Improved data on out of county CICs	1 YPPO and 1 Manager	October 2015	October 2015	Awaiting approval to recruit.
Skills and Employability Service	Develop internal process that ensure data accuracy – IYSS trainers, protocols, manuals and continuous review	Improved data quality	2 trainers, 1 manager and YPPO team	June 2015	Continuous	Complete
Skills and Employability Service	Scrutiny of monthly NEET report, IYSS data and September Guarantee data	Identification of anomalies, trends, concerns requiring action	Extended Managers group and YPPOs	June 2015	Monthly	Complete
Skills and Employability Service and Management Information Unit	Attendance at regional CCIS meetings	Keeping up to date with current practices and data quality issues	1 Manager SandE, 1 MIU member of staff	June 2015	Termly	Complete

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
Skills and Employability Service and Management Information Unit	Briefing schools on their tracking responsibilities	County wide tracking briefings, guides and protocols	1 SandE Manager plus input from MIU	June 2015	Annually	Complete
Skills and Employability Service and Management Information Unit	Working with KAFEC to improve data quality	Improved data returns	1 Manager working with MIU	June 2015	Termly	Complete for Enrolment returns 2015
Skills and Employability Service	Working with KATO to improve data quality from Training Providers	Improved quality and quantity of data returns	1 Manager	June 2015	Termly	25% of training providers now supply a return
Skills and Employability Service	Working with DWP to improve data quality on 18+ unemployed	Improved 18+ data on IYSS	1 Manager	July 2015	Termly	Initial processes in place, further refinement required
VSK Data Manager	VSK Data team and Post 16 team to update IYSS on status of young person	More accuracy of cohort status	VSK Data team. VSK Post 16 team	Ongoing	Monthly in line with NEET report	Staff trained and using system
EHPS	Establish clear guidelines to inform staff of responsibilities of data recording and maintenance	Guidelines to support services in data capture and maintenance	Charlie Beaumont	18 Sept 15	March 2016	The IYSS Data capture guidelines are in place and are being used by EHPS staff There is increased confidence in the quality of the data

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
EHPS	Partnership Development Managers maintain clear communication pathways at County and District levels with key partners	Information (case level and MI) is shared effectively between all services with a responsibility for the NEET populations, specifically those who are vulnerable	Partnership Development Managers Youth Hub Delivery Managers Training Providers Charities Schools FE CXX	31 Oct 15	Dec, March, May, September	Young people are aware of the EET related provision available EHPS staff are confident in their knowledge base of the District Offer EHPS staff can signpost to provision that matches the needs of the young people with whom they are engaged
EHPS	Identify EHPS staff in each District who will be responsible for data entry on to the IYSS database	There are 4 EHP staff members in each District to maintain IYSS There are 2 key EHP staff in each District to oversee the monitoring and maintenance of IYSS Districts ensure that all EHPS staff are aware of their responsibilities to ensure that IYSS is up to date and	District Mangers Key EHP staff		First review at the end of November Subsequent reviews in 2016 Jan, March, May, July and September	EHP staff identified in each District – Training to start in October 15 Skills and Employability to provide 'Staff Briefings' to explain the reasons for NEET data capture across the Districts throughout October and November 15

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
		<p>aware of key staff in their District trained in IYSS</p> <p>There is ongoing support is in place for key staff maintaining IYSS</p> <p>Each District has established a process to enable key staff to feedback issues and concerns about recording and use of IYSS</p>				<p>Information and Intelligence to support Districts in the maintaining quality data on IYSS</p>
EHPS	Scrutiny of monthly NEET report, IYSS data and September Guarantee data	<p>District Manager to inform EHP staff about District performance and agree actions to address NEETs concerns in District</p> <p>landl to support Districts and identify trends or issues that need</p>	<p>District Managers</p> <p>EHPS staff</p> <p>Information and Intelligence</p> <p>Management Information Unit</p>	As soon as data is published each month by the MI Unit	Monthly	District Managers and Unit Leaders to review staff performance and agree actions to address concerns

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
		<p>investigation</p> <p>NEET data to be scrutinised by Ward to enable EHP staff to target NEETs and Not Knowns in outreach settings</p>				
EHPS	Establish processes to track vulnerable NEETs and those whose destination is Not Known	Processes established through the use of telephone, letters, social media to contact those who are vulnerable among the NEET and Not Known populations	Partnership Development Managers and Youth Hub Delivery Managers	30 Oct 15	Monthly	Incremental reductions in the numbers who are either NEET or having destinations which are Not Known
EHPS	Establish regular audits on IYSS to identify recording errors or issues that needs addressing	<p>Data Capture Guidance is provided to ensure EHP staff are aware of their role in recording and maintaining IYSS</p> <p>Regular audits by Management</p>	<p>District Managers</p> <p>Charlie Beaumont</p>	December 15	Quarterly	Information and Intelligence to support Districts in the maintaining quality data on IYSS

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
		Information team to ensure data quality is maintained Key EHP staff are informed of errors or issues to make amendments				
EHPS	Key staff in EHPS to review and monitor IYSS for accuracy and trends	Systems are established that ensure regular monitoring of data by District	District Managers Key EHP staff		Quarterly	2 members of staff identified in each Districts to monitor data accuracy
SEND	Maintain effective liaison with schools/colleges re; yp who are joining/leaving a provision. SEN Finance team will continue to provide SEN with up to date information re; current placements. SEN Officer involvement at Annual Reviews to identify intended destinations and ongoing updating of IYSS in terms of destination information,	IYSS updated with Intended Destination, SG and destination information, in support of achievement of NEET/Not Known targets, along with SEN status (if Statement/EHCP/ LDA has lapsed/ceased) on Level of Need	SEN YP Officers, NEET Lead in all areas, Area SEN Managers	Throughout year		

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
	NEET status and reflective of whether Statement/EHCP/LDA has been lapsed/ceased					
SEND	Process in development to enable accurate and timely update of IYSS to reflect data stored on Impulse for those yp subject to a Statement/EHCP/LDA	IYSS to accurately mirror data on Impulse				
SEND	New characteristic requested to enable SEN to record and flag a 16-19 yp appropriately whenever they leave educational provision, have no plans to return to education and their Statement/EHCP/LDA ceases or lapses and enable a timely referral to Early Help for support as a NEET yp	As above and ensure effective referral for support services				
SEND	Training of staff in the use of IYSS – SEN Officers for YP, Lead for NEETS in each area team, Business	Ensure staff skilled in accurately updating IYSS	SEN Team	September 2015		3 staff have attended Train The Trainer training, 10 additional embers of staff completed IYSS user

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
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	Support Officer in each area team					training in August 2015
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Track Not Knowns

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
Skills and Employability Service	Tracking all mainstream Not Knowns: telephone, email, letter and social media	The number of Not Knowns will be below national and regional averages	1 Manager, 4 YPPOs	January 2016	Annually	Progress almost complete, 1 YPPO to be recruited. Impact already felt but target for outcome January 2016
Skills and Employability Service	Data collection from Training Providers	Data collected from all training providers operating in Kent	1 Manager, 4 YPPOs	January 2016	Termly at KATO meetings	25% sign up to date since May 2015
Skills and Employability Service	Data sharing with DWP	Accurate 18+ NEET data and the sharing of contact details	4 YPPOs	September 2015	Monthly for first 6 months	The 1 st monthly return completed
Skills and Employability Service	Data collection from schools: leaver data September Guarantee	Information supplied on all school leavers and information on offers made through KC4U	4 YPPOs and 4 PPMs	December 2015	January 2016	Processes agreed with schools – returns to begin in October 2016
Skills and Employability Service	Data collection on out of county CICs	A network of contacts will be established with other LAs	1 YPPO	October 2015	October 2015	Awaiting approval for recruitment
Skills and Employability Service	Contract management with Call Centre	Monthly contracts with Call Centre in place to track	1 Manager and 2 YPPOs to input return data	June 2015	Monthly	Process, contracts, data protection all in place and system working.

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
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		yps who cannot be tracked during the day and to assist at busy times				
tbc	Tracking of young people not contactable by desk top methods	Reduction in the number of long term not knowns	tbc	tbc	tbc	tbc
VSK	VSK cohort allocated to either Post 16 Team or Locality teams depending on area. VSK staff member to make contact with Social Worker to identify status of young person.	Identify Not Known and make contact	VSK team. Social Worker	Ongoing	Monthly	
VSK	VSK staff member to then offer guidance or meet young person to encourage participation into EET.	EET participation	VSK team. Social Worker	Ongoing	Monthly	
VSK	Where appropriate, VSK and Social Worker to refer young person to EHPS for additional support.	EET participation	VSK, SW, EHPS	Ongoing	Monthly	
VSK Data team	VSK staff member to update Data team of young person progress to then update IYSS,	Accurate data recording	VSK, SW	Ongoing	Monthly	

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
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	EPEP and cross check with Liberi					
SEND	Ensure all information is accurate and up to date on IYSS	Data is accurate and mirrors that available on Impulse	All staff trained in the use of IYSS	ongoing		Ongoing
SEND	Liaise with education providers to aid early identification of leavers and potential NEETS and ensure effective liaison with Social Services/VSK to support engagement in continued learning whenever yp indicates this as a preference.	Early identification of those disengaging	SEN Officers for YP	Ongoing		

Identify and support at an early stage all young people at risk of being NEET

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
Skills and Employability Service	Participation and Progression forum	Forum for matching NEET young people with EET activities w/c Nov 2nd w/c Jan 26th w/c Mar 15th w/c Jun 14th	VSK YOT Schools FE	4 times a year	Quarterly review	

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
VSK Locality Assistant Heads	VSK Locality teams to RAG rating from year 10 onwards risk of NEET	Early identification	Locality team. Post 16 team	Runs all through academic year	Monthly	
VSK	Skills and Employability to attend VSK Locality Team meetings to support Year 11 progression.	Sharing of information. More appropriate options explore	VSK. SandE	Key times in cycle	Monthly	
VSK	VSK to link in with Participation and Progression Forums	Stronger collaboration	VSK, SandE			
VSK	Transitional programme in place to support those most at risk	Reduction in NEET figures	VSK, Post 16 provider. Year 11 providers	All year	Monthly	
VSK	Work with providers to identify early triggers of risk of NEET	Reduction in NEET figures	VSK. Post 16 providers	All year	Monthly	
VSK	Young people better informed of choices through awareness raising (Post 16 Sector training to Social Workers, Foster Carers, VSK staff, letters to year 11)	More appropriate choices being made – less likely to be NEET	VSK, Social Workers, Foster Carers	All year	Monthly	
VSK Education provider	Personal Education Plan meetings to review progress and any areas of concern	Early identification of concern	VSK, Social Worker, Post 16 provider. Pre 16 provider	Twice per academic cycle	Twice per academic cycle	

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
VSK	Post 16 reviews with Post 16 Designated Members of Staff in Colleges	Early identification of concern	VSK Post 16 team and Colleges	Ongoing	Monthly	
EHPS	Additional Careers guidance offered where necessary through EHPS	Better informed of options	VSK, Social Worker, EHPS	When required	Monthly	
EHPS	Ensure that high quality information is available to EHPS staff to inform and signpost young people to EET provision	Information is accessible on Post 16 provision IAG is accessible for vulnerable YP EHP staff receive information, campaigns and event about EET provision	Participation and Progression Managers, Skills and Employability Partnership Development Managers and Youth Hub Delivery Managers	Ongoing	6 monthly	Clear systems are in place for staff to refer a YP who is are NEET or at risk of NEET EHPS are able to match young people appropriately to EET provision Referrals to EET providers increase Young people do not drop out of their EET destination
EHPS	Support for vulnerable young people in key transition stages to be in place	Improve communication to enable early identification of those at risk of becoming NEET including those who are low	All EHPs Schools, PRUs, FE VSK SENandAP YOT	Runs all through academic year	November onwards	Reduced numbers in the NEET population Increased levels of participation

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
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		attainers, those with special needs, poor attenders, absentees, excluded pupils and young parents				
SEND	SEN identify a yp subject to a Statement/EHCP/LDA is disengaging and their placement in an educational provision is at risk through liaison with educational providers and through Annual Review to enable discussion re; options and establish yp intentions and inform future planning	Early identification	SEN Officers for YP	ongoing		ongoing
SEND	Liaison with VSK for CiC re; planning future educational provision for children with a Statement or EHCP	Early identification	SEN Officers for YP and VSK	Ongoing		

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
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Extend engagement of young people in education, employment and training post-16

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
Skills and Employability Service	Ensure that there is an offer in each district that meets the needs of actual/potential NEET cohort	Increased flexibility enables young people who are vulnerable to becoming NEET can commence training opportunities at different times throughout the academic year	Training Provider FE Schools	Ongoing	July Jan March	http://www.kent.gov.uk/education-and-children/college-sixth-form-employment-and-training
Skills and Employability Service	Sharing the District Offers information to young person and other key professionals surrounding young person.	Increased flexibility of options	SandE, VSK, Social Workers	Ongoing	Ongoing	
VSK	Work with Skills and Employability to increase options for UASC arriving at any point in the academic cycle – currently not meet their needs	Wider options for cohort at any time in academic cycle	VSK, SandE	Ongoing	Ongoing	

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
VSK	To have more Assisted Apprenticeship places available (and to also be financially viable for those living independently). VSK to then promote	More uptake	SandE	Ongoing	Ongoing	
VSK	Increase in options of training providers across the county to cover main subject areas. VSK to then promote.	More uptake	SandE	Ongoing	Ongoing	
VSK	To increase the work experience offers within KCC	Wider understanding of industry for young person – making better informed choices	VSK and KCC teams	Ongoing	Ongoing	
VSK	Work with Skills and Employability to explore new opportunities	More opportunities for young person to be accessing EET	VSK and SandE	Ongoing	Ongoing	
VSK	Encourage more providers to offer Taster day activities	Wider options explored, more appropriate choices made	Post 16 providers	Ongoing	Ongoing	
VSK CLPP Chair	Through the Care Leaver Progression Partnership and the	Wider options available, more support available.	Kent and Medway Colleges and Universities, VSK	Ongoing	Ongoing	

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
	Designated Members of Staff groups to increase support, identify best practice and address gaps in Post 16 College/University offers					
VSK	Develop role of VSK Apprentices in promoting their path and experience undertaking an apprenticeship	Increase uptake	VSK Apprentices	Ongoing	Ongoing	
KSE	KSE to increase promotion of post 16 support with Kent social care clients	More young people having supported employment an increase in sustaining jobs	SandE and FSC	ongoing	ongoing	
EHPS	Open Access to include provision to support young people who are NEET Youth Hub Delivery Managers and Partnership Development Managers to act as central contact point and cascade	Information, Advice and Guidance (IAG) to be available via the Youth Hubs using: <ul style="list-style-type: none"> • Surgeries • Targeted provision • Job Fairs • Provider 	Partnership Development Managers District Youth Hub Managers EHPS staff	16 Nov 2015	W/C 22 nd Feb 2016	Evidence in each District of a range of support being available to young people who are NEET Reduced numbers who are NEET in each District

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
	information on ETE opportunities to all EHPS staff and commissioned services	events – enabling young people to meet with training providers				
EHPS	In partnership with Skills and Employability Districts to develop more programmes/ opportunities to provide tasters, work experience and links with industry for young people who are NEET	District Managers and EHPS staff are able to extend opportunities to YP to gain work place experience and knowledge	Participation and Progression Managers Partnership Development Managers District Youth Hub Managers EHPS staff	Ongoing	W/C 22 nd Feb 2016	Evidence in each District of a range of support being available to young people who are NEET Reduced numbers who are NEET in each District
EHPS	Gaps in provision to be identified and addressed to meet the EET related needs of the young people in Kent	Young people have a broader variety of training opportunities, courses and subjects to choose from at a level that suits their needs	District Managers EHPS staff	Ongoing	W/C 22 nd Feb 2016	Evidence in each District of a range of support being available to young people who are NEET Reduced numbers who are NEET in each District

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
SEND	Work collaboratively with Skills and Employability Team, Schools, FE Colleges, KAFEC and other educational providers to extend the offer of opportunities to yp with SEN to enable the continuation of a Statement/EHCP/LDA in an educational provision as appropriate and in line with yp aspirations.	Increase in availability of a variety of opportunities at a variety of levels in a variety of subject area				
SEND	Participation and Progression Manager to be invited to SEN area Section Meetings periodically to ensure SEN receive updates re; wider opportunities for young people	Increased knowledge of opportunities available to support planning in transition/annual review meetings	SEN team	Ongoing/3 x a year		
SEND	Provision Evaluation Officer appointed to work with FE Colleges to support them to meet the needs of students with an EHCP or LDA	Improved liaison between SEN and FE Colleges YP experience success and sustain placement	PEO for FE			In post
SEND	High Needs Funding Officer for FE	College has access to	HNF Officer for FE			In post

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
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	appointed to support college to access additional funding in support of YP with SEN	appropriate level of funding to support students with SEN				
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Increase provision of training opportunities

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
KSE	KSE to increase its involvement with supporting schools with supported internships	Smoother transitions and greater opportunities for young people	SandE and Kent Schools	Ongoing	Ongoing	
EHPS	Services to work in collaboration with Skills and Employability staff to ensure that training needs for vulnerable groups is met at District Level	Vulnerable group's needs are understood and supported to reduce barriers and increase resilience and confidence to prepare and remain in EET.	Partnership Development Managers District Youth Hub Managers EHPS staff	Ongoing – arrangements in place by end of March 2016	End of March 2016	Joint strategy with training providers is in place in each of the Districts
EHPS	Training to be provided to EHPS staff to develop skills to enable them to provide programmes /assessor opportunities to prepare YP for the workplace:	EHP staff are able to develop their skills to support delivery of accredited programmes in Open Access and through group work	Partnership Development Managers District Youth Hub Managers EHPS staff	March 2016	March 2016	EHPS have the relevant competencies Increasing number of young people achieving accredited outcomes

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
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		Programmes include: ASDAN Rapid English Art Awards Youth Achievement Awards Community Leadership DofE	Mark Powell / Nicola Bowden / Learning and Development			
SEND	Review of commissioning of FE placements for SEN YP	Reduce dropout rate for YP with an LDA/EHCP	Head of SEN			Ongoing

Share information between partner organisations

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
VSK	Adopt the information sharing protocol to facilitate the sharing of personal Information with Post 16 providers and organisations	Closer monitoring and earlier identification of concerns	ALL	Ongoing	Ongoing	
VSK	Strengthen links with College and University Designated Member of Staff to share information	Closer monitoring and earlier identification of concerns	VSK, College and University DMS	Ongoing		

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
VSK	Strengthen links with training providers through Post 16 support Officers building relationships	Closer monitoring and earlier identification of concerns	VSK and Training Providers	Ongoing	Ongoing	
VSK	Strengthen links with Designated Teachers in school to enable earlier identification of concerns	Closer monitoring and earlier identification of concerns	VSK and School DT's	Ongoing	Ongoing	
KSE	KSE to share and promote the Supported Employment model and ethos with Kent Schools	Greater understanding of supporting young people in the work place and liaising with employers to increase paid job opportunities	KSE and Kent Schools	Ongoing	Ongoing	
EHPS	Use the Kent and Medway Information Sharing Agreement to provide a framework for sharing personal Information with key providers	Evidence of greater co-ordination in the planning and delivery of services at both a case level and at the overall level	Charlie Beaumont Partnership Development Managers District Youth Hub Managers EHPS staff	30 Nov	W/C 22 nd Feb 2016	Compliance with the Data Protection Act 1998 The privacy of service users is maintained

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
EHPS	Attendance at County and Regional meetings	<p>Sharing of information, ideas and best practice from other regions across the UK</p> <p>Sharing of best practice and ideas across the county</p> <p>Monitoring and evaluation processes are in place</p>	<p>Information and Intelligence</p> <p>Management Information</p> <p>Skills and Employability</p>	Ongoing	April 2016	Evidence of best practice being disseminated and taken up within the county
SEND	Member of staff identified with lead responsibility for liaison between VSK, Social Services and other key services to ensure effective communication and sharing of relevant information in support of YP with a Statement, EHCP or LDA	Effective communication and sharing of information between services in support of YP	SEN Team			Complete

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
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Provide coaching and personal support

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
VSK Social Workers	Vulnerable Young people at risk of NEET are identified early and provided with targeted support through transition	Maintain EET status	VSK, Social Workers, Mentoring agencies	Ongoing	Ongoing	
VSK Participation Officer	VSK Apprentices to work with identified young people	Maintain EET status	VSK Apprentices	Ongoing	Ongoing	
VSK	Post 16 Support Officer to work more intensively where required	Maintain EET status	VSK Support Officers	Ongoing	Ongoing	
VSK University of Greenwich	Develop Emotion Coaching training with key staff working with cohort	Awareness to approaches in working with young people	VSK Post 16 Assistant Head, University of Greenwich, West Kent College	Ongoing	Ongoing	
VSK	Transitional links leading into Post 16	More appropriate choices being made	VSK, Post 16 providers	Ongoing	Ongoing	
KSE	Job coaching training and monitoring for school staff	Understanding of supporting students in the work place and the fading of support processes	KSE and Kent Schools	Ongoing	Ongoing	

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
EHPS	Identification of District Leads who can update and support local EHP staff about local ETE provision	Each Unit to identify key staff to champion EET Each Children's Centre to identify key staff to champion EET Delivery Hub Managers to take on lead role for EHP workers in open access, outreach and school settings	District Managers EHP staff	30 th November 2015	March 2016	EHPS staff report increased awareness of resource available to the NEET population
EHPS	Raise EHPS staff awareness of current resources available to support skills development and confidence building	Workshops to be offered around the County in November to raise awareness of resources available to EHPS staff	Charlie Beaumont Information and Intelligent Staff	November-December 15	End of February 2016	EHPS staff report increased awareness of resource available to the NEET population
EHPS	Transitional links Awareness Sessions for EHPS staff working with YP 16-19 years	Information sessions for EHPS to raise the importance of EET during key transitional stages	Participation and Progression Manager Partnership Development Managers	March 2016	March 2016	Reduced drop out by vulnerable young people at different stages of transition

Lead	Action	Outcome	Who Is Involved	Deadline	Review date	Progress
			Youth Hub Delivery Managers			
EHPS	Support and information sessions for Post 16 Providers to inform them of KCC services and enable them to understand support needs of vulnerable groups	Post 16 Providers are well informed about KCC services and key contacts. They understand the support needs of the vulnerable groups and the resources available to assist	Charlie Beaumont Skills and Employability	March 2016	March 2016	Providers feel better placed to offer support and placements which match the needs of the vulnerable NEET
SEND	SEN Officers for YP in each area will work specifically with pupils in Yr10 upwards to ensure information re; post 16 options are shared in transition/annual reviews and be available to YP and families to support progression into education		SEN Officers for YP	Ongoing		Officers in place since Sept. 14

Appendix 1 – Definitions

Participation

Definition of Participation is for 16-17 year olds to meet the requirements of Raising the Participation Age (RPA.) The duty is on the young person to participate.

Young people must continue in education or training until at least their actual 18th birthday, this is reported as young people in academic years 16 and 17 (Year 12 and 13).

A young person is participating if they are in:

- full time education (e.g. at a school or college)
- an apprenticeship or traineeship
- part time education or training combined with one of the following:
 - employment or self-employment for 20 hours or more a week
 - volunteering for 20 hours or more a week

Tracking

The statutory responsibility on the Local Authority is to track young people to their 20th birthday, which includes young people in academic years 16, 17 and 18. This is achieved in Kent through the IYSS System.

There is a responsibility to track i.e. young person with SEND up to age 24

NEET

A person is NEET if they are academic aged 16 to 18 (which is one more year than the definition for participation) or SEND aged 16-24 and not in education, employment or training.

A person is considered to be in education or training if they are in:

- full time education;
- with a specialist provider;
- in part time education;
- an apprenticeship;
- EFA/SFA funded work based learning;
- training delivered through the work programme;
- traineeship;
- supported internships;
- reengagement provision; or
- full time education – custodial institution

A person is considered to be in employment if they are in:

- employment with accredited training/part time study that is accredited by Ofqual and includes 280 hours training or study per year. This is required for 16-17 olds to meet RPA;
- employment with non-accredited training if it provides training not accredited by Ofqual;
- employment without training;
- temporary employment;
- part time employment;
- self-employment; or
- voluntary work, if combined with accredited training

Appendix 2 – NEET Scorecard

NEET Scorecard

Published July 2015

LA Kent			Latest performance						Quintile			% pt change since last year		
			LA	England	1	2	3	4	5	LA	LA direction	England		
% 16-18 year olds not in education, employment or training (NEET) - age 16 - age 17 - age 18			4.7%	4.7%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-1.1	↓	-0.6		
			1.9%	2.2%						-0.9		-0.3		
			4.4%	4.4%						-1.4		-0.6		
			6.3%	7.6%						-1.1		-0.9		
LA support	% 16-17 year olds made offer of an education place under September Guarantee		88.6%	93.2%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+0.3	↑	+1.1		
	% 16-18 year olds whose activity is known to the local authority		84.9%	91.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-6.7	↓	+0.2		
	% 16-18 year olds NEET re-engaging in EET		5.2%	7.7%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-0.4	↓	+0.3		
Outcomes	% 16-17 year olds participating in education and training		87.4%	90.6%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-1.6	↓	+0.3		
	- full-time education		79.9%	83.1%						-3.4		-0.1		
	- apprenticeships		4.6%	4.9%						+1.5		+0.7		
	- other education and training		2.6%	2.6%						+0.3		-0.3		
% 19 year olds achieving level 3		54.3%	57.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+0.3	↑	+0.6			
% 19 year olds achieving GCSE A*-C English and maths (or equivalent) between ages 16 and 19, for those who had not achieved this level by 16		11.4%	16.9%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-0.6	↓	+0.5			
Contextual information	GCSE attainment		LA	England	School attendance		LA	England	16-18 LA population					
	5 or more GCSEs at A* - C inc E & M		58.0%	53.4%	Overall absence (% of sessions)		5.6%	5.2%	ONS estimate		57,880			
1 or more GCSE at A* - G		98.4%	97.7%	Persistent absentees (% of pupils)		6.4%	5.3%	Recorded on CCIS		52,670				

Appendix 3 – Annual Tracking Schedule

