

# Kent County Council

## NEET ACTION PLAN

### January 2021



## **Contents**

1. Introduction
2. Factors impacting on 2020-21
3. New working practices and responsibilities
4. Performance data and key dates
5. NEET action Plan
6. Glossary

## **Appendices**

### **Kent monthly interdependent NEET support responsibilities and processes**

1. Flowchart - County Interdependent monthly NEET process
2. Flowchart – County Interdependent Not Known Tracking process
3. Flowchart – Screening and allocating responsibilities - NEET with an Education Health Care Plan (EHCP)
4. Flowchart – Education People, Skills and Employability Service – NEET monthly review process
5. Flowchart – Youth Justice NEET monthly review process
6. Flowchart – Virtual School Kent NEET monthly review process
7. Flowchart – Open Access

### **NEET Prevention**

8. Flowchart – Skills and Employability Service
9. Flowchart – Virtual School Kent
10. Flowchart - Elected Home Education
11. Flowchart – SEND

## 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) and
- reduce the Not Known rate (current education, employment or training status is either unknown or out of date).

It is delivered by The Education People's Skills and Employability Service (TEP), 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 make 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>.

## Factors impacting on 2020-21

There have been five key developments in the last year that will impact on Kent young people who are either NEET or at risk of becoming NEET in 2020-21.

- **The Covid 19 pandemic.** At the time of writing it is not clear what impact this had on the current year 12 and 13 cohort as the activity survey for this age group will not be completed until December 2020. The early signs are that there has been a slight increase in NEETs and an increase in the number in full time education. However, there is real concern that there will be a growing NEET problem as young people drop out of education with very few options available to them.
- **The significant increase in the number of year 11 learners who are home educated.** This figure has risen from 402 in September 2019 to 471 in September 2020. Whilst many will receive a good education and progress into a positive post 16 destination, the previously home educated make up a disproportionately high percentage of the NEET and Not Known cohort.
- **The reduction of NEET provision in Kent.** Last academic year the European Social Fund (ESF) that supported large sections of the NEET provision in Kent was significantly reduced, with a loss of 700 places. The remaining ESF funded provision is due to end in December 2020, with little sign that it will be replaced. The Education Skills Funding Agency (ESFA) funded NEET provision has reduced in size over the past two years and is further shrinking as it struggles with the restrictions created by the Covid 19 pandemic. Most training is now delivered online which does not suit large sections of this cohort and what face to face training is available is to smaller cohorts determined by the size of training centres. The first pinch point is expected to be after Christmas this academic year. The Skills and Employability Service have produced a provision gap analysis which has been submitted to the ESFA and are awaiting a response.
- **The transfer of KCCs NEET support service contract from CXK to The Education People in October 2020.** This is a positive development that brings together the county's pre 16 at risk of NEET support service, the post 16 tracking service and the post 16 NEET support service. The scope of the new contract now includes young people with Education Health Care Plans (EHCPs). This has created the opportunity to rationalise the use of resources, increase the reach of the service and reduce the number of workers with whom young people need to engage.
- **The review of the County NEET Action Plan.** In response to these developments the processes that support NEET young people have been significantly changed and the County NEET Action Plan updated. Work practices have been streamlined with fewer interservice meetings, fewer nominated responsible members of staff, the introduction of a cross service screening process and vulnerable learners are at the heart of the process.

## New working practices and responsibilities

The table below gives an overview of each service's responsibilities and how they interrelate with other services. More detail is provided in the service flowcharts in the appendices.

Service	Activity	Cohort	Responsible Officers
Skills and Employability Service	<ul style="list-style-type: none"> <li>• Pre 16 support for those At Risk of becoming NEET in SEMH Schools, PRUs and mainstream schools.</li> <li>• Tracking the activities of 16-17 year olds, including those who with a Not Known status</li> <li>• NEET support for those post 16 young people who are NEET, including out of county Looked After Children</li> <li>• Chair and coordinate the NEET Interdependencies meetings, oversee the writing and delivery of the NEET Action Plan</li> <li>• Facilitate the monthly NEET district processes, including the monthly NEET EHCP meetings</li> </ul>	<p><b>Pre 16</b> Those in mainstream education, SEMH schools and PRUs</p> <p><b>Tracking</b> Lead service on the whole cohort but supported by services listed below.</p> <p><b>Post 16</b> All NEETs, supported by services below</p>	<p>Principal Engagement Lead</p> <p>NEET Support Service Manager</p> <p>NEET Support Deputy Manager</p> <p>Senior NEET Support Workers x2</p>
Open Access	<ul style="list-style-type: none"> <li>• Support with the monitoring of NEET and Not Known young people.</li> <li>• Assist with the facilitation of district NEET networks.</li> <li>• Provide a physical bases in each Youth Hub from which the NEET support service can operate.</li> <li>• Engaging in monthly NEET processes in each district (see service flowchart)</li> <li>• Support the coordination of work with pregnant teens and parents who are NEET</li> </ul>	<p>Pregnant teens</p> <p>Teen Parents</p>	<p>Service Manager Open Access</p> <p>District Hub Managers</p>
Open Access – Youth Justice	<ul style="list-style-type: none"> <li>• Pre 16 support for those At Risk of becoming NEET.</li> <li>• Post 16 support for those who are NEET, including those with an EHCP.</li> <li>• Tracking the September Guarantee and activities of the cohort</li> <li>• Engaging in monthly NEET processes in each district (see service flowchart)</li> </ul>	<p>Those with a referral order, a detention and training order, youth rehabilitation orders and youth conditional cautions</p>	<p>Strategic Development Manager</p> <p>Participation Seniors x4</p>

SEND	<ul style="list-style-type: none"> <li>• Pre 16 support through the EHCP process and links to the Skills and Employability Service for young people with EHCPs in mainstream schools</li> <li>• Tracking of the activities of young people with EHCPs and the September Guarantee</li> <li>• NEET support for NEETs with an EHCP who wish to return to education.</li> <li>• Support for other services working with young people who are NEET and have an EHCP through the monthly EHCP NEET meetings</li> <li>• Engaging in monthly NEET processes in each district (see service flowchart)</li> </ul>	<p><b>Tracking</b> All learners with an EHCP</p> <p><b>NEET support</b> Those wishing to return to education</p>	Senior Area Provision Evaluation Officers x2
Virtual School Kent	<ul style="list-style-type: none"> <li>• Pre 16 support for those At Risk of becoming NEET, linked to the Skills and Employability Service's prevention work in mainstream schools.</li> <li>• Tracking the September Guarantee and post 16 activities.</li> <li>• Post 16 NEET support</li> <li>• Engaging in monthly NEET processes in each district (see service flowchart)</li> </ul>	Kent Looked After Children (LACs), Care Leavers (CLs) and Unaccompanied Asylum-Seeking Children (UASC)	Senior Transition Officers x2
Management Information	<ul style="list-style-type: none"> <li>• Quality assure of the Core+ CCIS database</li> <li>• Monthly submissions to the DfE</li> <li>• September Guarantee, Activity Survey and Intended Destination returns to the DfE.</li> <li>• Working in collaboration with the Skills and Employability Service to collect data from schools and other education providers.</li> <li>• Working with other KCC services and national organisations to collect relevant data.</li> <li>• Assist with the development of recording on/reporting from Core+ CCIS</li> </ul>	Whole cohort	Senior Management Information Officer – Education, Early Years and Wider Early Help
Fair Access	<ul style="list-style-type: none"> <li>• Pre 16 support for those At Risk of becoming NEET, referring to Skills and Employability Service where appropriate.</li> <li>• Maintaining accurate records on pre 16 learners and first post 16 destination</li> </ul>	Elected Home Educated (EHE) and Children Missing Education (CME)	County Access to Education Manager Access to Education Co-ordinator

## 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 5<sup>th</sup> 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:

<b>NEETs</b>	-	Three-month average of the percentage of the year 12/13 cohort who are NEET in December, January and February
<b>Not Knowns</b>	-	Three-month average of the percentage of the year 12/13 cohort who are Not known in December, January and February
<b>Combined NEET &amp; Not Knowns</b>	-	Three-month average of the percentage of the year 12/13 cohort who are NEET or Not known in December, January and February
<b>Participation</b>	-	The percentage of year 12 and 13 cohort who meet the participation criteria in the March DfE submission
<b>September Guarantee</b>	-	The percentage of year 11 and 12 cohort in the September DfE submission who have an offer of a suitable education, employment with training, or a training place for September.

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
<b>Term 1 - Have all year 11 and 12 leavers got a destination?</b>			
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		<a href="http://WWW.KentChoices.co.uk">WWW.KentChoices.co.uk</a> , 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		TEP NEET Support Manager	Each month
<b>Term 2 - Finalise year 12 &amp; 13 tracking, support early leavers, identify those in year 11 and year 12 At Risk of NEET and plan.</b>			
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 Skills & Employability Service via District NEET processes		TEP NEET Support Manager and Post 16 Principal Lead	November
Attend district Participation meetings - Plan support for current Year 11 and network with local providers and services		Chaired by TEP Deputy Area Lead	November
Ensure At Risk of NEET learners attend the KentChoices Local event to meet local training providers and colleges		TEP Deputy Area Leads	December
KentChoices website - login in codes issued to Year 11 - Plan how to ensure your		Codes issued by schools, further support	November



learners can access it
Begin identifying learners in education who are At Risk of becoming NEET
Attend NEET Interdependencies meeting to review action plan and current issues
Engage in monthly District NEET processes
Sixth form and College leaver/joiner input into Core+ CCIS
<b>Term 3 - Follow up Christmas dropouts and consider year 11 and 12 transition planning.</b>
Follow up those who have dropped out following Christmas
Follow up current year 11 and 12 learners to ensure they have an appropriate transition plan
Attend NEET Interdependencies meeting to review action plan and current issues
Ensure contact details for learners identified as At Risk are accurately recorded on Core+ CCIS.
Engage in monthly District NEET processes
Sixth form and College leaver/joiner input into Core+ CCIS
<b>Term 4 - Beginning of September Guarantee process and finalising transition plans for At Risk of NEET learners.</b>

December - February, 3 month average NEET & Not Known data used for NEET score card published in July.

Kentchoices@theeducationpeople.org	
	December
TEP Principal Engagement Lead	December
TEP NEET Support Manager	Each month
Management Information/TEP Tracking Team	Each month
Service intelligence, Core+ CCIS reports and District NEET processes	January
Applications and offers reports on KentChoices website, Core+ CCIS, schools, colleges	February onwards
TEP Principal Engagement Lead	December
Core+ CCIS	February onwards
TEP NEET Support Manager	Each month
Management Information/TEP Tracking Team	Each month

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 KentChoices 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		TEP NEET Support Manager	Each month
Sixth form and College leaver/joiner input into Core+ CCIS		Management Information/TEP Tracking Team	Each month
<b>Term 5 - Setting the September Guarantee cohort.</b>			
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		TEP NEET Support Manager	Each month
Sixth form and College leaver/joiner input into Core+ CCIS		Management Information/TEP Tracking Team	Each month

<b>Term 6 - Finalising transition plans for year 11 and 12 learners and planning for following academic year</b>			
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		TEP NEET Support Manager	Each month
Sixth form and College leaver/joiner input into Core+ CCIS		Management Information/TEP Tracking Team	Each month
<b>Summer holidays - staying in touch with at risk of NEET year 11 and 12 leavers</b>			
Stay in touch with at risk of NEET learners			

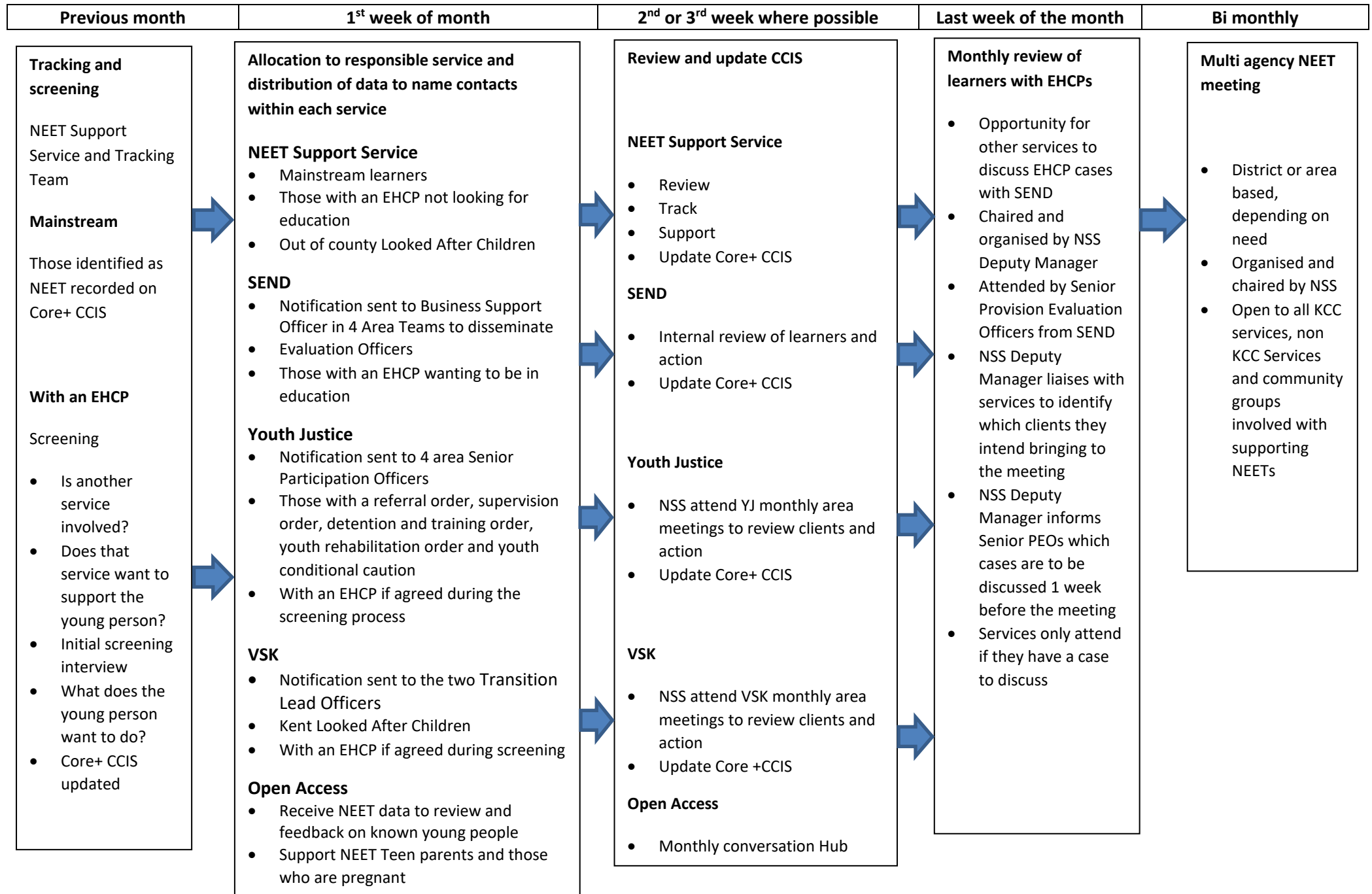
## Glossary

<b>Monthly District NEET process</b>	The monthly process held in each district where NEET young people are reviewed.
<b>Core+ CCIS</b>	The data base used to the report to the DfE regarding the participation activities of young people.
<b>NEET</b>	Not in Education, Employment or Training.
<b>Not Known</b>	Young people who do not have a current status recorded on Core+ CCIS.
<b>Activity Survey</b>	This is a snapshot survey of what the year 12 and 13 cohort were doing on 1 <sup>st</sup> November.
<b>NEET Deep Dive</b>	Annual report on the characteristics of NEET young people, based on a snapshot of data taken on 31 <sup>st</sup> January, produced by TEP
<b>YJ</b>	Youth Justice
<b>TEP</b>	The Educations People’s Skills and Employability Service
<b>MI</b>	Management Information
<b>SG</b>	September Guarantee records on Core+ CCIS
<b>EHCP</b>	Education Health Care Plan
<b>VSK</b>	Virtual School Kent
<b>EHE</b>	Elected Home Educated
<b>CME</b>	Children Missing Education

# Appendix 1- 6

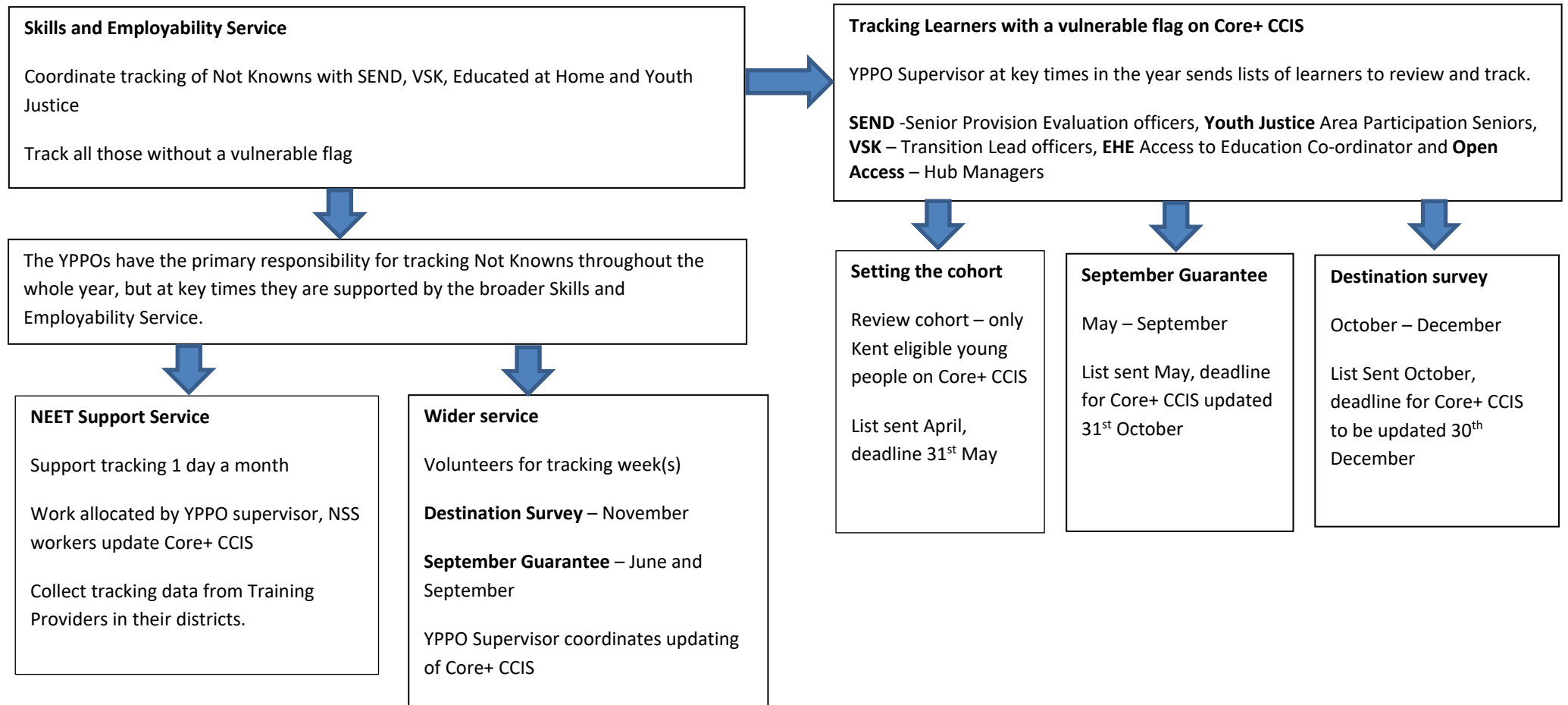
# Kent monthly interdependent NEET support responsibilities and process

## Appendix 1. County Interdependent monthly NEET process

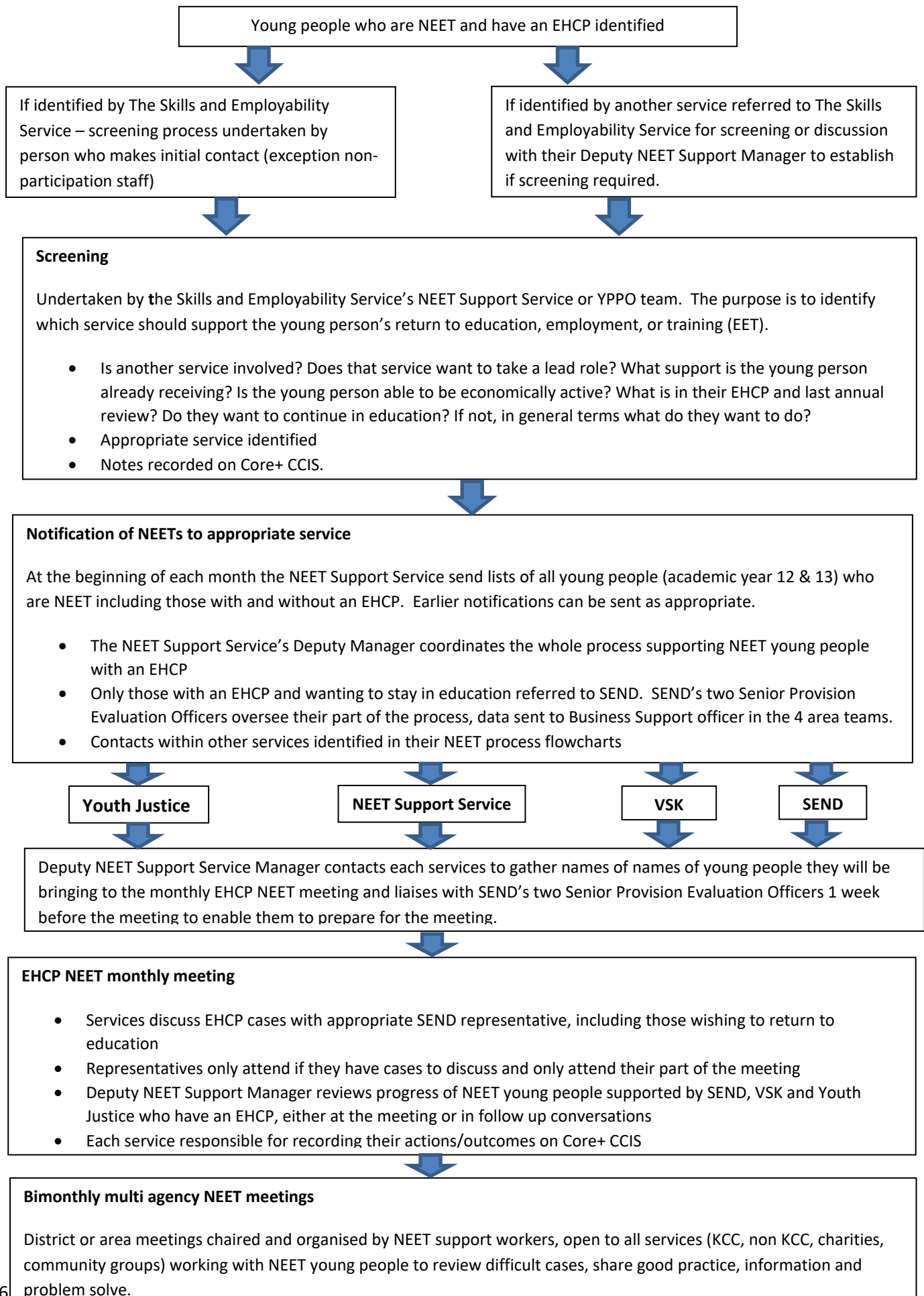


## Appendix 2. County Interdependent Not Known tracking process.

The Skills and Employability Service working with Management Information and other KCC Services are responsible for reducing the number of young people (academic age 16 and 17) with a Not Known destinations and tracking the September Guarantee (academic age 15 and 16). Management Information collect data from education providers, government bodies (National Apprenticeship Service), NCCIS and KCC services. VSK, Youth Justice, Educated at Home and SEND services track those who are already supported by their service. Individuals without a current status on Core+ CCIS or vulnerable flag are tracked by the Skills and Employability Service. It is the Skills and Employability Service's YPPO (Young Peoples Participation Officer) supervisor responsible for coordinating this work.



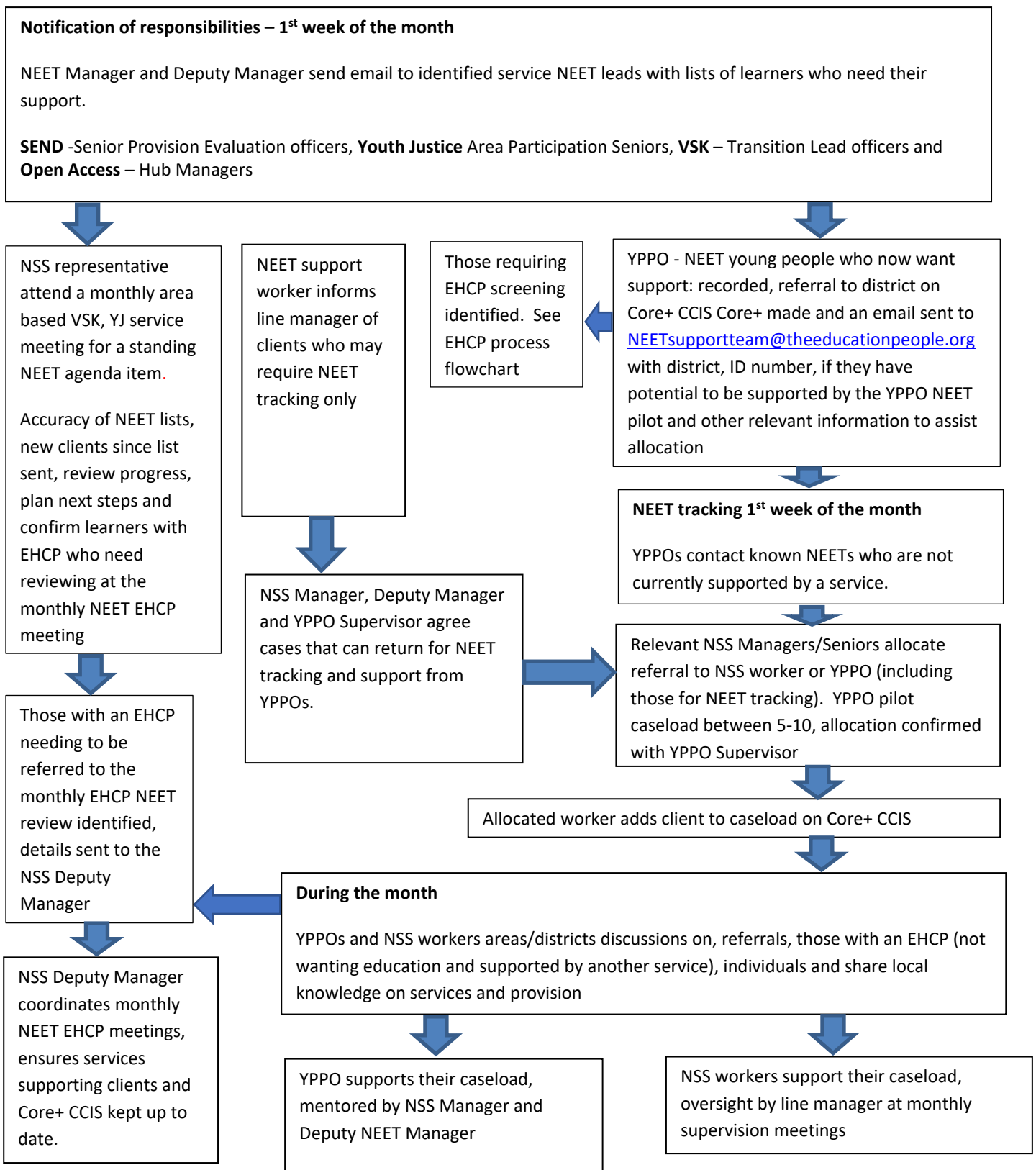
## Appendix 3. Screening and allocating responsibilities for NEET young people who have an Education Health Care Plan (EHCP)



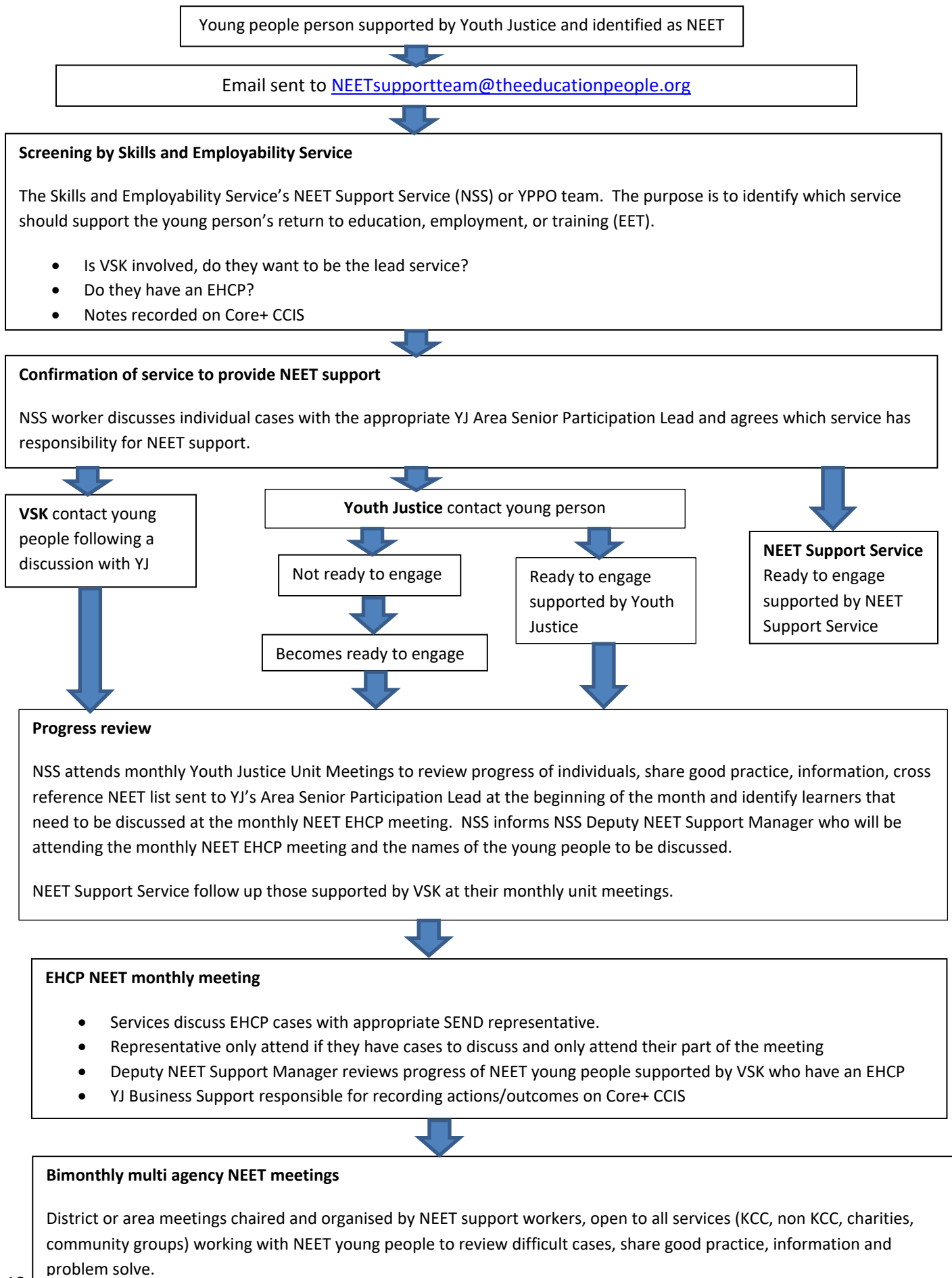


## Appendix 4. Skills and Employability Service – NEET monthly review process

This chart covers the monthly NEET review process that supports young people who are already known to be NEET. Running alongside is a process that identifies new NEETs via Not Known tracking and referrals from other agencies/services. See Not Known tracking flowchart.



## Appendix 5 Young people who supported are by Youth Justice and are NEET



## Appendix 6. Young people who are supported by VSK and are NEET

### Young people supported by VSK who are NEET are identified by:

- VSK, through their ongoing engagement with clients – VSK update Core+ CCIS and inform [NEETSupportteam@theeducationpeople.org](mailto:NEETSupportteam@theeducationpeople.org) if they require screening (are other services involved, do they have an EHCP?)
- The Skills and Employability Service through unknown tracking and data from education providers



### Screening by Skills and Employability Service

The Skills and Employability Service's NEET Support Service (NSS) or YPPO team screen clients to identify those with:

- an EHCP and/or
- involvement Youth Justice, if yes, NSS discuss case with the appropriate VSK Transition Lead Officer



**Youth Justice take lead** YJ Senior Participation Lead agrees support young person will receive with VSK Transition Lead Officer



**VSK take lead** including all with EHCP

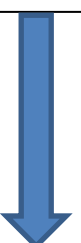
VSK Post 16 Education Support Officers contact young person

Not ready to engage



Ready to engage supported by VSK Post 16 Education Support Officer

Discussed at Area Transition Meeting



### Progress review

NSS attends VSK's monthly Area Transition meetings to review progress of individuals, share good practice, information, cross reference NEET list sent to Transition Lead Officer at the beginning of the month and identify learners that need to be discussed at the monthly NEET EHCP meeting. NSS informs NSS Deputy NEET Support manager who will be attending the monthly NEET EHCP meeting and the names of the young people to be discussed.

NEET Support Service follow up those supported by Youth Justice at their monthly unit meetings.



### EHCP NEET monthly meeting

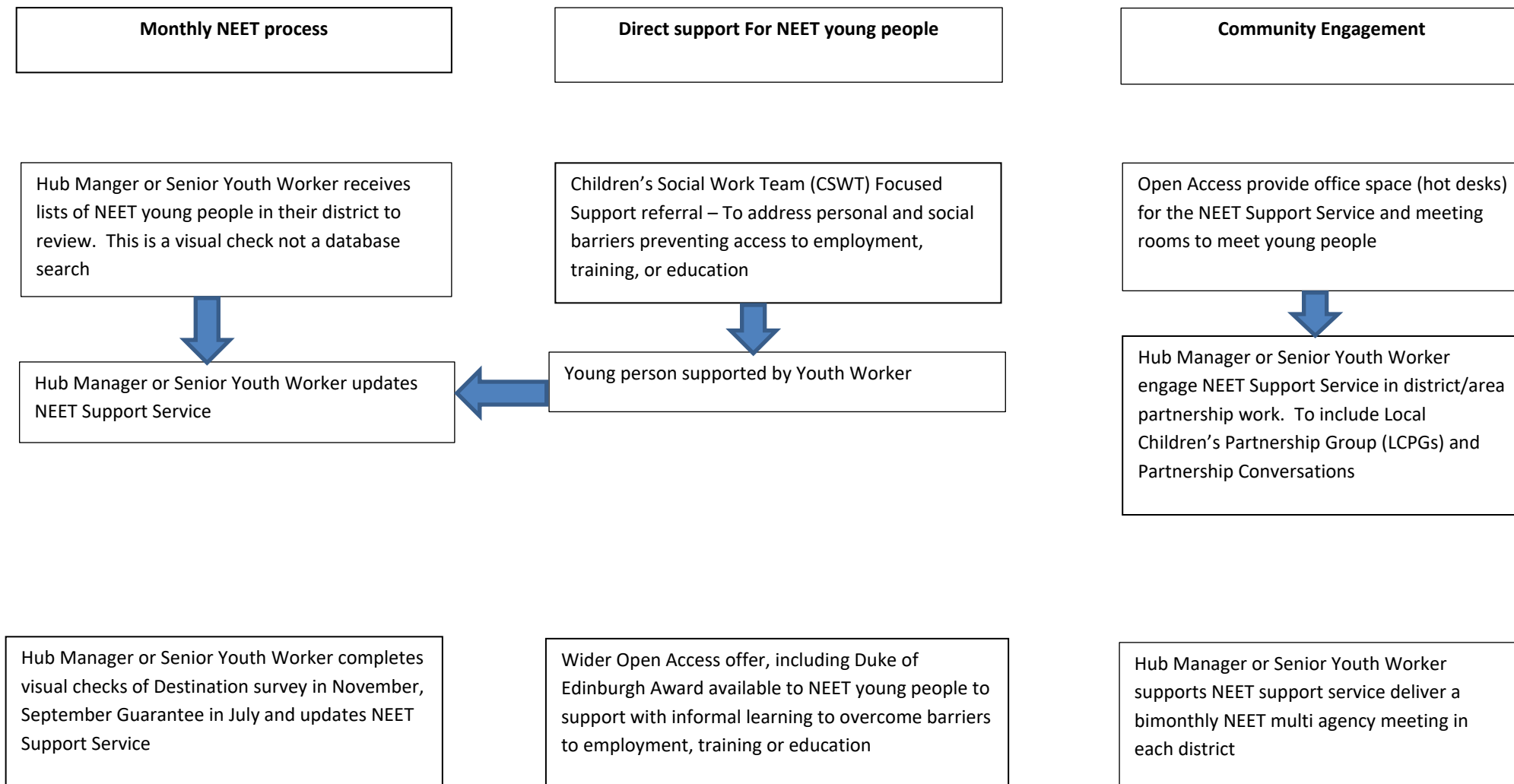
- 1) Services discuss EHCP cases with appropriate SEND representative.
- 2) Representative only attends if they have cases to discuss and only attend their part of the meeting
- 3) Deputy NEET Support Manager reviews progress of NEET young people supported by YJ who have an EHCP



### Bimonthly multi agency NEET meetings

District or area meetings chaired and organised by NEET support workers, open to all services (KCC, non KCC, charities, community groups) working with NEET young people to review difficult cases, share good practice, information and problem solve.

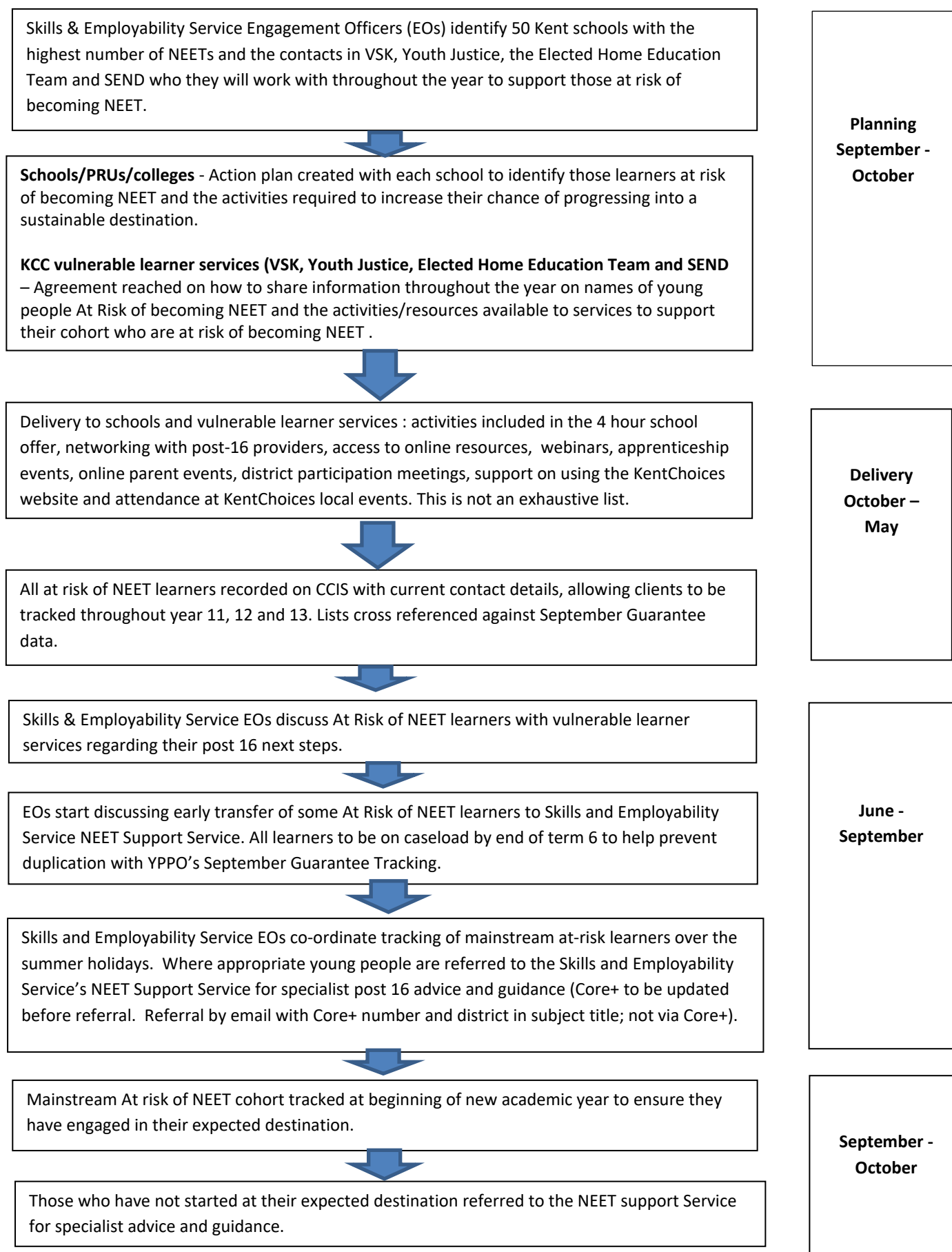
## Appendix 7. Open Access three strands of support for NEET young people



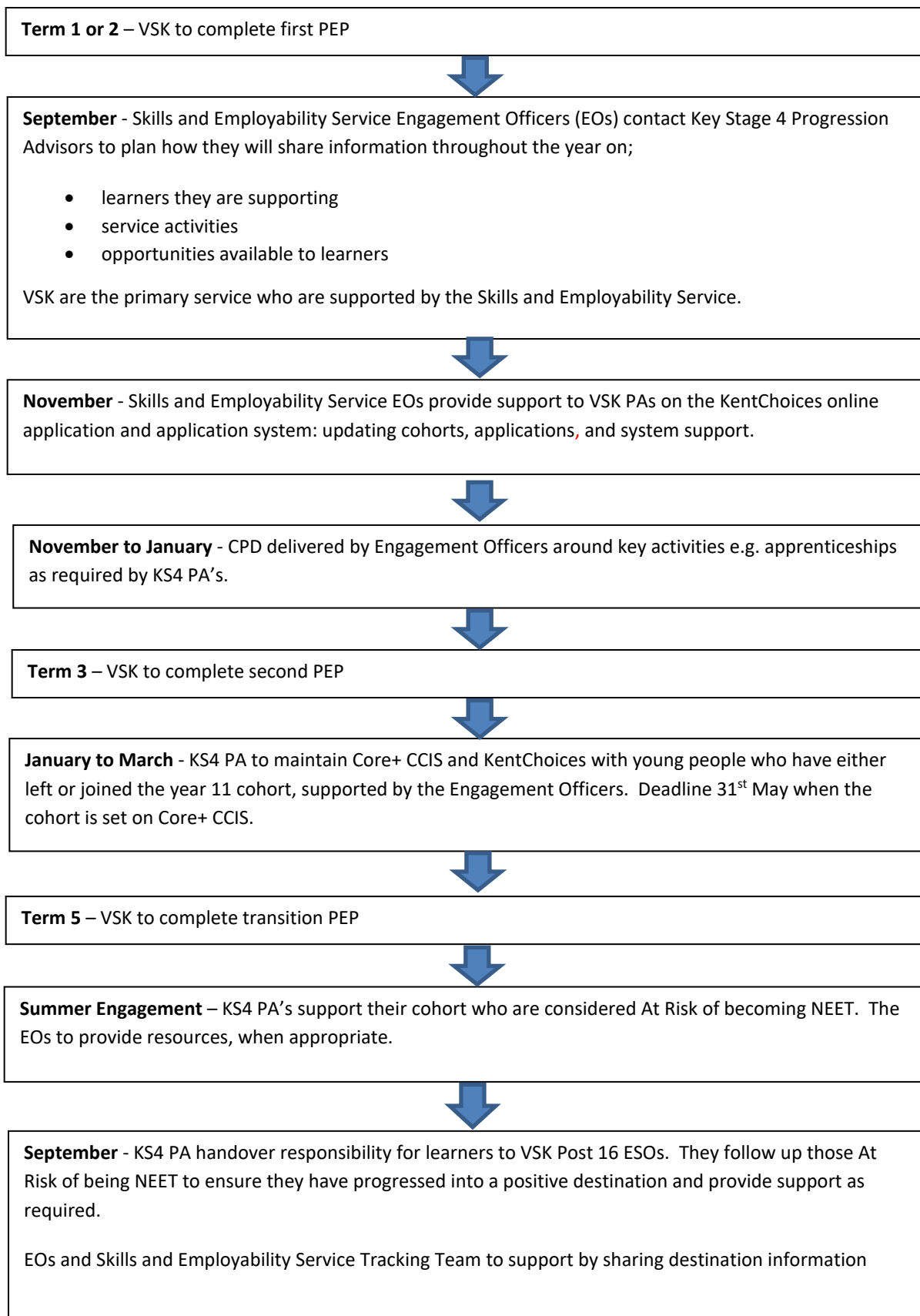
# Appendix 8-11

## Kent NEET prevention interdependent responsibilities and process

## Appendix 8. Skills and Employability Service – Year 11 NEET Prevention

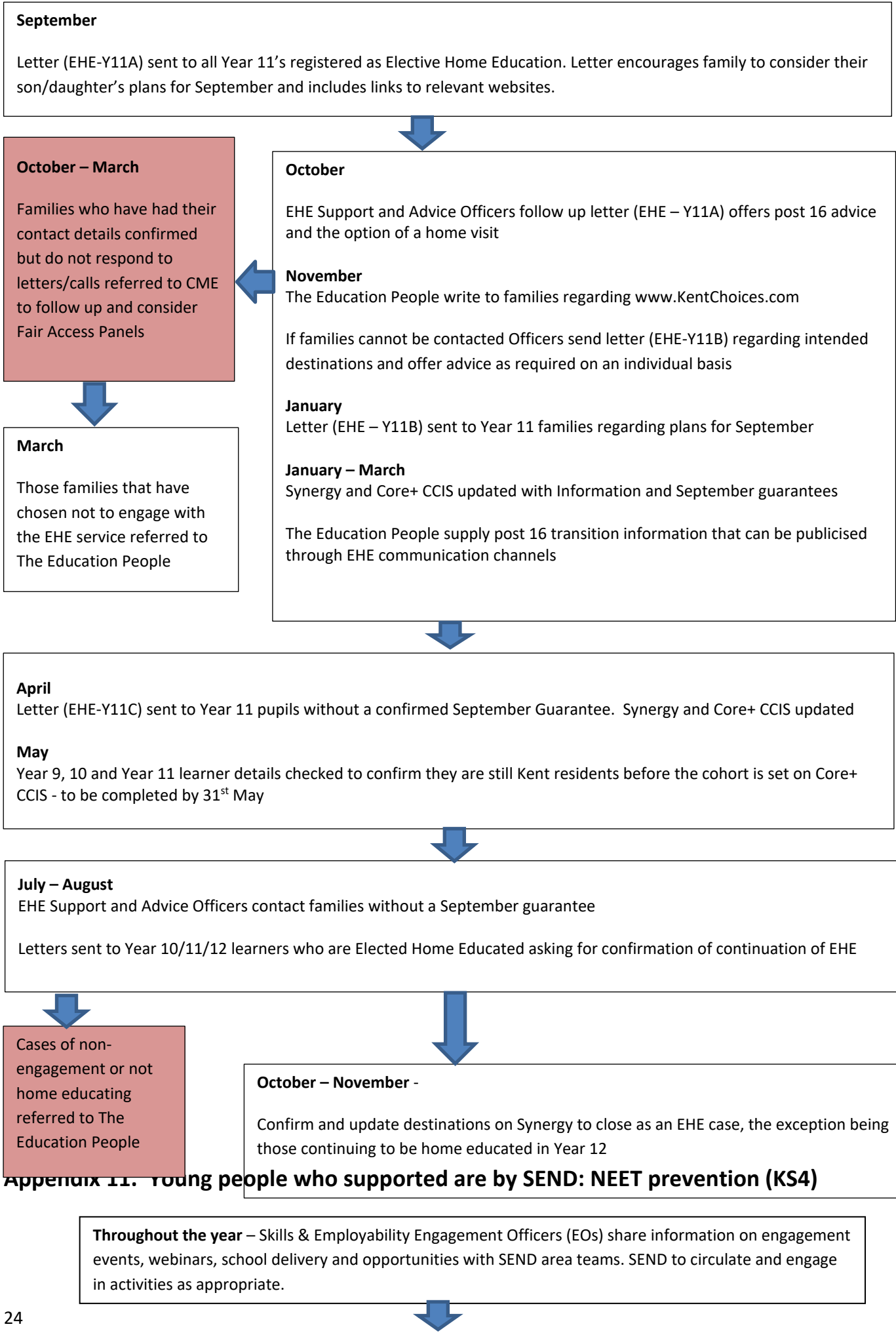


## Appendix 9. Young people who supported are by Virtual School Kent: NEET prevention (KS4)



## Appendix 10. Elective Home Education Year 11 NEET Prevention Process

New EHE referrals are added to Synergy and Core+ CCIS as and when received (historic referrals checked before adding)



**Appendix 11. Young people who supported are by SEND: NEET prevention (KS4)**



**Summer to Term 1** – Annual Review held end of Year 10/start of Year 11. Proposed EHCP updated with choices of student (SEND identify a backup if there are concerns around suitability.) SEND consults with new placements.



**September**

- Skills and Employability Service EOs contact mainstream, SEMH schools and PRUs to begin action planning and identifying At Risk of NEET students. Some students will fall into the SEND cohort
- EOs update SEND on their offer to schools
- EOs and SEND confirm named contacts in each area



**Term 2** – Application process begins. EHCP students need to make an application to stipulate a choice of campus and course.



**March**

- SEND to identify and share information on those who have no named placement with EOs by 31<sup>st</sup> March. This will highlight those for whom a specific institution has not yet been finalised
- Response deadline from provider consultations is 31<sup>st</sup> March, after which new plans sent out to families



**April - July** – Engagement Officers to share information with SEND area teams and discuss potential next steps for those highlighted by schools as being At Risk of NEET.



**July – September**

- EOs to bring cases where there are concerns regarding a young person's post 16 progression (suitability of placement, administrative or more general enquiries) to the monthly NEET EHCP meetings hosted by the Skills and Employability Service NEET Support Service and the two Senior Placement Evaluation Officers.



**September** – Destination tracking begins.