

Personal Education Plan

Name:

Date of birth:

Age:

School:

(please tick)

Year 7 PEP 1

Year 8 PEP 1

Year 7 PEP 2

Year 8 PEP 2

Year 9 PEP 1

Year 9 PEP 2

Other (e.g. changes placement, moved school outside normal transition times or newly arrived in UK)

Please specify:

Date of this PEP meeting

Date of next PEP meeting *(To be decided during this PEP meeting)*

To be completed with my
social worker

Information about me

1.1**Name:****Also known as:****Date of birth:****Date entered care:****Current legal status**
(e.g. full care order, June 2010)**Name of Independent Reviewing Officer (IRO):****Date of next LAC review****Name of person(s) with parental
responsibility:****Name and contact
details of allocated
social worker:****Name address and
contact details of
carer:****First language:****Ethnicity:****Does this young person have any cultural requirements?** Yes No**If yes, please give details:**

Health

1.2 Name and contact details
of LAC nurse:

Name and contact details
of GP:

Health needs (include any allergies,
medication, diagnoses):

Any other health agencies involved
(e.g. CAMHS, SALT, OT, dentist):

Permissions and Contacts

1.3 Include the name of anyone for whom
contact is prohibited and what position
school should take if contacted by this person:

Who school should ring in an
emergency:

Who school will send important
letters and reports to:

Who will attend parent/carer
evenings:

Who will attend class assemblies
and other school events:

1.4 Who will say I can go on school trips?

Local:

Visits by train/coach:

Overnight:

Out of the county/country:

2.1

Pages 4, 5 and 6 are to be completed with my Designated Teacher or another member of school staff

My friends are:

In school I like:

Things that could be better in school:

Things I want you to know about me

I'm happy when:

I'm good at:

Has anyone helped me complete this?

Out of school I like:

I would like to get better at:

If 'yes' who?

When I'm older I would like to:

The clubs I belong to and the new things I would like to try:

Education

2.2

NC Level/Grade	Core subjects and options												
	Include details of qualification type (eg GCSE, Btec, ASDAN, Entry Level etc) and current grades/levels												
My target level/grade													
My current level/grade													

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Education

Unique Pupil Number (UPN): _____

2.3 Current Special Educational Need (SEN) information

School Action (SA)

Date of next IEP review

School Action Plus (SA+)

Date of next SEN review

Statement of SEN

No SEN

Careers Guidance Interview (from yr9 onwards)

Detail any SEN information here (e.g. level and type of support, number of hours, name of support assistant):

Date of next SEN review: _____

Are these documents attached to the PEP?

I.E.P.

Pastoral Support Plan

Statement of SEN

2.4 Current attendance (%)

Unauthorised absence (%)

Authorised absence (%)

Summarise any exclusions since last PEP review

School Report

2.5

Please attach or summarise the most recent school report here:

Reviewing previous PEP targets

2.6

My previous PEP targets

How did I do?
Excellent/
good/
not so good

What/who helped? If my Personal
Education Allowance was used to
help, what difference did it make?

Will this
continue to
be one of
my targets?

My previous PEP targets	How did I do? Excellent/ good/ not so good	What/who helped? If my Personal Education Allowance was used to help, what difference did it make?	Will this continue to be one of my targets?

Personal Education Plan Meeting

3.1

People present at this meeting

Role

Is the young person present at this meeting?

Yes

No

If no, who will feed back to the young person?

Review and update Part 1 (Information About Me) of this PEP

(Tick once completed)

Ensure all relevant documents (e.g. I.E.P., SEN Statement etc.) are attached to Part 2 (Education) of this PEP

(Tick once completed)

Points to Discuss

3.2 My Care Plan (including up to date information on contact arrangements, legal status, placement stability etc.):

Actions required (e.g. designated teacher to know contact arrangements.)

3.3 My Health Plan (physical and mental health and wellbeing that may impact on learning, including any assessments, diagnoses, therapies or referrals):

Actions required (e.g. ensure glasses are worn during lessons):

3.4**Discuss Part 2 – Things I want you to Know About me.****Discuss the young person's achievements and whether or not s/he is gifted or talented in any area. Discuss the young person's current and potential interest in out of school activities and leisure opportunities.****Does the young person have access to a computer and internet at home?**

Actions required (e.g. any extra curricular activities to begin, any extra support required, learning mentor support needed, any computer software required, does the young person need a MAX card, leisure card or library membership?):**3.5****Discuss Part 2 – Education: Discuss the young person's education - is s/he on target? Is the young person receiving extra support e.g. TA, English/maths intervention, REACH?****Date and outline of careers guidance interview**

Actions required (e.g. any extra support/intervention needed?):

3.6

Discuss Part 2 – Education: Share and discuss any SEN/AEN update (if appropriate). Include information about any outside agency or partnership referrals; statutory assessment requests; annual reviews etc. Share and discuss any EAL needs (if appropriate).

Actions required (e.g. refer young person to outside agency, request statutory assessments):

3.7

Discuss Part 2 – Education: Discuss attendance at school and whether there is a risk of exclusion. Include information about any support which is in place?

Actions required (e.g. Refer to EWO, REACH):

PEP Targets

3.8

Discuss Part 2 - Education: Reviewing previous PEP targets. Have the targets been achieved? Do any targets need to continue?

SMART* Target	What will the young person do?	Who will help and how?	How will we know when the target has been achieved?	Will PEA**/Pupil Premium money be used to support this target? If so, how?

*SMART = Specific, Measureable, Achievable, Realistic, Time Limited **PEA = Personal Education Allowance

PEP Agreements and Actions

3.9**Person** *(name)***What we have agreed to do****Young person****Designated teacher****Social worker****Carer****Parent(s)****REACH member of staff**

Designated Teacher/REACH member of staff to send/give copy of PEP to:

REACH (Christine Dubber) *cdubber@wakefield.gov.uk*

Foster Carer

Social Worker

School file

Date sent

Social Worker to send/give copy of PEP to:

Independent Reviewing Officer (IRO)

Any other people (e.g. parents)

Date sent

Date, time and venue for next PEP meeting

(transfer this date to the front page of document)