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|  | **Post 16 Personal Education Plan****(PEP)**   |  |

**OFFICIAL SENSITIVE**

PEP form completed by………………………………… PEP Date……………..

Student name:………………………………………DOB:………………. Year: 12 / 13 / 14 / 15+

College or Provider:……………………………………………………..

Current study programme/course & level:……………………………………………………………………

*The Personal Education Plan (PEP) is an evolving record of what needs to happen for students to make at minimum ‘expected progress’. The PEP should reflect the importance of a personalised approach to learning that meets the identified educational needs of the student, raises aspirations and builds life chances. The PEP is the joint responsibility of the relevant local authority and the education provider. Social workers, carers, Virtual School, teaching staffand other relevant professionals will need to work together.*

**The following information has been prepared/gathered:**

* Current attendance & attainment data [ ]
* Completed student voice sheet [ ]
* Previous PEP is at hand to discuss progress [ ]

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| **Attendance at PEP meeting** |
| **Name** | **Role** | **Contact details** | **Attended** |
|  | *Student* |  |  |
|  | *Designated Teacher* |  |  |
|  | *Social Worker* |  |  |
|  | *Parent / Carer* |  |  |
|  | *Keyworker* |  |  |
|  | *Virtual School* |  |  |
|  | *SENCO/INCO* |  |  |
|  | *Tutor* |  |  |
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| **Is there any reason why the student cannot fully participate in this meeting?** No [ ]  Yes [ ]  |
| If yes, please explain why and what support is being provided to increase their participation? |
| If the student is not able to attend who will feedback to them? |

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| **Snapshot of Strengths and Achievements** |
| What is going well academically and in other areas to celebrate strengths and achievements?  |
| Are there any impending changes or issues that might impact in the near future on learning (eg legal status, accommodation, benefits & entitlements)? |

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| **Attainment: New qualifications since the last PEP** |
| Award/Level | Subject | Result | Date achieved |
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| **Attendance, Progress & Attainment** |
| Subject | Attend. % | Target grade | Current Progress in relation to peersBelow Expected / Expected / Above | Grade achieved |
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| Any exclusions/disciplinary issues since last PEP, reasons and subsequent actions: |

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| **About me** |
| **Pastoral** | Summary of Attendance: | What support is in place, or will be put in place to help (if required)? |
| Summary of Behaviour: | What support is in place, or will be put in place to help (if required)? |
| Summary of Wellbeing: | What support is in place, or will be put in place to help (if required)? |
| **Health** | Are there any health issues that impact upon education? | If yes please give details:  |
| Are there social and emotional needs that impact upon education? | If yes please give details:  |
| What support and/or interventions are in place to help with this? |  |
| What else could be helpful? |  |
| **SEN / EHCP** | Does the student have special educational needs? Yes / No | If yes, what is the main educational need identified on the EHCP or SEN Support Plan?:  |
| What support is specified on the EHCP or SEN Support Plan? |  |
| What else could be helpful? |  |

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| **Future Planning** |
| Which subjects or activities do you want to study more or develop as possible careers? |
| What steps have you taken or could you take next to develop these? *E.g. Talking to your careers adviser, research, work experience.*  |
| What plans do you have for the end of this programme/year? *E.g. Further studies, training or employment* |
| Planned work experience (and no. of required hours):Who is responsible for this: |

**Review of Previous Outcome Targets**

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| **Outcome / Target** | **Why** | **How** | **When** | **Achieved** **Y/N** | **If not, why not** |
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**New Outcome Targets**

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| **Outcome / Target** | **Why** | **How** | **When** |
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| 16-19 / 19+ Bursary applied for?  |       |
| How will it be used? |       |

**Does the student give consent for their information to be shared with relevant professionals to help access further support and funding?** Yes[ ]  No[ ]

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| **Please include any important dates for special events, parent meetings, etc**  |

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| **Care information – to be completed by Social Worker** |
| Name and address of person with PR/emergency contact:  |
| Who will liaise with the provider on a day to day basis?  |
| **Next PEP meeting** |
| Date & Time | Venue | Person responsible for co-ordinating |
|  |  |  |

**Please email the completed form to:** virtualschool.lac@oxfordshire.gov.uk or alternatively post to: Virtual School for Looked After Children and Care Leavers, 0-25, Oxfordshire County Council, Abbey House, Abbey Close, Abingdon, Oxon, OX14 3JD

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| **For Virtual School use only** |
| PEP received date |       |
| PEP logged date |       |
| [[1]](#footnote-1)Quality assured by |       |
| RAG rating | **Red** [ ]   | **Amber** [ ]  | **Green** [ ]  |
| Comments and feedback |       |

**OFFICIAL SENSITIVE**

1. All PEPs are quality assured in line with the Virtual school document: Writing a high quality Personal Education Plan. [↑](#footnote-ref-1)