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| **Personal Education Plan (PEP)** **Post-16** |
| **EDUCATION SETTING TO COMPLETE ALL SECTIONS** Please ensure all information is completed in full. For boxes which say ‘choose an item’ please click in the box and a drop-down menu should appear.  |
| **This is my term**  Choose an item. |
| **Details of Child:** |
| Family Name |  | Given Names |  |
| Actual DOB |  | Likes to be known as |  |
| Ethnicity |  | Gender I identify as |  |
| Age |  | Primary Language |  |
| UPN |  | ULN |  |
| School Year |  |
| This PEP Meeting Date | Click here to enter a date.  |
| Date set for next PEP Meeting | Click here to enter a date. |
| Is this my initial PEP OR the first PEP since the move to a new education setting or school OR are there any changes in my carer details since my last PEP? | Choose an item. |
| Are there any planned transitions this academic year? | Choose an item. |
| If yes, please provide name of school or college |  |
| Is this PEP meeting a joint EHCP review? | Choose an item. |
| **My Personal Education Plan:**  |
| My School/Education Setting is: |  |
| My Designated Teacher/Person is: |  |
| Their Telephone number and Email is: |  |
| My Headteacher/Principal is: |  |
| Their email address is: |  |
| My Key Person is:(‘Which adult do I spend time with at school/college?’ e.g. A teacher, a learning mentor etc.) |  |
| Their email address is: |  |
| My Social Worker/ Personal Adviser is: |  |
| Their email address and Telephone Number is: |  |
| **PEP Meeting** |
| People who were involved with completing this form: *(please add more rows below if needed)* |
| Name | Their Role | How to contact them |
|  |  |  |
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| **About Me - How am I doing now?** E.g. How am I feeling? What do I enjoy and dislike? How do I let you know I am happy? How do I let you know if I am worried or if I need help with something? What am I interested in right now and next? What would help me? What might be preventing me? What am I proud of? What would I like to do or try? |
| **Young Person’s view:**  |
| **My Future Aspirations**  |
| *What are your current career aspirations? What careers advice, support and opportunities have you accessed and are planned? Have any other agencies been involved?* |
| **Special Educational Needs** |
| **Do I have any identified SEND/ALN?** Choose an item. |
| Special Educational Needs/Disability StatusChoose an item. | Primary Area of NeedChoose an item.Secondary Area of Need, if applicableChoose an item. |
| **Do I have a formal diagnosis?**  | **Please state my diagnosis/diagnoses:** |
| *(eg ADHD, Dyslexia, Dyscalculia, Foetal Alcohol Syndrome, Irlens, and/or other)*Choose an item.  |  |
| **SEND Strategies and Support** |
| **Please supply a summary of the strategies and support in place for me:****If I have an EHCP/Statement/IDP please comment on my progress made:****Date of EHCP/Top-Up review where applicable:** Click here to enter a date. |
| **Attendance and Progress** |
| Attendance |
| Overall Percentage | Percentage of absences authorised: | Percentage of absences unauthorised: | Are there concerns over my attendance? | Details of Concerns: |
|  |  |  | Choose an item. |  |
| **Is the young person on a full or part time course?** | **Are they engaging fully with this?** |
| Choose an item. | Choose an item. |
| **If they are not engaging fully, please complete the following:** |
| Details: |  |
| **Attainment – Post 16** |
| Subject/Name of course *(eg English, Construction, IT)* | Qualification and level*(e.g. GCSE, A’ Level, BTEC, HND, Functional Skills, Apprenticeship)* | Previous assessment grade *(If not previously studied, put N/A)* | Current assessment grade | End of course target | Am I on track to achieve my end of course target? |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
| NB: The questions below must be filled in for those young people who are in Reception and above.  |
| **Overall am I making Expected Progress from my starting point:** Choose an item. |
| **Are there concerns over my educational establishment place?** Choose an item. |
| **How do YOU think I am doing now?** |
| **School/College view:** *(Please provide a short summary of strengths and any areas requiring support, this may include dyslexia, dyscalculia, hearing, visual, Wellbeing Assessment Tool information, etc.)* |
| **Meeting summary and actions:****To include: any additional information provided, what needs to be done next and any actions required.** e.g: Updates from parents and carers, any identified interventions required or referrals needed to support the child/young person. |
|  |
| **Evaluation of Previous Targets:** |
| Previous ‘SMART’ target*(If first PEP put N/A)* | Has this been met? *(If first PEP put N/A)* | **If Yes**, please explain the impact this has had on progress.**If no**, please explain why. | Was Pupil Premium Plus (PP+) accessed? ***(Only applicable if student was in year 11 last PEP)*** |
| **Wellbeing Target**  | Choose an item. |  | Choose an item. |
| **English** *(if applicable)* | Choose an item. |  | Choose an item. |
| **Maths** *(if applicable)* | Choose an item. |  | Choose an item. |
| **Course name**  | Choose an item. |  | Choose an item. |
| **Next Steps** Please link targets set to EHCP if applicable. |
| **This term’s SMART targets** – please add **at least 2** targets, **plus** a target for wellbeing(Specific, Measurable, Achievable, Realistic, Time limited.) |
| Subject/Name of course  | Qualification and level*(e.g. GCSE, A’ Level, BTEC, HND, Functional Skills, Apprenticeship)* | Current SMART target details:*(These must relate to subjects in first column)* | Details, how will this be achieved? *(intervention, support, who will do this, etc.)* | Expected outcomefor this intervention |
| **Wellbeing Target** |  |  |  |  |
| **English** *(if applicable)* |  |  |  |  |
| **Maths** *(if applicable)* |  |  |  |  |
| **Course name**  |  |  |  |  |
| Other *(if applicable)* |  |  |  |  |
| **16-19 Funding (If applicable)** |
| **Am I getting additional funding?** (EMA, Bursary, Other?) Choose an item. |
| **How is this being used to support me?** |