

# Personal Education Plan For Children In Care



Fields marked with a \* are required

## A. ESSENTIAL PUPIL INFORMATION

### Form Head

Social Worker responsible for completing this section

Garon Pang (pfs) (Professional Officer Quality Information)

If you are completing this section on behalf of the social worker please state your name and role

Date of this PEP meeting:

### 1. PERSONAL INFORMATION

First name

TEST

Family name

PEP

Name known at school

Date of birth

Gender

Male

Ethnicity

White

Religion

NONE

Legal status

1st Language

Unique Pupil  
Number

Client ID number

## 2. CARE INFORMATION

Name of  
Carer/Placement

Address of  
Carer/Placement

Current  
School/Educational  
Placement Name

Current  
School/Educational  
Placement Address

Telephone Number

Fax

Email

Current Placement  
Type

Date into care (most  
recent care episode)

Number of  
placements

Local Authority

### 3. KEY CONTACTS INFORMATION

Attended	First Name	Family name	Role/relationship	Contact number	Email	Copies of PEP to be sent to

### 4. ESSENTIAL INFORMATION

Who should be contacted in case of an emergency?

Who will liase with the school on a day to day basis?

Who will receive school information?

Who will give permission for school trips?

Who will attend parents evening?

Is there anyone who should not have unsupervised contact and communication?

## B. EDUCATIONAL HISTORY

Designated Teacher responsible for completing this section:

If you are completing this section on behalf of the designated teacher please state your name and role:

Date of this PEP meeting:

### 1. CURRENT SCHOOL INFORMATION

Year group

Key stage

Date started at present school

Other relevant information  
eg.tutor/formgroup

Please attach the following:

- Pupil's timetable
- Attendance record (%)
- Other relevant plan or report

## 2. PREVIOUS SCHOOL HISTORY

School and address	Date from	Date to	Type of school	Reason for leaving

## 3. ATTAINMENT LEVELS AND ACHIEVEMENTS

Information in this section should include prior, current and predicted levels of attainment

### Early Years Foundation Stage

Areas of learning and development	Description of progress	EYFS profile

**Key Stage 1**

Category	Speaking and Listening	Reading	Writing	Mathematics	Science

Other measures of progress during KS1

Give the reason if National Curriculum tests were not assessed at this stage

**Key Stage 2**

Category	English	Mathematics	Science



Other measures of progress during KS2

Give the reason if National Curriculum tests were not assessed at this stage

**Key Stage 3**

Category	English	Mathematics	Science

Other measures of progress during KS3

Give the reason if National Curriculum tests were not assessed at this stage

**Key Stage 4**

Subject	Award ( e.g/ GCSE, GNVQ etc)	Predicted grade	Actual grade	Date of exam/s	Exam board	Tier / level

**4. Give details of any special arrangements for the pupil in exams**

**5. PLEASE GIVE DETAILS IF PUPIL NOT ENTERED FOR EXAMINATIONS IN CORE SUBJECTS**

Subject	Reason

**6. SPECIAL EDUCATIONAL NEEDS**

Does the pupil have Special Educational Needs and if so, at which code of Practice stage is he or she? Please attach Individual Education Plan (IEP)

When was the statement finalised?

Which Local Authority is responsible for administrating the statement?

Who is the named SEN officer responsible?

What is the main educational need identified on the Individual Education Plan (IEP) or statement?

What support is specified on the Individual Educational plan (IEP) or statement ?

When is the statement due to be reviewed?

If the pupil is 14 or over, has a transition review taken place or is one planned?

**7. EXCLUSIONS**

Reason for exclusion	Type of exclusion	Date From	Date To

8. What provision has been made for exclusions over 6 days?

### C. PUPIL'S VIEWS

EDUCATION AND LEARNING: PREPARING A PERSON FOR THEIR PERSONAL EDUCATION PLAN MEETING. THE YOUNG PERSONS VIEWS ARE AN IMPORTANT PART OF THE PEP PROCESS, THEY SHOULD BE ENCOURAGED TO ATTEND ALL OR PART OF THE PEP MEETING. THE COMPLETION OF THE YOUNG PERSON VIEW FORM IS EQUALLY IMPORTANT AND SHOULD BE FILLED IN PRIOR TO THE PEP. IT IS THE SOCIAL WORKERS RESPONSIBILITY TO DECIDE WHO THE BEST PERSON IS TO ASSIST THE CHILD IN COMPLETING THE FORM. THERE ARE TWO TYPES OF FORM AIMED AT DIFFERENT AGES. BOTH FORMS ARE AVAILABLE FOR DOWNLOAD.

Which form was used to gather the child/young person's views?

Primary aged
  Secondary aged

Date form sent

Who is responsible for completing this form with the young person?

Date form returned

If no form has been completed by the young person, what is the reason?

### D. EDUCATIONAL NEEDS, TARGETS & INTERVENTIONS

Section D is agreed and recorded at the PEP meeting and must address both short and long term needs and targets. Targets should be SMART; Specific, Measurable, Achievable, Realistic, Time related

**1 CURRENT ACHIEVEMENTS & INTERESTS**

Activity/Achievements	Date Achieved

**2. CURRENT SUPPORT FROM OTHER AGENCIES**

School based support	Details

**CURRENT SUPPORT FROM OTHER AGENCIES**

Out of School based support	Details

**3. REVIEW OF EDUCATION TARGETS**

Target	What were the education targets from the last PEP?	Target achieved?	Comments on outcome

**4. REVIEW OF OTHER DECISIONS AND ACTIONS**

Target	What were the other decisions and actions from the last PEP?	Target achieved?	Comments on outcome

**5. KEY EDUCATIONAL NEEDS AND ISSUES THAT IMPACT ON EDUCATIONAL PROGRESS**

Issues:

Needs:

**6. NEW EDUCATION TARGETS AND ACTIONS ( should not exceed three where possible)**

Target	Target description	How will this target be met?	Actions and services provided	By when	By whom

**7. NEW OTHER DECISIONS AND ACTIONS**

Decision	Decision description	Actions and services	By when	By whom



**8.GIVE DETAILS OF HOW THE PERSONAL EDUCATION ALLOWANCE (PEA) HAS BEEN ALLOCATED THIS ACADEMIC YEAR**

Proposed support:  
(please state what will happen, who will be involved and the time it will take)

What current PEP target does this link to?

What is the intended outcome and how will the success be measured? (reports from activity providers, exams grades etc)

Summarise the approaches you have already tried to meet this need (including referrals to other services)

How have you consulted with the young person?

What are the costs and how will they be incurred?

How will the funding be made available? (will it be paid directly by education team, refunded to carer on presentation of receipt etc.)

**9. NEXT PERSONAL EDUCATION PLAN MEETING**

Date	Time	Venue	Person responsible for co-ordinating this meeting