

# Derbyshire Personal Education Plan (PEP)

## Key Stage 3 & 4

<b>Date of PEP Meeting:</b>			
<b>Name of child:</b>			
<b>Date of birth:</b>		<b>Year group:</b>	
<b>School/Education Setting:</b>			

**How will this plan be shared?**

- Designated Teacher will send a copy to the PEP Administrator.
- The PEP administrator will make sure the carer has a copy.
- Uploaded onto framework i

**Date, time and venue for next PEP review meeting:**

**Date, time and venue of next Child Looked After Review:**

Please return via the schools secure site (Derbyshire Schools only) clearly labelled as per the schools guidance or post to:

PEP Administrator

Virtual School

Chatsworth Hall, B Block

Chesterfield Road

Matlock

Derbyshire, DE4 3FW

For further information contact [belinda.smith@derbyshire.gov.uk](mailto:belinda.smith@derbyshire.gov.uk)

**Have you attached your**

- Attendance Register
- Tracking data

Email using Office 365 Encrypted email Option.

**Personal Details:**

Initial details to be completed by the social worker and updated prior to each review by the school

\*Some details must be kept confidential and not released to the meeting. Social Worker will advise.

**Young person:**

Surname:		Forename:			
Date of birth:		Gender:		UPN:	
Ethnicity:		First Language			
* Current Address:		*Name of carer:			
		*Tel Numbers:	Home:		
			Mobile:		
*Name and address of parent:					

**Care Details:**

Social Worker Name:		Tel:	
Address:		Fax:	
		Email:	
Date child entered care:			

**Care Status:**

Interim Care Order (Section 38)		Care Order (Section 31)		Accommodated		
Placement Order		Other		(please tick)		

**Placement Type (please indicate)**

At home:		Friends		Foster Care		
Relatives		Residential Care		Adoption Placement		

School/College Contacts		
Current School/College details <i>(including address)</i>		
School/College email:		
Tel No:		
Key Person: <i>(the person who knows the young person best in school):</i>		
Designated Teacher:		
Designated Teacher Email:		
Virtual School Worker:		
Educating Authority		
People who attended the PEP meeting		Did the child attend? Yes/No
Name	Role	Contact Details
Apologies	Role	Contact Details

**Review of targets from previous Personal Education Plan****Designated Teacher and young person MUST complete this page before the meeting (*If first PEP please skip to next section*)**

<b>Previous PEP targets</b>	<b>What's gone well? Comments from Designated teacher and young person</b>	<b>Has target been achieved? YES / NO</b>	<b>If this target was not achieved, what or who could help ?</b>	<b>Designated Teacher /staff comments on progress from last PEP</b>

## Attendance

Please attach a copy of your current school attendance register  
(Herringbone)

## Additional Needs: Statement/Education Health & Care Plan

Please tick the SEN Status of the child.

EHCP: <input type="checkbox"/>	Statement: <input type="checkbox"/>	SEN Support: <input type="checkbox"/>	None: <input type="checkbox"/>
Is the child undergoing an Education, Health Care Needs Assessment?		Yes:	No:
Date of last Annual Review: (please attach a copy)			
Planned date of next Annual Review:			
Date of most recent termly SEND Review:			

Please note below names, roles and contact details of anyone else who is giving support within school or outside school.

Name	Role/Contact details	What are you doing for this young person?

<b>Young Person's Views</b>				
Please fill this in as honestly as you can, adding the subjects you are studying in the blank boxes.				
	Happy	Not Sure	Unhappy	Supporting comments
English				
Maths				
Science				
Music				
History				
PE				
Geography				
Art				

**What you should know about me**  
(please attach drawings or photos if you wish to)

**In school/college I enjoy:**

**I need help with:**

**How could we improve your PEP Meeting?**

**I am happy when:**

**I am good at:**

**When I leave school/college I want to:**

<b>Carers/parents comments about the young person</b>
<b>What is going well?</b>
<b>Concerns I/we have?</b>
<b>What I/we would like our young person to achieve in the next 6 months:</b>



**Previous attainment – End of Key Stage 2** *(National Curriculum levels if still available)*

English	Speaking & Listening	Grammar	Reading	Writing	Maths	Science

## CURRENT ATTAINMENT:

	YES	NO
Is the child making expected levels of progress (for the child)?		
Is the child meeting age related expectations?		

### Key Stage 3

Baseline data:											
	Working at which Year level					Emerging	Emerging +	Expected	Expected +	Exceeding	Exceeding +
	Below Yr 6 (enter Yr)	Yr 6	Yr 7	Yr 8	Yr 9						
English											
Maths											
Science											
End of Year Target:											
	Working at which Year level					Emerging	Emerging +	Expected	Expected +	Exceeding	Exceeding +
	Below Yr 6 (enter Yr)	Yr 6	Yr 7	Yr 8	Yr 9						
English											
Maths											
Science											
Current Data:											
	Working at which Year level					Emerging	Emerging +	Expected	Expected +	Exceeding	Exceeding +
	Below Yr 6 (enter Yr)	Yr 6	Yr 7	Yr 8	Yr 9						
English											
Maths											
Science											

If the young person is working at P Levels please attach your tracking information.

Key Stage 4 - Please attach your own tracking data to the PEP for Key Stage 4 students

**Setting new targets** (If there is an Individual Education Plan these targets will be the same) Please attach.

\*SMART = Specific, Measurable, Achievable, Realistic, Time limited

The young person's short term target	What needs to happen?	Who will help and how?	By when?	How will we know when the target has been achieved?	How is Pupil Premium being used?

**What are the teachers and school planning to help the young person succeed in?**

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**Please attach your Provision Map for use of Pupil Premium Plus (Claim by Term, ie Summer, Autumn, Spring)**

A template is available on request from [lynn.steventon@derbyshire.gov.uk](mailto:lynn.steventon@derbyshire.gov.uk)

Next Steps: Getting ready for Post 16 education, further training or employment – long term plans	
Ideas about Post 16 education, further training or employment	
What support do you need to achieve these goals?	
Is this in your Post 16 Pathway Plan? ( <i>If not, please include in next Pathway Plan review</i> )	
Career Advice Input	
Name of P.A Adviser ( <i>for young people living in Derbyshire</i> )	
<p>Does the young person have a Careers Action Plan?</p> <p>Yes <input type="checkbox"/> <i>Please include.</i> No <input type="checkbox"/> How will the young person be supported with transition?</p>	
<p>If the young person has SEND and is Year 11, have they got a Preparation for Adulthood Plan? (<i>if yes please provide a copy</i>)</p> <p>Yes <input type="checkbox"/> <i>Please include</i> No <input type="checkbox"/> <i>Please specify why</i></p>	
<p>If there is any other information the young person would like you to share then please detail below?</p>	

Actions from the meeting			
Actions	Who	By when	Expected outcome/s
<b>Additional Notes to be recorded in the meeting, including view of parents/carers and other professionals. (<i>Include any information on education or social care changes that may impact on the young person</i>)</b>			