[](http://www.bournemouth.gov.uk/)

|  |  |
| --- | --- |
| Personal Education  Plan | **Autumn Term:** |
| **Spring Term:**  Click or tap to enter a date. |
| **Summer Term:**  Click or tap to enter a date. |
| Autumn Term of following academic year: |
| **Student Name** | **Key Stage**  **Year** |

|  |  |  |
| --- | --- | --- |
| **PEP** | **Individual Progress** | **Meeting National ARE** |
| **Autumn** |  |  |
| **Spring** |  |  |
| **Summer** |  |  |
| **End of Year** |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |

PEP completed by:

# Contents

[Personal Information 3](#_Toc490127518)

[People involved in my PEP meeting: 3](#_Toc490127519)

[Social Care Key Information 4](#_Toc490127520)

[Summary of history 4](#_Toc490127521)

[Education Provision. 5](#_Toc490127522)

[Exclusions 5](#_Toc490127523)

[Contacts and Permissions 6](#_Toc490127524)

[Who will say I can go on school trips? 6](#_Toc490127525)

[Young Person’s Views About School 7](#_Toc490127526)

[Musical Instruments 9](#_Toc490127527)

[My Achievements 10](#_Toc490127528)

[My Carer/ Parent thinks 11](#_Toc490127529)

[Special Educational Needs and Disability 12](#_Toc490127530)

[Education Data 13](#_Toc490127531)

[Attendance 13](#_Toc490127532)

[Progress Report 13](#_Toc490127533)

[Class Teacher Report 15](#_Toc490127534)

[Education Plan 17](#_Toc490127535)

[Short-term plans 17](#_Toc490127536)

[Short Term Educational Priorities 18](#_Toc490127537)

[Short-term education actions (SMART) Autumn Term 20](#_Toc490127538)

[Short-term education actions (SMART) Spring Term 21](#_Toc490127539)

[Short-term education actions (SMART) Summer Term 22](#_Toc490127540)

[Long-Term Education Plans 23](#_Toc490127541)

[Year 6 Transition 23](#_Toc490127542)

[Pupil Premium 24](#_Toc490127543)

[Autumn 24](#_Toc490127544)

[Spring 24](#_Toc490127545)

[Summer 25](#_Toc490127546)

[Effectiveness 25](#_Toc490127547)

[Appendix A: Attendance Register 26](#_Toc490127548)

[Appendix B: School Reports 27](#_Toc490127549)

# Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date of birth** |  |
| **UPN** |  | **Year Group/ Key Stage** |  |
| **Current address** | | **School address** | |
|  | |  | |
| **Phone number** |  | **Phone number** |  |
| **If the Young Person is educated outside of the authority, where is this taking place?** | |  | |

People involved in my PEP meeting:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | **Name & contact details** | **Attended 1st PEP**  **Y / N** | **Attended 2nd PEP**  **Y / N** | **Attended 3rd PEP**  **Y / N** | cc:  **Y / N** |
| **Young person** |  |  |  |  | Y |
| **Lead practitioner / Designated teacher** |  |  |  |  | Y |
| Social worker |  |  |  |  | Y |
| **Parent / Guardian** |  |  |  |  |  |
| **Carer / Key worker** |  |  |  |  | Y |
| **SENCO** |  |  |  |  | Y |
| **LAC Education**  **Caseworker** |  |  |  |  | Y |
| **Headteacher of Virtual School** | Suzie Levett, Town Hall Ext 3, Bourne Avenue, Bournemouth, BH2 6DY  Tel: 01202 456345 |  |  |  | Y |
| **Copy to: Input to RAISE** | LAC co-ordinator  Social Worker to attach to RAISE | - | - | - | Y |

# Social Care Key Information

|  |
| --- |
| **Name of Social Worker:** |

|  |  |
| --- | --- |
| Young Person’s legal status (select below) | Type of placement (select below) |
| Choose an item. | Choose an item. |
| If Other, please specify below |
|  |

Summary of history

|  |  |
| --- | --- |
| **Date of first full-time care placement** |  |
| **Number of changes of placement since first coming into care** |  |
| **Number of changes in last 12 months** |  |
| **Number of changes of Social Worker since coming into care** |  |
| **Time without an allocated social worker** (dates) |  |
| **Additional Comments** | |
|  | |

|  |  |
| --- | --- |
| **Past of current health concerns and/or prescribed medication the school should be aware of** | |
| **Autumn:** |  |
| **Spring:** |  |
| **Summer:** |  |

# Education Provision*.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of school or alternative provision** | **From**  (month & year) | | **To**  (month & year) | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
| **Time without a school / full-time provision**  (if more that 20 days) | | **From**  (month & year) | | **To**  (month & year) |
|  | |  | |  |
| **Is young person currently without full-time provision?** | | | |  |
| **If Yes, then please specify for how long without full-time provision.** | | | |  |

Exclusions

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Reason** | **Duration** | **Date** |
|  |  |  |  |

# Contacts and Permissions

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Anyone for whom contact is prohibited and what position school should take if contacted by this person** |  |  |  |
| **Who will school ring in an emergency?** |  |  |  |
| **Who will school send important letters to?** |  |  |  |
| **Who will school send my reports to?** |  |  |  |
| **Who will come to parent/carer evenings?** |  |  |  |
| **Who will come to my class assemblies and other school events?** |  |  |  |

Who will say I can go on school trips?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Autumn Term** | **Spring Term** | **Summer Term** | |
| **Local trips** |  |  | |  |
| **Residential** |  |  | |  |
| **Trips abroad** |  |  | |  |

|  |
| --- |
| **Please give details of all contact arrangements below** |
|  |

# Young Person’s Views About School

|  |  |
| --- | --- |
| **What are the best things about school? What are your favourite subjects?** | |
| Autumn |  |
| Spring |  |
| Summer |  |
| **Which adults can you talk to in school? (If you need help or just for a chat)** | |
| Autumn |  |
| Spring |  |
| Summer |  |
| **Do you need any more help with your school work? If so, what subjects?** | |
| Autumn |  |
| Spring |  |
| Summer |  |

|  |  |
| --- | --- |
| **Who are your friends?** | |
| Autumn |  |
| Spring |  |
| Summer |  |
| **Do you go to any clubs or societies in or out of school? Are there any you would like to join?** | |
| Autumn |  |
| Spring |  |
| Summer |  |

Musical Instruments

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you play a musical instrument? | Yes | |  | | | No | | |  | |
| Do you have lessons on your instrument… | In School  Privately  Ceased Lessons Self Taught | | | | | | | | | |
| How are you taught your instrument? | One-to-One |  | | In a Group | |  | As a Whole Class (First Access) | | |  |
| How long have you been learning your instrument? | 0 to 3 years |  | | | 3 to 5 years |  | | More than 5 years | |  |

# My Achievements

|  |
| --- |
| C:\Users\whileyk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ZNR0WPC2\5694880812_e57aacbc2c_z[1].jpg |

(Feel free to include a copy of anything that you’re proud of. For example, it could be a piece of work, a certificate that you were awarded, or something else that you did in school.)

# My Carer/ Parent thinks

|  |  |  |
| --- | --- | --- |
| **My Strengths are:** | Autumn |  |
| Spring |  |
| Summer |  |
| **The Challenges I face are...** | Autumn |  |
| Spring |  |
| Summer |  |
| **Things that help me learn at home..** | Autumn |  |
| Spring |  |
| Summer |  |
| **Young person’s achievements.** | Autumn |  |
| Spring |  |
| Summer |  |

**Parent/Carer’s name .......................................... Signature....................................................**

# Special Educational Needs and Disability

Does this pupil have special educational needs and disability (SEND)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Other |  |

|  |
| --- |
| If Yes, please describe the nature of SEND |
| This pupil has |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do they have an Education, Health and Care Pan (EHCP)? | Yes |  | No |  | Other |  |
| When was the EHCP finalised? |  | | | | | |
| Which Local Authority is responsible for administering the EHCP? |  | | | | | |
| Who is the named SEND Officer at the Local Authority? |  | | | | | |
| Who is the named SEND Officer at the school? |  | | | | | |
| What is the main education need identified on the EHCP? |  | | | | | |
| What support is specified on the EHCP? |  | | | | | |

# Education Data

Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendance issues** (please attach attendance print-out**)** | **Last Academic Year** | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Percentage attendance** (%) |  |  |  |  |
| **Authorised absences** |  |  |  |  |
| **Unauthorised absences** |  |  |  |  |
| **Punctuality** |  |  |  |  |
| **Fixed-term exclusions**  **(number of days)** |  |  |  |  |
| **Attendance print-out attached** |  |  |  |  |

Progress Report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Key stage | Reading | Writing | English / SPAG | Maths | Science |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

Please use a grade of “*A”* to “*I”* as detailed in the table below to fill in the results on this page.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Below ARE | | | Age Related Expectation | | | Above ARE | | |
| I | H | G | F | E | D | C | B | A |
| Significantly Below  (P-Levels) | Below | Working Towards ARE | ARE | Secure ARE | Working Towards Above | Above | Secure Above | Significantly Above |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Stage 1** | **Year 1** | | | | **Year 2** | | | |
| **Assessment Date** | **Autumn Term** | **Spring Term** | **Summer Term** | **Year end target** | **Autumn Term** | **Spring Term** | **Summer Term** | **Year end target** |
|  |  |  |  |  |  |  |  |
| **Reading** |  |  |  |  |  |  |  |  |
| **Writing** |  |  |  |  |  |  |  |  |
| **English** |  |  |  |  |  |  |  |  |
| **Maths** |  |  |  |  |  |  |  |  |
| **Science** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Stage 2** | **Year 3** | | | | **Year 4** | | | |
| **Assessment Date** | **Autumn Term** | **Spring Term** | **Summer Term** | **Year end target** | **Autumn Term** | **Spring Term** | **Summer Term** | **Year end target** |
|  |  |  |  |  |  |  |  |
| **Reading** |  |  |  |  |  |  |  |  |
| **Writing** |  |  |  |  |  |  |  |  |
| **English** |  |  |  |  |  |  |  |  |
| **Maths** |  |  |  |  |  |  |  |  |
| **Science** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Stage 2** | **Year 5** | | | | **Year 6** | | | |
| **Assessment Date** | **Autumn Term** | **Spring Term** | **Summer Term** | **Year end target** | **Autumn Term** | **Spring Term** | **Summer Term** | **Year end target** |
|  |  |  |  |  |  |  |  |
| **Reading** |  |  |  |  |  |  |  |  |
| **Writing** |  |  |  |  |  |  |  |  |
| **English** |  |  |  |  |  |  |  |  |
| **Maths** |  |  |  |  |  |  |  |  |
| **Science** |  |  |  |  |  |  |  |  |

Class Teacher Report

|  |  |
| --- | --- |
| **Areas of strength (academic and social)** | |
| Autumn |  |
| Spring |  |
| Summer |  |
| **Areas of concern (academic and social)** | |
| Autumn |  |
| Spring |  |
| Summer |  |
| **Peer relationships/ Social Skills** | |
| Autumn |  |
| Spring |  |
| Summer |  |
| **Child’s progress since the last PEP** | |
| Autumn |  |
| Spring |  |
| Summer |  |
| **Current academic targets in core subjects** | |
| Autumn |  |
| Spring |  |
| Summer |  |
| **Any other comments?** | |
| Autumn |  |
| Spring |  |
| Summer |  |

# Education Plan

Short-term plans

**Background information, social care update & summary of progress since last PEP Review**

|  |
| --- |
| **Autumn** |
|  |

|  |
| --- |
| **Spring** |
|  |

|  |
| --- |
| **Summer** |
|  |

Short Term Educational Priorities

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Priority** | **Term** | **Specific area of concern/priority** | **How will these be addressed?** |
| **Attendance / punctuality concerns** | Autumn |  |  |
| Spring |  |  |
| Summer |  |  |
|  | | | |
| **Special Educational Needs** (learning, emotional, pastoral) | Autumn |  |  |
| Spring |  |  |
| Summer |  |  |
|  | | | |
| **Study support in class/ home learning** | Autumn |  |  |
| Spring |  |  |
| Summer |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Cultural / Religious needs | Autumn |  |  |
| Spring |  |  |
| Summer |  |  |
|  | | | |
| Personal development | Autumn |  |  |
| Spring |  |  |
| Summer |  |  |
|  | | | |
| Other agency involvement | Autumn |  |  |
| Spring |  |  |
| Summer |  |  |

Short-term education actions (SMART) Autumn Term

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Desired Outcome** | **How will this be achieved?** | **Who can help – what can they do?** | **By** (date) | **Review Outcome** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Who will discuss this PEP with the young person and when will it take place?** | | | | |
|  | | | | |

Short-term education actions (SMART) Spring Term

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Desired Outcome** | **How will this be achieved?** | **Who can help – what can they do?** | **By** (date) | **Review Outcome** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Who will discuss this PEP with the young person and when will it take place?** | | | | |
|  | | | | |

Short-term education actions (SMART) Summer Term

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Desired Outcome** | **How will this be achieved?** | **Who can help – what can they do?** | **By** (date) | **Review Outcome** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Who will discuss this PEP with the young person and when will it take place?** | | | | |
|  | | | | |

Long-Term Education Plans

|  |  |
| --- | --- |
| Key Stage and Other Transitions (e.g. assessments and transfers) | |
| Action | By Whom |
|  |  |

Year 6 Transition

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action | By Whom | Completed | | Date |
| Apply for a school place |  | Yes | No |  |
| Which school |  | | | |
| Attach transition plan |  | Yes | No |  |
| Identify transport needs |  | Yes | No |  |
| Invite Secondary School Designated LAC Teacher to final year 6 PEP |  | Yes | No |  |
| Name of Secondary School Designated LAC Teacher |  | | | |

|  |
| --- |
| **Who will discuss this PEP with the young person and when will it take place?** |
|  |

# Pupil Premium

**How is the Pupil Premium being used to improve the educational outcomes for this young person? To be completed by the School prior to PEP. Clear evidence must be provided.**

Autumn

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Impact/Outcome** | **By whom** | **Cost of provision** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Spend** | | |  |

Spring

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Impact/Outcome** | **By whom** | **Cost of provision** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Spend** | | |  |

Summer

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Impact/Outcome** | **By whom** | **Cost of provision** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Spend** | | |  |

Effectiveness

Please rate the effectiveness of Pupil Premium spending on improving their educational outcomes.

N/A = not spent on this category 1 = not very effective at all 5 = very effective

|  |  |  |  |
| --- | --- | --- | --- |
| Category of Spending | Autumn | Spring | Summer |
| Books |  |  |  |
| 1:1 Tuition |  |  |  |
| Trips/Activities |  |  |  |
| Professional Input |  |  |  |
| Gifted & Talented |  |  |  |
| TA Support |  |  |  |
| Music |  |  |  |
| Sport |  |  |  |

# Appendix A: Attendance Register

# Appendix B: School Reports