[](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:

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# 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** |
|  |

# My Skills, Interests & Achievements

|  |  |  |
| --- | --- | --- |
| **Skills:**  **things I am good at...** | Autumn |  |
| Spring |  |
| Summer |  |
| **Qualities:**  **organised, punctual, good friend...** | Autumn |  |
| Spring |  |
| Summer |  |
| **Things I need help with...** | Autumn |  |
| Spring |  |
| Summer |  |
| **Achievements in school...** | Autumn |  |
| Spring |  |
| Summer |  |
| **Achievements and interests out of school...** | Autumn |  |
| Spring |  |
| Summer |  |
| My hopes this year are... | 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 | |  |

Thinking about the future

|  |  |
| --- | --- |
| **Do you have any ideas about what you would like to do after year 11?**  **e.g. Higher Education, Employment, Apprenticeship** | |
| Autumn |  |
| Spring |  |
| Summer |  |
| **What options are you thinking of choosing/ have chosen for key stage 4?** | |
| Autumn |  |
| Spring |  |
| Summer |  |

# 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 «F30» |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |
| 3 |  |  |  |  |  |

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 3 | Year 7 | | | | Year 8 | | | | Year 9 | | | |
| Assessment Date | Autumn Term | Spring Term | Autumn Term | Year end target | Autumn Term | Spring Term | Summer Term | Year end target | Autumn Term | Spring Term | Summer Term | Year end target |
|  |  |  |  |  |  |  |  |  |  |  |  |
| English |  |  |  |  |  |  |  |  |  |  |  |  |
| Maths |  |  |  |  |  |  |  |  |  |  |  |  |
| Science |  |  |  |  |  |  |  |  |  |  |  |  |
| Computing |  |  |  |  |  |  |  |  |  |  |  |  |
| Geography |  |  |  |  |  |  |  |  |  |  |  |  |
| History |  |  |  |  |  |  |  |  |  |  |  |  |
| RE |  |  |  |  |  |  |  |  |  |  |  |  |
| Art |  |  |  |  |  |  |  |  |  |  |  |  |
| Music |  |  |  |  |  |  |  |  |  |  |  |  |
| PE |  |  |  |  |  |  |  |  |  |  |  |  |
| Technology |  |  |  |  |  |  |  |  |  |  |  |  |
| French |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

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 4** | **Year 10** | | | | **Year 11** | | | |
| **Assessment Date** | **Autumn Term** | **Spring Term** | **Summer Term** | **Year end target** | **Autumn Term** | **Spring Term** | **Summer Term** | **Year end target** |
|  |  |  |  |  |  |  |  |
| **English** |  |  |  |  |  |  |  |  |
| **Maths** |  |  |  |  |  |  |  |  |
| **Science** |  |  |  |  |  |  |  |  |
| **Computing** |  |  |  |  |  |  |  |  |
| **Geography** |  |  |  |  |  |  |  |  |
| **History** |  |  |  |  |  |  |  |  |
| **RE** |  |  |  |  |  |  |  |  |
| **Art** |  |  |  |  |  |  |  |  |
| **Music** |  |  |  |  |  |  |  |  |
| **PE** |  |  |  |  |  |  |  |  |
| **Technology** |  |  |  |  |  |  |  |  |
| **French** |  |  |  |  |  |  |  |  |
| **Drama** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Please use the table below to indicate GCSE predictions at each PEP.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year**  **Group** | **PEP** | **5+ A\* - C**  **including E&M** | **5+ A\* - C** | **5+ A\* - G** | **Entry level** |
| **10** | **Autumn** |  |  |  |  |
| **Spring** |  |  |  |  |
| **Summer** |  |  |  |  |
| **11** | **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?** | | | | |
|  | | | | |

# 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** | | | Click or tap here to enter text. |

Spring

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Impact/Outcome** | **By whom** | **Cost of provision** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Spend** | | | Click or tap here to enter text. |

Summer

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Impact/Outcome** | **By whom** | **Cost of provision** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Spend** | | | Click or tap here to enter text. |

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