

Bournemouth Early Years Personal Education Plan

Before the meeting starts, please ensure you have:

- A copy of the last PEP (Spring/Summer term only)
- Pre-populated this PEP form

Complete once then update as required

Update at PEP

Early Years provider to populate prior to PEP meeting

Child to complete prior to PEP

Section 1: Personal Information (Update at PEP)

My full name			
I liked to be called		My date of birth:	
My early years setting		Previous settings:	
SEN status		Care Status:	
Term	Autumn	Spring	Summer
Date of PEP Meeting			
People who attended the PEP Meeting:			
Child			
Carer			
Social Worker			
Designated Lead / Key Worker			
LAC Ed caseworker			
Other			

Section 2: My Views

(Complete with young person prior to PEP meeting)

This is what makes me happy:



This is what makes me sad:



My favourite things are:



Draw a picture of you



In school, I really enjoy:



I like playing with:



These people are special to me:



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.....

Contacts and Permissions (Update at PEP)

Please name 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/ outings?

Local	
Trips by coach/train	
Details of Contact arrangements:	

Section 3: Multiagency Involvement

Involvement of other agencies (Please indicate current or recent involvement)

Agency including contact details	Reason for referral	Date started	Date ended

Section 4: Progress

(Completed by the setting before the PEP meeting) Please use: **J**= Just within **S**=Secure.

General Views on Young Person

Autumn:

Spring:

Summer:

Child's age in months		<16 Months.	16-26 Months.	22-36 Months.	30 -50 Months.	40 -60 Months.	ELG (1=emerging 2= expected or 3=exceeded)
Colour coded for each entry							
Communication and Language	Listening and attention						
	Understanding						
	Speaking						
Physical Development	Moving and handling						
	Health and self-care						

Child's age in months		<16 Months.	16-26 Months.	22-36 Months.	30 -50 Months.	40 -60 Months.	ELG (1= <i>emerging</i> 2= <i>expected or</i> 3= <i>exceeded</i>)
Colour coded for each entry							
Personal, Social and Emotional Development	Making relationships						
	Self-confidence and self-awareness						
Literacy	Reading						
	Writing						
Mathematics	Numbers						
	Shape, space and measures						
Understanding the World	People and communities						
	The world						
	Technology						
Expressive Arts and Design	Exploring and using media and materials						
	Being imaginative						
Characteristics of Effective Learning: How do they like to learn? (Ref: Developmental Matters document Page 7) Playing and exploring-----Active learning-- --- Creating and thinking critically.							

Issues impacting on education

(The current situation sections must be completed by school/setting before the PEP meeting
At the meeting, decide which issues need to be discussed first. Record actions on page 6).

Key Area	Current Situation (This section to be completed by the setting before the meeting)	Action required? (Y/N)
Transition arrangements.		
Attendance, punctuality and issues relating to setting		
Behaviour		
Personal, social and emotional issues (<i>note impact on learning rather than personal information</i>)		
Relationships with other children		
Factors impacting on learning (<i>e.g. Health, speech, language, disability, special learning difficulties, problems with concentration etc.</i>)		
Liaison between school/setting and carers a) <i>What are the arrangements for effective communication?</i>		

Section 5: Targets for this term (Please write SMART targets)

How is the Early Years Pupil Premium being used to benefit this child?

What is the issue? <i>(needs and risks)</i>	What do we want to achieve? <i>(include measurable success criteria)</i>	What actions will we take to achieve it and when?	Adult responsible	How will this be funded? <i>(details of funding including EYPP)</i>	Impact – review section please include child's view where appropriate

Date of next PEP:	Time:	Venue:
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