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| --- | --- | --- |
| **Name:** |  | **Date of this PEP:** |

The Sutton Virtual School

Personal Education Plan

PLEASE NOTE!

The college should make sure all the relevant information is available as well as samples of work

A good PEP needs the following things:

* The **right people** in attendance:
  + Person responsible for children looked after in the education setting
  + The social worker
  + The carers or key worker
* Where possible the **Virtual School** will attend at least two PEPs each year
* The **voice of the young person** must be heard
* Up to date **attainment and progress data**
* A **thorough discussion** of progress this term
* Decisions / plans about the **guidance, support and resources needed** to close the attainment gap
* Targets to be set that are **challenging, SMART and understandable** by the young person and measurable in a meaningful way for the next meeting.

* Samples of work are provided

**Is this PEP a Good PEP? Yes RI**

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| **Date of next PEP meeting:** | **Time:** | **Location:** |

**PERSONAL EDUCATION PLAN Part A – before the meeting**

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| **Name of pupil:**  **Did the YP attend the PEP: Y/N** |  | **Date of**  **Birth:** |

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| **Name of college:** |  | |
|  | **Year Group:** | **UPN:** |

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| --- | --- | --- | --- | --- |
| **Key Contact Role** | **Name** | **Telephone** | **E-mail** | **Attended PEP?** |
| Designated Teacher |  |  |  |  |
| Tutor |  |  |  |  |
| Social Worker |  |  |  |  |
| Foster Carer or Key worker |  |  |  |  |
| Virtual School | Moira Adams  Sara Martin  Donna Spiller  Carolyn Ankrah  Bianca Powell-Norris | 07534539588  07534528680  07534525344  07736338158  07956 932688 | Moira.adams@cognus.org.uk  Sara.martin@cognus.org.uk  Donna.spiller@cognus.org.uk  Carolyn.ankrah@cognus.org.uk  Bianca.powellnorris@cognus.org.uk |  |
| Independent Reviewing Officer |  |  |  |  |
| SEN Case Manager | NA |  |  |  |
| Supervising social worker |  |  |  |  |
| Virtual School Head Teacher | Kate Leyshon | 02087706005  07515137705 | [kate.leyshon@sutton.gov.uk](mailto:kate.leyshon@sutton.gov.uk) |  |
| Out of hours duty social worker |  | 02087705000 |  |  |
| LAC Nurse | Melanie Rochester | 02031865515  07810053058 | LookedAfterChildrenNurses@NHS.net |  |

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| --- | --- | --- | --- | --- | --- |
| **Previous School/College History** | | | | | |
| **School/college and Address** | **Local Authority** | **From** | **To** | **Type of School/College** | **Reason for Leaving** |
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**Other Assessment Information (Phonics, Speech & language, Reading Age etc.)**

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| --- | --- | --- |
| **Date** | **Assessment Type** | **Outcome** |
|  |  |  |
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| --- | --- | --- | --- | --- | --- |
| **Attainment history** | | | | | |
|  | GPS | Reading | Writing | Maths | Progress |
| KS 2 scores |  |  |  |  |  |

**Progress = Above | Expected | Below**

**KS4 / Year 11 Attainment**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Grade** | **Date achieved** |
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**Other Assessment Information (Phonics, Speech and Language, Reading Age etc.)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Assessment Type** | **Outcome** |
|  |  |  |
|  |  |  |

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| --- | --- |
| **Other Information** | **Further Details** |
| Attendance % |  |
| Exclusions Days |  |

Note any **other agencies** involved with this pupil here / contact name

|  |
| --- |
| 1 |
| 2 |

**Achievements in or out of college**

|  |
| --- |
| 1 |
| 2 |
| 3 |

**Strengths and Difficulties Questionnaire** (usually completed in the Autumn term)

|  |
| --- |
| Result from latest questionnaire |
| SDQ results |
| How has this changed since the last SDQ? |

|  |  |
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| **Learning and Personal Development (please comment on the following points and feel free to include additional information)**   Describe the progress the young person is making in relation to their starting point (to include English and Maths).    What extra-curricular learning activities, study support or leisure interests does the young person have?    Describe the young person’s social, emotional and mental health.    What intervention or support has the young person has received, including use of Pupil Premium Plus?    What has been the impact of this? | |
| Checked and updated by: | Date: |

**PERSONAL EDUCATION PLAN Part B – during the meeting**

**Student views**

|  |
| --- |
| **Summary of student views from the college / social worker / carer in the meeting**  **What’s going well?**  **Do you have any worries or concerns?**  **Who would you go to see if you did?**  **Are you happy with your friendship group?**  **Emotional well-being. How are you feeling?** |

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| **Aspirations and Ambitions:**  What are the young person’s future goals and aspirations?  How can this be supported and encouraged?  Secondary & Post 16:  What Careers Education, Information & Guidance has been provided this term?    Are there any CEIAG activities planned for next term, including Work Experience? | |
| **Transition Planning** Is there going to be a change of school or provision within the next 18 months? Are there any planned changes to the care plan? Who is planning for this change? Has a Pathway Plan been drawn up (where relevant)? |  |

**Special Educational Needs**

|  |  |  |  |
| --- | --- | --- | --- |
| This pupil has an EHC Plan? Y/N |  | Category of need |  |
| This pupil is on the school SEND register? |  | A provision map / IEP is available? |  |
| Assessment Request Date: | | Annual Review Date: | |
| What are the main SEN needs identified on the EHCP? | | | |

**Review of Previous SMART Targets**

|  |  |  |
| --- | --- | --- |
| **Target** | **Met?** | **Comments / Reasons Why Not Met** |
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**Review of Previous Actions**

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| --- | --- | --- | --- |
| **Action** | **By?** | **Completed?** | **Outcome** |
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| **PEP on a Page** | **Young person** | **Year** | **School / College** | **Date** |

|  |  |  |
| --- | --- | --- |
| **Courses / programme being studied** | **Level** | **End date** |
|  |  |  |
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| **What is the SMART Target?** *These should be challenging and not just a task.* | **What Support will be needed?** | **Costs involved?** | **What will success look like** |
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| --- | --- | --- | --- |
| **Other Actions** | **When?** | **Who?** | **Expected outcome** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

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| **What is the plan for the Education Bursary?** |

**Pupil Premium Plus – is PPP being used to support this young person?**

**N.B. The Education bursary is available for Post 16 in education. (PPP is not normally available for Post 16, but in exceptional cases, funding may be considered).**

|  |  |
| --- | --- |
| What has the PPP been used for? | Amount |
|  |  |

Signed by VS:

The Head teacher of the Sutton Virtual School for CLA is Kate Leyshon [kate.leyshon@cognus.org.uk](mailto:kate.leyshon@cognus.org.uk) 07515 137705