**Post 16 Personal Education Plan**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of PEP Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year group (Tick): Y12  Y13  Y14

PEP 1  PEP 2  PEP 3

The Post 16 PEP (16-18 years) is an evolving record of what needs to happen for children in our care to enable them to make expected progress and fulfil their potential. The PEP should reflect the importance of a personalised approach to learning that meets the identified educational needs of the child, raises aspirations and builds life chances. It is the statutory responsibility of schools and social workers to ensure these PEPs are reviewed once a term and are of high quality.

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| **Section 1: My personal profile** | |
| **Name:** |  |
| **Also known as:** |  |
| **Responsible Authority:** |  |
| **Date entered care:** |  |
| **First language:** |  |
| **Emergency contact:** |  |
| **Young person’s contact details:** |  |
| **Current immigration status:** |  |

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| Attendees; | | | |
| **Name** | **Present**  **(Y/N)** | **Designation** | **Contact details** |
|  |  | **Young Person** | Phone:  Email: |
|  |  | **Designated Teacher** | Phone:  Email: |
|  |  | **Social Worker** | Phone:  Email: |
|  |  | **Carer/Keyworker** | Phone:  Email: |
|  |  | **Virtual School Officer** | Phone:  Email:  /Looked-after-children-education @royalgreenwich.gov.uk |

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| **Previous qualifications** |
| **Key stage 4 results:**  **Other qualifications gained:** |

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| **SECTION 2 Educational Profile:**  **ALL** subjects that are studied **MUST** be included in the boxes on the left-hand side with all levels. Expected progress to be indicated. | | | | | | | |
| **Subjects** | **Grade at last PEP** | | **Current Grade** | **Target Grade** | **Am I on track?**  **(Y/N)** | | **Have I made expected progress?**  **(Y/N)** |
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| **Am I making expected progress since previous key stage?** | | **YES** | | **NO** | | **N/A**  **Reason:** | |

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| **My Attendance:** | | | | |
| **Current attendance:**  **Punctuality:** | | | | |
| **Tutor reports/discussion** | | | | |
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| **Special Educational Needs & Gifted and Talented:** | | | | |
| **Is the young person on the SEN register?** | | YES  NO  If so, please state summary of needs. | | |
| **Does the child have an EHCP?** | | YES  NO | | |
| **Which borough holds the EHCP?** | |  | | |
| **Date of next annual review:** | |  | | |
| **Exam Access /Arrangements** | |  | | |
| **Additional needs:**  *EAL needs, counselling, mentoring etc.* | | | | |
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| **My Care:**  *Placement plan and social worker changes etc including -* ***Has the post 18 plan been discussed?*** | | | | |
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| **My Health:**  *Physical and mental health and wellbeing that may impact on my learning, including any assessments, diagnosis, treatments, therapies or referrals.* | | | | |
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| **Achievements & Interests:**  *Academic and personal (Health and Wellbeing Bursary can support extra curriculum activities)* | | | | |
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| **Discuss the following around access to education -** | | | | |
| **Do you have access to a computer or laptop?**  **Have you applied for/received the bursary?**  **How do you travel to/from college and how is this funded (e.g. Oyster)?**  **Do you have your own bank account?**  **Do you have any form of photo ID if it is needed (Passport, Driving licence)?** | | | | |
| **Forward Planning if young person is out of education**  *Discuss views, interests and suggestions for re-engagement*  **Exclusions/Suspensions**  *Have there been any exclusions/suspensions – if so please state dates, reasons and interventions while absent* | | | | |
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| **Reviewing previous PEP targets:** | | | | | |
| **Previous PEP target** | **Support given to achieve target** | | **Did I achieve my target?** | **Will this continue to be a target?** | |
|  |  | | YES  NO  Partially Achieved | YES  NO | |
|  |  | | YES  NO  Partially Achieved | YES  NO | |
|  |  | | YES  NO  Partially Achieved | YES  NO | |
|  |  | | YES  NO  Partially Achieved | YES  NO | |
| **Setting new SMART targets:** | | | | | |
| **Targets** | **Who will help me and how?** | | **When will this be achieved?** | **When will I know when I have achieved my target?** | |
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**\*SMART = Specific, Measurable, Achievable, Realistic, Time Limited**

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| **Transition planning for further education, higher education or employment:**  *Discuss next step, aspirations, hopes, dreams & goals, UCAS support.* |
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| College careers advice  Careers advice with RBG |

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| **Long Term Goals – Progression Pathway** | | | | | |
|  | **Further Education/**  **Higher Education/**  **Apprenticeship/**  **Employment** | **What do I need to get there? (Qualifications)** | **What support would help me achieve my goals?** | **Have I applied to**  **FE/**  **HE/**  **Apprenticeship/**  **Employment?** | |
| **First Step** |  |  |  |  | |
| **Second Step** |  |  |  |  | |
| **Third Step** |  |  |  |  | |
| **Other things I’d like to tell you…**  *e.g. issues, concerns or worries, change in circumstances* | | | | |
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| **Additional information** | | | | |
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| **How will this plan be shared?**  ***Following the PEP meeting, please scan and email relevant PEP documentation to***  ***social worker and Virtual School at following email address:***  *Email: looked-after-children-education@royalgreenwich.gov.uk*  *Telephone: 0208 921 5029*  *A copy should be put in the child’s file by the Designated Teacher. Key information should be shared*  *with relevant staff.* | |
| **Next PEP** | |
| **Date:** |  |
| **Time:** |  |
| **Place:** |  |

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| **Agreements and Actions**: | | | |
| **Who?** | **Designation** | **Action** | **Deadline** |
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