

# My Personal Education Plan - Post 16



My name:

My date of birth:

My age:

My school/college:

The date of my PEP Review:

This is my:

Yr 12 PEP 1

Yr 12 PEP 2

Yr 13 PEP 1

Yr 13 PEP 2

(Indicate Y for relevant PEP)

Other (e.g. moved school/college outside normal transition times or newly arrived in the UK)

# What is in My Personal Education Plan?

A list of all the people supporting my education

Record of my achievements

My Individual Learning Plan (ILP)

My views about my education

My plans for the future

It helps all the people who support me to see how they can help me to achieve my ambitions and career plans.

# Part 1 - Student Profile

Important things you need to know about me

Name:	
Also known as:	
Date of birth:	
Responsible authority:	
Date entered care:	
Current legal status (e.g. full care order, May 2008):	
Name of Independent Reviewing Officer (IRO):	
Name and contact details of allocated Social Worker:	
Name of person(s) with Parental Responsibility:	
Name and contact details of carer(s) or supported lodgings provider:	
Unique Pupil Number (UPN):	
First language:	
Ethnicity (refer to guidance as appropriate):	
Is this young person an Unaccompanied Asylum Seeking Minor?	Yes/No
Does this young person have any cultural requirements?	Yes/No
If yes, please give details:	

# Health

Named LAC nurse:	
Name of GP:	
Health needs (include any allergies, medication, diagnoses):	
Any other health agencies involved (e.g. CAMHS, SALT, OT, Counsellor):	

# Contacts and Permissions

Include name of anyone for whom contact is prohibited and what position school/college should take if contacted by this person.	
Who will school/college ring in an emergency?	
Who will school/college send important letters and reports to?	
Who will attend my education meetings?	
Who will come to prize giving ceremonies and other education events?	
<b>Who will say I can go on school/college trips?</b>	
Local:	
Trips by coach/train:	
Overnight:	
Out of county/country:	

## Part 2 - What I think you should know

In school/college I like:	
Things that could be better in school/colleges are:	
My friends are:	
I would like to get better at:	
I'm good at:	
The clubs I belong to and the things I'd like to try are:	
Out of school/college I like:	
When I'm older I would like to:	
I'm happy when:	
Things that would make me happier are:	

Has anyone helped me complete this, if yes, who?

Other things I'd like to tell you...

# Part 3 - My Current Achievement Record

To be completed with my Designated Member of Staff as well as the ongoing record of Actual Assessment & Attainment prior to the PEP review meeting.

Date of PEP Review Meeting:

## 3.1 My Results

NC Level/ Grade	Core subjects and options								
	Please note qualification type and current grade in boxes below (e.g. A level, AS level, Diploma, GCSE, Btec, ASDAN, NVQ, Entry Level)								
My current level/grade									
My target level/grade									

## 3.2 Special Education Need (SEN)

Statement of SEN

Moving on Plan (S139A)

## 3.3 Attendance/Discipline

Current attendance (%):

Unauthorised absence (%):

Authorised absence (%):

Summarise any disciplinary since last PEP Review:

**Any tutor reports since my last PEP review:**  
Including time-keeping and completion of coursework.  
(Please attach or summarise below.)

## Part 4 - My Personal Education Plan Review

People present at my meeting (name and role):

Is the young person present at this review?

If no, who will feedback to this young person?

4.1 Have you updated My Student (Profile Part 1)  (Y once complete)

4.2 Important things for us to think about and share that impact on my learning:

My Pathway Plan (PwP) (including up to date info on any contact arrangements, legal status, placement stability etc.):

My Health Plan (physical and mental health and wellbeing that may impact on learning, including any assessments, diagnoses, treatments, therapies or referrals):

### 4.3 My Education Review:

The Designated Member of Staff to share Part 3 ('My Achievement Record') and 'Ongoing Record of Actual Assessment & Attainment' which has been completed by them prior to the PEP review meeting.

- Young person or nominated adult to share Part 2 - 'What I think you should know' page.
- Discuss the young person's achievements, rate of progress and areas for improvement.
- Is the young person doing work experience?

- Share and discuss SEN update (if appropriate).
- List any actions in light of the updated Pathway and Health Plans.
- Include: information about any outside agency or partnership referrals; Individual Learning Plan (ILP) reviews; required changes in support.
- Share and discuss EAL needs (if appropriate).

Have you attached an Individual Learning Plan (ILP)?

(Y/N)

If I have a SSEN is my last Annual Review attached:

(Y/N)

Share and discuss attendance at school/college and if appropriate any disciplinary issues, including support in place (e.g. learning mentor, pastoral/student support).

#### 4.4 My other interests:

- Share and discuss the young person's current/potential interest in other school/college activities, clubs and leisure opportunities.
- Discuss if the young person has access to a computer at home?

Do I have a LAC Leisure Pass?

(Y/N)

Do I have a freedom pass?

(Y/N)

Has the young person received a Kent Pledge leaflet?

(Y/N)

## 4.5 Reviewing previous PEP targets:

My Designated Member of Staff to have completed first column prior to PEP review meeting. (If first PEP please skip to 4.6.)

My Previous PEP targets	How did I do? Excellent/ good/not so good	What helped or might help me now?	Will this continue to be one of my targets? YES/NO

## 4.6 Key stage transition: getting ready for higher education, further training or employment.

- Discuss and record ideas the young person has about higher education, further training or employment.
- What support does the young person need to achieve their goals? Connexions involvement: careers advice/Connexions LAC PA (via school/college or Catch 22).
- Does the young person have a 16+ Pathway Plan?

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## 4.7 Setting new PEP SMART\* targets (I should have at least one target):

My target	What will I do?	Who will help and how?	How will I know when I have achieved my target?	Please indicate Y if PEA** will be applied for to support this target

\* SMART = Specific, Measurable, Achievable, Realistic, Time Limited

\*\* PEA = Personal Education Allowance. This is subject to funding arrangements. The PEA is normally allocated for children of statutory school age, but may be available for Post 16. For more information, contact your LAC Education Adviser.

# Part 5 - My Personal Education Plan Agreements & Actions

People who agree with my personal education plan and will have a copy:

Person	What we have agreed to	Our signatures
Me (young person)		
My Designated Member of Staff		
My Worker		
My Carer		
My Parent(s)		
Other people who could help me (e.g. TA, LAC Nurse)		
Other		
Other		

How will my plan be shared?

- The Designated Member of Staff will put a copy in my PEP folder for me, and give or send a copy to my Worker, my Foster Carer(s) and the LAC Education Adviser.
- My Worker will give or send a copy to my Independent Reviewing Officer (IRO), and any other people (e.g. parent(s)).

Date, time and venue for next PEP Review meeting:	
Date, time and venue of next Pathway Plan (PwP) Review (my next PEP Review needs to take place at least 2 weeks before my next PwP Review):	