

Personal Education Plan (PEP) Review Meeting Agenda and ePEP Completion



Introductions

- General Information sharing: Legal/imminent changes
- Contact/placement changes
- Health issues

Education, SEND, Attainment & Progress

- Checked and up to date information?
- Academic targets discussed and agreed.
- SEND EHCP processes up to date
- Agreed up to date attainment data for all key stages.

Carer/Parent Views, Attendance, Exclusions

- What is going well/could be better/carer support.
- Questions and concerns raised.

Please note:

- DT to check that all sections are completed to a high standard.
- Please notify your VST and relevant professional if there are any issues with completing the ePEP on time.

The child's/young person's views about their education is central to the PEP process. Ideally, they will attend part of the meeting.

Child young person invited to the meeting

- Child shares general views
- Professionals and child share views and questions Sharing from Pupil Voice/ T&L targets.
- Child/young person share any concerns/achievements and shares work.

New PEP Meeting date agreed

- Additional professional actions clarified.
- Agreed ePEP completion date (10 days after meeting) agreed between SW and DT.
- Concerns raised.

Outcomes: Child remaining is optional

- Success of previous term outcomes discussed and agreed.
- New outcomes agreed and carried over, if necessary.

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Main points for discussion:

Outcomes:

Other:
