

Personal Education Plan Special Educational Needs

To be used for children with special educational needs.

Children's Services
Croydon Council
Taberner House
Park Lane
Croydon
CR9 2BA



This is the Personal Education Plan for

Name.....

UPN.....

Date Started.....

LACE Team
Purley Oaks Primary
School
Byrnes Road
Croydon
CR2 0PR

Phone
/Fax: 020 8686 9370

Email: michael.johnston@croydon.gov.uk

CONFIDENTIAL

When complete please send a copy to LACE

Guidelines for the use of the Personal Education

- Children in Public Care who are likely to be looked after for more than 28 days, or who move in and out of the care system should have a Personal Education Plan
- The PEP should be started within 20 days of the child either entering the care system or if there is a change of educational establishment

The PEP will become part of the Care Plan, and will be available for the first review (28 days) and subsequently at three months then every six months.

If possible, the reviews of Special Educational Need and Pastoral Support Plans etc. should be tied in with the review of the PEP, which cuts down the need for extra meetings.

PROCESS

The social worker informs the Designated Teacher that a young person requires a PEP. A meeting is set up with the teacher or another appropriate member of staff. A copy of the young person's PEP or a blank one is sent to the school to enable the teacher to prepare for the meeting. By negotiation, the carer may complete the Personal Education Plan with the school.



The meeting takes place with the young person present; parts A and B of the PEP are completed.



The PEP is taken to the review; copies are kept by the young person, the school, the social worker, carer and parent. A date is set to revise the PEP prior to the next review.



The young person, teacher, and social worker meet prior to subsequent reviews. Parts A1 and A2 may need updating, a new part B will need completing.



After the review, a copy of the PEP should be sent to the Education Social Inclusion Officer (details on front cover)

Personal Education Plan for DOB.....

To be completed jointly by the allocated Social Worker and the Designated Teacher (or other member of staff) ideally with the young person present. The carer needs to be aware of the issues raised and in some circumstances may actually complete the plan with the school. The responsibility rests with the social worker to ensure it is completed.

Carers name.....

Carers Address/ Phone number

Legal status

Ethnicity.....

Religion.....

Placing Authority.....

| Contact details | Names (and addresses if appropriate) |
|--|--------------------------------------|
| Emergency contact Any special issues? | |
| Who will respond and receive communication from school? (This includes reports) | |
| Who will attend parents evenings? | |
| Who will give permission for school trips etc? | |
| Who will sign the home school agreement? | |
| Who takes responsibilities for health issues? | |

Health concerns

Other information (Exclusions etc.)

| | |
|---|--|
| Pastoral Support Programme? Other comments | |
|---|--|

KEY STAGE 1 - YEAR 2

| | | P Level | NC Teacher Assessment | National Curriculum Level |
|----------------|-----------------|--------------------|----------------------------------|----------------------------------|
| English | Reading | | | |
| | Writing | | | |
| | Spelling | | | |
| Maths | | | | |
| Science | | | | |

KEY STAGE 2 - YEAR 6

| | | P Level | NC Teacher Assessment | National Curriculum Level |
|----------------|-----------------|--------------------|----------------------------------|----------------------------------|
| English | Reading | | | |
| | Writing | | | |
| | Spelling | | | |
| Maths | | | | |
| Science | | | | |

KEY STAGE 3 - YEAR 9

| | | P Level | NC Teacher Assessment | National Curriculum Level |
|----------------|-----------------|--------------------|----------------------------------|----------------------------------|
| English | Reading | | | |
| | Writing | | | |
| | Spelling | | | |
| Maths | | | | |
| Science | | | | |

| | | |
|----------------------|-------|-----------------|
| Review Report | Name: | Review Date: |
| School: | | School Year: |

| | | |
|-------------------------|--|--------------|
| Designated Teacher: | | New address? |
| Social Worker: | | |
| Parent: | | |
| Carer: | | |
| Personal Adviser: | | |
| Other key school staff: | | |

| | Score (6 is high) | | | | | |
|--|-------------------|-----------|---|---|---|---|
| School Profile | 1 | 2 | 3 | 4 | 5 | 6 |
| Attendance | | | | | | |
| Standard of attainment (Relative to the year group) | | | | | | |
| Progress | | | | | | |
| Involvement in extra curricular activities | | | | | | |
| Relationships with staff | | | | | | |
| Relationships with peers | | | | | | |
| Behaviour | | | | | | |
| Personal organisation (Planner, reading books, P.E. kit, etc.) | | | | | | |
| Homework | | | | | | |
| Standard of dress | | | | | | |
| Support from parents/carers (Attendance at parents evenings etc.) | | | | | | |
| Self confidence | | | | | | |
| State of mind (How positive do they appear? Do they seem happy at school?) | | | | | | |
| Other factors (Health, exclusions, Special interests etc.) | | | | | | |
| Special Needs Targets (Please attach I.E.P.) | | | | | | |
| Targets set (Educational behavioural or social) (Please ensure that these targets match others set by the school) | | | | | | |
| Targets and how they will be achieved (maximum of 4) | By who? | Progress? | | | | |
| | | | | | | |

Statement from young person. What do you want to say about school? Have you got any targets or ambitions you want to mention? ***Please use the other side of the sheet for this***

Young Persons views about school

To be completed by the pupil and a significant adult

What are the best things in school?

What are the worst things about going to school?

Can anyone do anything to help you about the things you don't like?

Is there a teacher you can go to if there is a problem who will understand you?

What do you want to when you leave your present school?

Completed by.....

Date.....