

Education information needed for a PEP meeting

Name of child/ young person:		
Name of Designated Teacher:	Date of meeting:	Tick
The child's / young person's views (Please use the views sheet enclosed).		
Details of previous PEP targets (achieved / not achieved)		
Comments on progress, effort and behaviour You may need to speak with a number of teachers to obtain an overall picture		
Current working levels/ grades (Teacher assessment)		
Most recent SATs results (and FSP for Year 1 children)		
Short term targets currently being worked towards (These may apply to the child's ability group)		
Long term plans , for example: <ul style="list-style-type: none"> • target levels/ grades for Key Stage 1, 2, 3, or GCSE/other • Year 6 support for transfer • subjects to be studied in Years 10 and 11 • qualifications being worked towards in Years 10 and 11 • coursework progress • careers interviews, work experience opportunities 		
The most recent interim report If available, depending on the time of year		
The last yearly report		
Attendance and punctuality record for the academic year so far		
School calendar dates E.g. next parent/carer consultation meeting, performances, sports events, trips and visits, test days, holiday dates.		
If applicable:		Tick
Behaviour / Pastoral / Pupil Support Plans (and date to be reviewed) with dates of any fixed term exclusions		
Individual Education Plan (and date to be reviewed) giving details of any SEN support in place, including intervention from outside agencies, copy of latest annual review of Statement of SEN		
Support Plan for children with EAL (and date to be reviewed) (English as an Additional Language)		
Areas of excellence Details of how this is being supported and encouraged		

Many thanks for all your input and support for our children in care