**PERSONAL EDUCATION PLAN MEETING AGENDA**

**NAME OF STUDENT: DATE:**

**AGENDA**

1. Introductions and apologies for absence
2. What is **going well** , both in class and in the wider life of the school? Any roles of responsibility? Contribution to school life ? Work in supporting others?
3. What are the student's **aspirations** for the future/education plans/career path? Has the student met with a careers advisor, if so what advice was provided?
4. **Review of the last PEP**. What were the targets? Were they achieved? Reasons?
5. **Attendance and Punctuality** check . DT to bring copy of up-to-date attendance data. Ensure that details are provided for any absences.
6. **Subjects taken:** DT to bring copies of current student timetable
7. **Review of each subject**. With feedback from teachers and attainment data from Round Robin.
8. What extra-support is this child receiving?
9. Does this child have a Statement of SEN/EHC Plan? If so, are they getting the full support as detailed in their Statement/Plan and what impact is it having?
10. Is the child on the SEN Register, but does not have a Statement/Plan? If so, what extra support is the child getting?
11. Does the child have EAL needs? If so, what extra support is the child getting?
12. Does this child's emotional, social or personal life impact on their learning? If so, what specifically are the school, carer and social worker doing to support the child?
13. If the child does not have any specific needs, what support are they getting as a Looked After Child?
14. In what extra-curricular activities does this child participate in school and out of school?
15. What support does this child's carer give in regards to education?
16. **Transition** to next Education Key Stage: what discussions have taken place? Plans made? Schools or colleges visited? Applications submitted?
17. **Evaluation** of use of Pupils Premium Plus. DT to bring feedback form. This must include feedback from any subject teacher as to the **impact of home tuition** on attainment and progress.
18. **Care Plan up-date**
19. **SMART Action Plan:** What are the targets? What needs to be done? By whom? How will it support the student's progress? Is it relevant, specific and measurable? Is funding from **Pupil Premium Plus** needed? What will **PPP** be used for?
20. Key Stage 5 only: Is the 16-19 Bursary being received in full for this young person? If not, what are the reasons?
21. **Key dates /deadlines** coming up (parents' evening, open sessions, next PEP?) & email check.

**Attendees - Please sign**