**The Personal Education Plan for learners in Post 16 provision in school based sixth forms**

Thank you in advance for completing the termly PEP for your Suffolk CiC in your Post 16 setting.

Guidance for the completion of the document

* Please complete all sections of the document.
* Targets should be SMART, with a focus on attainment and outcomes in a specific subject.
* An SEMH target can be set where appropriate, but this should also be measurable.
* The Live Records are an ongoing narrative of the provision and support in place. Best practice is a series of dated entries which record decisions and events around provision and support and the impact of such planning. Changes or additions to a learner’s provision that have been shaped by their wishes and feelings should also be recorded.
* Where applicable, please detail how the learner is being supported to use the 16-19 bursary to support their learning this term.
* Please use the Post 18 planning section to detail the learner’s current thoughts and plans around their next steps and the support that they are receiving at sixth form to prepare for Post 18. We expect the details to be general for most learners during Year 12, with more specific information about their chosen pathway in Year 13/14.
* Please attach a range of evidence to demonstrate the learner’s progress and the impact of the support/interventions in place. Exemplar work (to show before and after of working on a skill area specific in a target), progress reports and career planning records (consent required from learner) are all examples of documentation that can illustrate the way in which the learner has been supported to make progress and to have a positive educational experience.

If you have any questions about the Post 16 PEP, please contact the Suffolk Virtual School office on 01473 260818 or email [suffolkvirtualschool@suffolk.gov.uk](mailto:suffolkvirtualschool@suffolk.gov.uk)

**Post 16 Personal Education Plan**

**Student Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date of Birth |  |
| School |  | Year Group |  |

**Key Stage 4 Attainment**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Attainment outcome | Subject | Attainment outcome |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Current Programme and Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Level of Qualification | Target Grade | Progress against expected outcome |
|  |  |  | Above On track Below |
|  |  |  | Above On track Below |
|  |  |  | Above On track Below |
|  |  |  | Above On track Below |

**Targets**

**Reviewing and Setting Targets/Outcomes**

**Previous outcome/targets from last term**

|  |  |  |
| --- | --- | --- |
| Target/outcome | Achieved? | Comments on actual outcome/targets |
|  | Yes/No |  |
|  | Yes/No |  |
|  | Yes/No |  |

**New outcome/targets for this term**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Target/outcome | Reason | How will pupil be supported to achieve the target? | Who is responsible for monitoring progress? | When should the target be achieved by? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Provision**

**Live Record of Educational Provision, Progress and Impact. Please include actions that have been taken in response to learner voice.**

|  |
| --- |
| Details: |

**Live Records of SEMH Provision, Progress and Impact. Please include actions that have been taken in response to learner voice.**

|  |
| --- |
| Details: |

**16-19 Bursary**

The learner is receiving the 16 – 19 bursary YES / NO

How is the bursary being used to support the learner’s educational experience and progress?

|  |
| --- |
| Details: |

**Post 18 Transition Plans**

What plans does the learner currently have for Post 18?

|  |
| --- |
|  |

What support have they had this term to plan and prepare for these plans (and alternative options, where appropriate)?

|  |
| --- |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Completed by: |  | Role: |  | Date submitted: |  |

Please return this PEP to the Suffolk Virtual School using a secure method such as Egress or Microsoft’s O365 Mail Encryption tool.

If you would like to request a secure email, please email us at [suffolkvirtualschool@suffolk.gov.uk](mailto:suffolkvirtualschool@suffolk.gov.uk) and we can send you a secure email for the PEP. Information on Office 365 Mail Encryption can be found here: <https://www.suffolk.gov.uk/about/secure-emails/>