

This document has been developed to facilitate notetaking during PEP meetings and to support the completion of the ePEP. It is not designed to replace the ePEP.



## PEP MEETING AGENDA AND NOTES

### Before the PEP meeting:

- **Invite all the relevant individuals to the meeting** (DT, Social Worker, Carers and other professionals as relevant).
- **Speak to the child/ young person** about the PEP meeting and if appropriate, invite them along. If they are not going to be in the meeting, seek their views and wishes in advance and record on the ePEP.
- **Gather information regarding the child/ young person's attendance and wellbeing.**
- **Have any documents related to the child/ young person readily available** e.g. EHCP/ Annual Review, Temporary Reduced Timetables, suspension/ exclusion letters, APDRs etc
- **Request academic progress and attainment data (including end of key stage targets) and information regarding attitude to learning for each subject area** from all staff that support the child/ young person. Progress is measured against their end of year or key stage target and described as "above expected", "at expected" or "below expected". For attitude to learning choose one of the descriptors "confident", "engaged" or "emerging". Enter this information onto the ePEP; My Achievements - Attainment and Progress (current).

### 1. Welcome & Introductions:

Who is present?



**2. My Review:** Review the Desirable Outcomes set at the previous meeting. Have they achieved the target? yes/ no **and** why/ why not?



**3. My Education Journey: Transitions** - Is there a planned transition ahead?



**My Interests and Aspirations** - What does the CYP enjoy?  
What do they want to do in the future?



Set a Desirable Outcome if relevant.



**4. My Attendance: Current Attendance** - discuss current attendance/ celebrate good attendance or consider barriers to attendance



**Alternative Provision?**

**Reduced Timetable?**

**Suspensions/ Permanent Exclusion?**

(If any of these are a yes, further discussion is needed, and relevant documentation must be uploaded)

Set a Desirable Outcome if relevant.



**5. My Individual Needs: Emotional Health and Wellbeing** - discuss current emotional health and wellbeing including relationships with peers and adults, strengths and difficulties faces by CYP



**SEND:** If yes, please identify SEND support/ EHCP/ APDRs and upload relevant documents.



**Access Arrangements:** Are any of these in place?

 Additional Time, Scribe, Reader, Modified Scripts, Alternative Locations Rest Breaks, Accessibility Objects, Access to IT, Other.

*Set a Desirable Outcome if relevant.*



**6. My Attainment and Progress: Record of Attainment and Progress** -has the CYP recently received results for any statutory tests? If so, record the results.



**Attainment and Progress (Current).** End of Key Stage target, Progress and Attitude to Learning.



What areas of the curriculum are a **strength or an interest**?




What areas of the curriculum have been **more difficult or challenging**?



**\*Mandatory Desirable Outcome.** This DO must support progress in an area for development or to accelerate progress as an aspirational target



## 7. My Meeting

Set a date and time for the **next PEP meeting**: 

## After the Meeting:

**Record notes onto e-PEP system and complete ALL sections.** Request PP+ funding if appropriate.