

Camden Virtual School: PEP Quality Assurance Criteria

	GREEN	AMBER	RED
Section A – Social worker	Fully completed and details are accurate	Mostly completed but some missing information	Many missing details or inaccurate.
Section B – Designated teacher			
Previous school /setting	Complete record	Partially completed	Not recorded
Attendance and exclusions	Information completed including reasons for attendance below 95% and education provision provided for excluded pupils	Partially completed	Not recorded / multiple blanks
Attainment and progress	EOY target recorded Current attainment against ARE completed Current attainment level/grades are recorded Progress against target recorded Statutory attainment data completed in full	Partially completed	Not recorded / multiple blanks
SEND (where applicable)	All SEND information is completed in full Relevant documents are uploaded to ePEP	Partially completed	Not recorded / multiple blanks
SEMH	RAG rating completed. If amber or red, clear and detailed reasons for concerns	RAG rating completed. If amber or red, reasons for concerns may lack detail	RAG rating completed If amber or red, no reason for concerns recorded.
Transitions (where applicable)	Fully completed with all relevant details	Partially completed	Not recorded / multiple blanks
Part Time Timetables & Alt Education Arrangements	If applicable fully completed with timescales and reasons	If applicable completed but may lack detail regarding timescales and reasons	If applicable completed but no details regarding timescales and reasons
Current support	All current support is recorded in full with hours/frequency completed and clear start and end dates	An outline of current support is provided but may lack detail	No outline of current support.
SMART targets	Previous targets are reviewed as achieved / not achieved / in progress A minimum of 3 targets are recorded that are specific, measurable, achievable, realistic and time specific. Targets reflect next steps in learning and identified needs. Dates for review of target completed	Previous targets are reviewed as achieved / not achieved / in progress A minimum of 3 targets are recorded as current–not all are SMART. Dates for review of targets completed Actions for some targets may be missing Unclear how the target will be recognised as achieved	Less than 3 targets recorded A minimum of 3 targets are recorded but one or more are not SMART. No review dates completed No actions recorded How will you know the target has been met – no information recorded Funding requests not completed

	<p>The actions are clear and concise Identification of how the target will be recognised as achieved. Funding section completed in full against target where relevant</p>	<p>Funding section completed in full against target where relevant</p>	
The PEP meeting	<p>There is a detailed summary of the young person's current strengths and achievements, needs and interests from a holistic perspective. The views of all professionals are captured. If there are concerns about the school place these are fully documented. Any unmet needs are clearly documented and it is clear who is responsible to follow this up. All other information including attendees and date and time of the next PEP are completed If the young person did not attend the meeting, it is clear how any targets agreed with be shared.</p>	<p>There is a summary of the young person's current strengths and achievements, needs and interests from a holistic perspective. Some of the other information on this page may be missing</p>	Not recorded / multiple blanks
Section C – Young Persons Views	<p>Completed in full and the YPs views are reflected in the PEP meeting discussion where appropriate</p>	<p>YPs views completed</p>	Not recorded / multiple blanks