

Early Years PEP QA Guidance

Green-Statutory information required for the PEP to meet standard.

Blue-Extra information for the PEP to exceed standard (only if statutory requirement is met).

PEP Section	Areas of Focus for QA
General	<ul style="list-style-type: none"> Are all PEP sections fully complete with accurate and up to date information? If there is information missing or not available is there an explanation about why this is? Does the PEP accurately reflect the C/YP's educational journey? Does the PEP make sense? Do the identified needs match the targets and the PP+ spending (if relevant)? <p>If someone read the PEP, who did not know the C/YP, would they understand their educational journey?</p>
1. PEP Meeting	<ul style="list-style-type: none"> Is the reason for the PEP meeting specified? Has the date of the PEP meeting been recorded? Has the PEP meeting been held within statutory timescales (within the correct school term/within 20 days of entering care or having a school move)? If not, the PEP is non-compliant. Has the next CLA review date been recorded? Did the child/young person attend the PEP review? Did the DT/Setting rep attend the PEP? If not, the PEP is non-compliant. Did a SW attend the PEP? If not, the PEP is non-compliant. Is the IRO named in the PEP? Did the carer/keyworker attend the PEP? Have the meeting attendees been ticked? If the child/young person did not attend, is it clear how they will receive feedback on their PEP review? Has the date of the next PEP been set or, if not, a reason has been given?
2. About Me	<ul style="list-style-type: none"> Has the C/YP's personal information been recorded in full (including preferred name, gender, pronouns, first language and correct year group)? Has the name of the C/YP's Carer/Keyworker been recorded? Have the SW details been recorded with the correct SW information? Does this match the SW named on Page 1? Are the recorded health/SEMH details up to date and correct? Do they match what is recorded on page 3? Does it correlate with ASQ/SDQ score? Is the CiC nurse named? Has a current ASQ/SDQ score been recorded (within the last year)? Has the care and contact information been completed in full? Are sections completed in greater detail than required?
3. My Education	<ul style="list-style-type: none"> Are the school/setting details correct for the current school/setting? Is the C/YP receiving 15 hours of education? If not, is there a plan to increase hours or a reason given for fewer hours? Are the recorded SEND details up to date and correct? Are the recorded health/SEMH details up to date and correct? Do they match what is recorded on page 2? Has the SEND/EHC Plan been added to Section 9 (if relevant)? Is previous school/setting history correct (if relevant)? Are sections completed in greater detail than required?
4.1. External Assessments	<ul style="list-style-type: none"> If data is available, has it been entered?

4.2. Progress and Attainment	<ul style="list-style-type: none"> Has the current/most recent data (attainment, progress and target) been entered or if not, an explanation is given? Have the strengths and areas to develop across subjects been described in detail in PEP notes?
5. My Views	<ul style="list-style-type: none"> Have the views been entered or if not, an explanation is given? Are sections completed in greater detail than required?
6. Record of Discussion	<ul style="list-style-type: none"> Are all relevant sections completed to a satisfactory standard with accurate and up to date info? The important details must be recorded and match the information in other parts of the PEP. Has a Remarkable Me moment been captured? Has the Remarkable Me evidence been added. Are sections completed in greater detail than required?
7. Outcomes and Intervention	<ul style="list-style-type: none"> Have the previous targets been reviewed (if relevant)? Has evidence of meeting targets been added? Are the new short- and long-term targets SMART? Have learning targets been set? Is there an attendance target if attendance is a concern? Is there an SEMH target if there is an SEMH need? For all longer-term targets, are there clear actions, with time scales, for named key adults and use of any pupil premium plus has been recorded, if relevant? Do the targets match the needs and is this reflected in the other parts of the PEP? Does the PP+ spend match the needs described (if relevant)?
8. Transition	<ul style="list-style-type: none"> If there is a planned educational transition is this accurately recorded? Are all relevant sections completed to a satisfactory standard with accurate and up to date info? The important details must be recorded and match the information in other parts of the PEP. Are sections completed in greater detail than required?
PEP Notes	<p>Once submitted, has the PEP been signed off by VS EA with the correct wording in PEP notes?</p> <ul style="list-style-type: none"> <i>This PEP meets the required standard.</i> <i>This PEP does not meet the required standard because...</i>