

PEP Quality Assurance Criteria

The virtual school will complete a quality assurance of each PEP that is submitted via the Welfare Call. The Criteria identified below will be used to make the quality assurance judgement of each PEP.

Non – negotiables

The elements of the PEP identified below need to be fully completed for this to be considered a good or outstanding PEP.

- Attendees of the meeting have been recorded fully
- Evidence the young person has attended or been invited to attend the PEP
- Date, venue and time of the next meeting

Virtual School PEP Quality Assurance Criteria			
Gold/Outstanding	Green/Good	Amber/RI	Red/Inadequate
Consistently 'Green' throughout all sections and provides a personalised view of the young person's progress.	Non-negotiable elements of the PEP have been fully completed	Some element of the non-negotiables have been completed.	Most or all Non negotiables have not been completed.
	Complete picture of students, academic and pastoral profile (including Alternative provision, exclusions and attendance)	Some key elements missing of students, academic and pastoral profile (including Alternative provision, exclusions and attendance)	Most or all key elements missing of students, academic and pastoral profile (including Alternative provision, exclusions and attendance)
	Students views have been recorded fully and concerns addressed in the PEP.	Students views are brief and not all concerns have been address in the PEP	Student views are missing and there is now evidence of student input throughout the document

VIRTUAL SCHOOL

	Complete picture of student's SEMH needs and interventions (where applicable)	Some key elements of student's SEMH needs and interventions are missing (where applicable)	Most or all key elements of student's SEMH needs and interventions are missing (where applicable)
	Previous targets have been fully reviewed and recorded.	Some evidence previous targets have been reviewed and recorded.	No evidence previous targets have been reviewed
	All academic data has been recorded and SMART targets have been recorded	Some academic data has been recorded and targets are not SMART	Most or all academic data is missing and targets are missing or not SMART
	PP+ spending (where applicable) is directly linked to SMART Targets	PP+ spending (where applicable) is in the main directly linked to SMART Targets	PP+ spending (where applicable) does not link to SMART targets.
	Contributor comments have been fully recorded and to a good level of detail	Some contributor comments are missing or lacking detail.	No contributor have been recorded.