

## QUALITY ASSURANCE GUIDANCE

### Cambridgeshire Virtual School – Early Years Personal Education Plan Quality Assurance,

	Gold	Green	Amber	Red
<b>My Details</b> (To be completed by Social Worker)	REFER TO QUALITY ASSURANCE GUIDANCE – SOCIAL WORKER FOR FURTHER DETAILED INFORMATION			
<b>My Education</b>	As for Green plus: *Fully completed school chronology *Well and clearly detailed ‘Current Support’ / transition sections	<b>Early Years (-3)</b> * <b>Q5 School chronology:</b> current setting and start date must be listed. <b>SEN Provision:</b> * <b>Q6</b> must be completed * <b>Qs 7 to 9</b> as relevant * <b>Q10</b> Can be blank  <b>Early Years: (-2 and -1)</b> * <b>Q5 must be completed</b> * <b>Q6 School chronology:</b> current school and start date must be listed. <b>SEN Provision:</b> * <b>Q7</b> must be completed * <b>Qs 8 to10</b> as relevant * <b>Q11</b> All boxes must be completed with N/A if not applicable.  <b>Transition planning:</b> <b>Q12</b> Must be completed by the summer term of school year -1. Otherwise, can be blank.  <b>Reception year (Foundation):</b> * <b>Q5 must be completed</b> * <b>Q6 School chronology:</b> current school and start date must be listed. <b>SEN Provision:</b>	Partially completed / partially updated	Not completed / updated

## Early Years PEP QA 2024 -2025

		<p><b>*Q7</b> must be completed</p> <p><b>*Qs 8 to10</b> as relevant</p> <p><b>*Q11</b> All boxes must be completed with N/A if not applicable.</p> <p><b>Transition planning:</b></p> <p><b>*Q12</b> must be answered</p> <p><b>*Qs 13&amp;14</b> as relevant</p> <p>Clear transition planning is detailed and appropriate, if there is an upcoming transition</p>		
	<p>Be aware that deadline for applications are:</p> <ul style="list-style-type: none"> <li>In to Reception: January 15th</li> <li>No transition planning expected for the autumn term unless mid-year transition</li> <li>EHCP Annual review dates should be set for Autumn term if young person is in transition year with new education setting named on the EHCP by spring term</li> </ul>			
My Progress and Attainment		<p><b>Early Years:</b> First 7 areas of table must be completed.</p> <p>Year Group -2 and -3: Progress Checker question must be answered once assessment completed</p> <p>Follow on question as relevant</p> <p><b>Reception (Foundation):</b> Table must be fully completed.</p> <p>Reception Baseline Assessment drop down must be completed.</p>		Partially or not completed
My Views on My Progress and attainment	<p>As Green plus at least one of:</p> <p>*Clear evidence of meaningful conversations with child resulting in more detailed contributions from child and adults</p> <p>*Clear references made to data in the P&amp;A tab</p> <p>*Additional documents uploaded in response to Q5</p>	<p><b>* Qs 1 – 4</b> answered by child and adults. Comments are clear and meaningful. Age of child taken into consideration</p> <p><b>*Qs 5</b> must be answered</p> <p><b>*Where it is not possible for child to verbalise contributions, other</b></p>	Partially completed.	Not completed

## Early Years PEP QA 2024 -2025

		means of gathering the PV should be uploaded *If no child voice, owing to refusal / lack of engagement, adults must share knowledge of child gathered at various points and acknowledge lack of engagement by child		
Desirable Outcomes	As Green plus at least 1 of: *Review of outcomes is more detailed *New outcomes are clearly scaffolded *Enhanced detail in Qs 4-6 giving a clear picture of the child's achievements and progress	<p><b>*Previous outcomes</b> are all reviewed, with impact of funding detailed (as relevant). If outcomes are not met, the comments column must be completed.</p> <p><b>*New outcomes</b> Outcomes are SMART and aspirational alongside actions which are appropriate and relevant.</p> <p>*Areas of need identified elsewhere in PEP (eg. Social &amp; emotional overview, Progress and Attainment, Attendance) are reflected in the outcomes as relevant</p> <p>*There must be at least one outcome related to P&amp;A</p> <p>*If a subject is BEP there must be an associated outcome</p> <p>*If <b>more</b> than one subject is BEP at least one of those subjects must have an associated outcome</p> <p>*PP+ request is accurately detailed and broken down</p> <p><b>Early Years -3</b></p> <p>*<b>Q2</b> must be answered unless this is the child's first PEP</p> <p>*<b>Q3</b> must be answered Age of child taken into consideration</p>	<p>*Partially completed</p> <p>*Previous outcomes are inconsistently reviewed. If the outcomes have not been achieved it is unclear why not.</p> <p>*Outcomes are not SMART / it is unclear what the outcome of the intervention will be</p> <p>* Areas of need identified in the PEP have not been included in new outcomes</p> <p>*There is no A&amp;P outcome</p> <p>*Where a subject is BEP there is no associated outcome (if more than one subject is BEP there must be at least one associated outcome)</p> <p>*PP+ request is not broken down</p>	Not completed

## Early Years PEP QA 2024 -2025

		<p><b>Early Years -2, -1, Reception (Foundation)</b></p> <p><b>*Q2</b> must be answered unless this is the child's first PEP</p> <p><b>*Q3</b> must be answered</p> <p>Age of child taken into consideration</p> <p><b>*Qs 4-6</b> must be answered.</p> <p> </p> <p>*Where it is not possible for child to verbalise contributions, other means of gathering the PV should be uploaded</p> <p>*If no child voice, owing to refusal / lack of engagement, adults must share knowledge of child gathered at various points and acknowledge lack of engagement by child</p>		
Attendance log and next PEP meeting	<p>As Green plus at least 1 of:</p> <p>*Views gathered from carer, social worker and DT are recorded in more detail</p> <p>*Effort has been put in to uploading documents / photos/ certificates / examples of work/SEN support documents</p> <p>*Where a screening tool has been used this has been uploaded</p>	<p><b>*Qs 1-5</b> must be answered</p> <p>If no SW comment, check for SW attendance. If SW did not attend still rate Green</p> <p><b>*Q6</b> If CYP has an EHCP the original EHCP and Annual Reviews must be attached <b>within academic year parameters</b></p> <p>*Draft Annual Reviews are acceptable in place of final document from the LA</p> <p>*Q7 completed as required</p> <p>*Qs 8 &amp; 9 must be completed</p>	<p>*Partially completed</p> <p>*EHCPs and Annual Review documents are not uploaded</p>	Not completed