

QUALITY ASSURANCE GUIDANCE

Cambridgeshire Virtual School – SSA Personal Education Plan Quality Assurance,

	Gold	Green	Amber	Red
My Details (To be completed by Social Worker)	REFER TO QUALITY ASSURANCE GUIDANCE – SOCIAL WORKER FOR FURTHER DETAILED INFORMATION			
My Education	As for Green plus at least two of: *Fully completed school chronology *Well and clearly detailed transition / careers sections	*Q5 School chronology: current school and start date must be listed *Q6 as relevant SEN provision: *Q7 must be answered *Qs 8 to 10 completed as relevant. *Q11 (Y6 onwards) must be answered Transition planning: *Qs 11-13 (or 12-14 Y6 to Y10) all questions answered as relevant. Clear transition planning is detailed and appropriate, if there is an upcoming transition. Y10 only: *Q15 must be answered *Qs 16 & 17 as relevant *Q18 must be answered Y11 only: *Q12 transition table must be completed as far as possible (Autumn term transition table can be blank). *Qs 13&14 must be answered	*Partially completed / partially updated	Not completed / updated

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	<p>Be aware that deadline for applications are:</p> <ul style="list-style-type: none"> • Into Year 7 (October 31st) • Into Year 12 (January) • There are also dates for junior/middle school applications which may vary county-by-county • No transition planning expected for the autumn term unless mid-year transition • 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 			
My Wellbeing and Aspirations	<p>As Green, plus at least one of:</p> <ul style="list-style-type: none"> *Clear evidence of meaningful conversations with CYP, resulting in more detailed contributions from CYP and adults *Strong pupil voice evidencing quality conversation has taken place. *Additional documents uploaded to add to CYP voice 	<p>Key Stages 1 & 2</p> <ul style="list-style-type: none"> *Qs 1-5 must be completed. Comments are clear and meaningful. *Q6, 7 & 8 as relevant *Q9 must be completed *Q10 automatically pre-populated if there is an SDQ score. *Q11 if relevant *Q12 must be answered *Qs 13, 14, 15 must be answered <p>Key Stages 3 & 4</p> <ul style="list-style-type: none"> *Qs 1-5 must be completed. Comments are clear and meaningful. *Q6,7 & 8 as relevant *Q9 must be completed *Q10 automatically pre-populated if there is an SDQ score. *Q11 if relevant *Q12 must be answered *Qs 13&14 must be answered *Qs 15 & 16 must be answered *Q17 table can be blank for KS3 but must be completed for KS4. <p>*If no CYP voice, or short single word answers - <i>owing to refusal / lack of engagement</i> - adults must share knowledge of CYP voice gathered at various points and acknowledge lack of engagement by CYP</p>	<ul style="list-style-type: none"> *Partially completed. *Information given is brief and not specific enough to gain a clear picture of the CYP's needs / strengths *Single word answers / no CYP voice showing lack of conversation which is not mitigated by detailed adults' views or additional uploaded documents 	Not completed

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		<p>* Where it is not possible for CYP to verbalise contributions (eg CYP is non-verbal), other means of gathering the PV should be uploaded / adults' views should represent CYP</p>		
My Progress and Attainment		<p>*KS1&2</p> <ul style="list-style-type: none"> - End of KS target must be completed (scaled score column can be blank) - Effort & Progress columns must all be completed for each subject listed for the term of the QA. - Educational Pathway drop down must be completed - Phonics score (Year 1) - must be completed once scores are known -Phonics check (Year 1/2 template) - must be completed once scores are known - Multiplication Tables score (Y4 template) - must be completed once scores are known <p>*KS3</p> <ul style="list-style-type: none"> - End of KS4 target must be completed for all subjects listed - Y9 only – course type column must be completed - Progress & Effort columns must be completed for each subject listed for the term of the QA - Educational Pathway drop down must be completed <p>*KS4</p> <ul style="list-style-type: none"> - All subjects listed 		Partially or not completed

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		<ul style="list-style-type: none"> - Course Type, End of KS4 target must be completed - Progress & Effort columns must be completed for all subjects for the term of the QA - (Revised target column can be blank) - Educational Pathway drop down must be completed 		
My Views on My Progress and attainment	<p>As Green plus, at least one of:</p> <ul style="list-style-type: none"> *Clear evidence of meaningful conversations with CYP resulting in more detailed contributions from CYP and adults *Clear references made to data in the P&A tab * Additional documents uploaded in response to Q5 and / or lots of detailed information given 	<p>*Qs 1 – 4 All questions answered by CYP and adults. Comments are clear and meaningful.</p> <p>*Q5 must be answered</p> <p>*If no CYP voice, or short single word answers - <i>owing to refusal / lack of engagement</i> - adults must share knowledge of CYP gathered at various points and acknowledge lack of engagement by CYP</p> <p>*Where it is not possible for CYP to verbalise contributions (eg CYP is non-verbal), other means of gathering the PV should be uploaded / adults' views should represent CYP</p>	<p>*Partially completed.</p> <p>*Information given is brief, and not specific enough to gain a clear picture of the CYP's views /interests</p> <p>*Single word answers / no CYP voice showing lack of conversation which is not mitigated by detailed adults' views or additional uploaded documents</p>	Not completed
My Attendance	<p>As Green plus at least one of:</p> <ul style="list-style-type: none"> *Clear evidence of meaningful conversations with CYP, resulting in more detailed contributions from CYP and adults *If exclusions / suspensions / AP, details are clear and thorough * Additional relevant documents uploaded 	<p>*Q1 Attendance table – must be completed for current term</p> <p>*Qs2 &3 must be answered</p> <p>*Q4 as relevant</p> <p>All year groups except Y11</p> <p>Q5 – must be answered</p> <p>Q6 – if relevant</p> <p>Q7 – must be answered</p> <p>Q8 – if relevant</p> <p>Qs 9, 10, 11 must be answered</p> <p>Year 11 only:</p> <p>Q5 – must be answered</p> <p>Q6 - must be answered</p> <p>Q7 – if relevant</p>	Partially completed.	Not completed

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		<p>Q8 – must be answered Q9 – if relevant Qs 10,11,12 must be answered</p> <p><i>* If no CYP voice owing to refusal / lack of engagement - adults must share knowledge of CYP gathered at various points and acknowledge lack of engagement by CYP</i> <i>* Where it is not possible for CYP to verbalise contributions (eg CYP is non-verbal), other means of gathering the PV should be uploaded/ adults' views should represent CYP</i></p>		
My Desirable Outcomes	<p>As Green plus at least 1 of:</p> <ul style="list-style-type: none"> *Review of outcomes is more detailed *New outcomes are clearly scaffolded *Enhanced detail to CYP comments *Additional relevant documents uploaded 	<p>*Q1 This should be completed if there has been an underspend the previous term.</p> <p>*Q2 Previous outcomes are all reviewed, with impact of funding detailed (as relevant). If outcomes are not met, the comments column must be completed.</p> <p>*New outcomes Outcomes are SMART and aspirational alongside actions which are appropriate and relevant.</p> <p><i>*Areas of need identified elsewhere in PEP (eg. Social & emotional overview, Progress and Attainment, Attendance) are reflected in the outcomes as relevant</i> <i>*There must be at least one outcome related to P&A</i> <i>*If a subject is BEP there must be an associated outcome</i></p>	<p>*Partially completed *Previous outcomes are inconsistently reviewed. If the outcomes have not been achieved it is unclear why not. *Outcomes are not SMART / it is unclear what the outcome of the intervention will be * Areas of need identified in the PEP have not been included in new outcomes *There is no A&P outcome *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) *PP+ request is not broken down *Qs 3&4 not answered</p>	Not completed

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		<p>*If more 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>*Q3 must be answered unless this is the child's first PEP</p> <p>*Q4 must be answered</p> <p>*If no CYP voice, or short single word answers - <i>owing to refusal / lack of engagement</i> - adults must share knowledge of CYP gathered at various points and acknowledge lack of engagement by CYP</p> <p>*Where it is not possible for CYP to verbalise contributions (eg CYP is non-verbal), other means of gathering the PV should be uploaded/ adults' views should represent CYP</p>		
Attendance log and Next PEP Meeting	<p>As Green plus at least 1 of:</p> <p>*Views gathered from CYP, 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>*Qs 1 & 2 must be answered</p> <p>*Q3 if relevant</p> <p>*Q4 can be blank if CYP did not attend the meeting</p> <p>* Qs 5 to 8 must be completed (*If no SW comment, check for SW attendance. If SW did not attend still rate Green)</p> <p>*Q9: If CYP has an EHCP the original EHCP and Annual Reviews must be attached within academic year parameters</p> <p>*Draft Annual Reviews are acceptable in place of final document from the LA</p> <p>*Q10 completed as required</p> <p>*Q11 & 12 must be answered</p>	<p>*Partially completed</p> <p>*EHCPs and Annual Review documents are not uploaded</p>	Not completed

