Virtual School & College PEP Quality Assurance Criteria

The virtual school & college will complete a quality assurance of each PEP that is submitted via 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 recorded

Quality Assurance Criteria			
Gold	**Green**	**Amber**	**Red**
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 elements of the non-negotiables have been completed.	Most or all non-negotiable elements have not been completed.
	Complete picture of student's academic and pastoral profile (including alternative provision, exclusions and attendance).	Some key elements missing of student's academic and pastoral profile (including alternative provision, exclusions and attendance).	Most or all key elements missing of student's academic and pastoral profile (including alternative provision, exclusions and attendance).
	Student's views have been recorded fully and concerns addressed in the PEP.	Student's views are brief and not all concerns have been addressed in the PEP.	Student's views are missing and there is no evidence of student input throughout the PEP.
	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 mostly 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 comments have been recorded.

BLUE grading will be used for PEPs that took place without social worker / personal advisor attendance, where it was not possible to rearrange, and the PEP document is of a gold or green quality level.