

## PEP sign off criteria

**2025-2026**

<b>Outstanding</b>	<p>Clear review of last PEP, journey of our child's progress is clearly captured</p> <p>Highly individualised, creative and inspirational planning</p> <p>Robust, detailed recording in every section, including detailed analysis that shows all the adults round the table really know our child</p>
<b>Good</b>	<p>All sections complete and SMART targets marked as 'achieved' or 'not achieved'</p> <p>At least 2 academic targets in addition to any targets around wider learning, or wellbeing interventions</p> <p>Reviewed IEPs attached as a document</p>
<b>Requires Improvement</b>	<p>Key sections are completed but with limited information.</p> <p>The PEP Meeting Agenda page is too brief, or has lots of gaps, little evidence of aspirational planning</p> <p>Attendance</p>
<b>Incomplete</b>	<p>Key sections (child's views, attainment, 2 academic targets as a minimum, meeting agenda page*) are not completed, or key information has not been recorded on the document</p> <p>*For those children on apprenticeships or NEET, there should be 2 appropriate targets</p>
<b>Ungraded</b>	<p>Professionals meeting</p>
<b>No PEP</b>	<p>PEP not taken place</p>