

PEP Timeline

PEP1

Completed in Autumn Term
by Friday 6th December 24.

For **Year 6**, if PEP completed after 31st October, please include Secondary School applied for.

For **Years 7 and 12**, It is a set of new targets only, no review involved,
all participants need to be present.

KS4, please indicate if the young person will be entered for exams at end of year 11.

For **Year 11s**, please include which colleges/sixth forms the young person is interested in if
they haven't a clear transition plan.

(PLEASE NOTE: for those new in care a PEP must happen within 20 working days of becoming LAC, no matter which term this falls in. The usual process is followed thereafter until the beginning of the new academic year)



PEP2

Completed in Spring Term
by Friday 28th February 25.

For **Nursery** PEPs completed before 15th January, please include primary school applied for.

For Year 13 PEPs completed after 29th January, please include universities applied for

Review PEP 1 targets. Set new targets.
All participants need to be present at the meeting.



PEP3

Completed in Summer Term
by
Year 11 & 13: Friday 9th May
All other year groups: Friday 4th July

For **Nursery** PEPs, please include primary school accepted.

For **Year 6**, please include Secondary School accepted.

You do not need to set new
Targets for transition years 6 and 11 but you should review targets from PEP2.
The Outcomes field is mandatory so please write N/A if targets are not set.

At each PEP the PPG section needs to be completed.

The allocated amount is released 3 times per year and only when the PEP is completed will the funding be released.

Please complete your sections and sign off within 5 working days of the PEP.