

PEP sign off criteria

2026-2027

Outstanding	Clear review of last PEP, journey of our child's progress is clearly captured Highly individualised, creative and inspirational planning Robust, detailed recording in every section, including detailed analysis that shows all the adults round the table really know our child
Good	All sections complete and SMART targets marked as 'achieved' or 'not achieved' At least 2 academic targets in addition to any targets around wider learning, or wellbeing interventions Reviewed IEPs attached as a document
Requires Improvement	Key sections are completed but with limited information. The PEP Meeting Agenda page is too brief, or has lots of gaps, little evidence of aspirational planning Attendance
Incomplete	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 *For those children on apprenticeships or NEET, there should be 2 appropriate targets
Ungraded	Additional meeting, PEP already completed, therefore not required to be fully populated
No PEP	PEP not taken place
Professional's meeting	Not held as a full PEP, specific discussion around incident of behaviour for example or to discuss a school move. OR where a social worker was not in attendance at the meeting