

Assessment Cycle and Reporting Policy

Class teachers will be responsible for ensuring that regular assessment levels / grades are recorded on Go4Schools.

Formal Assessment Points

There will be five assessment / data collection points a year. Deadlines for these will be shown on the Academy calendar with a two week window to allow for the completion of data prior to each deadline. At each of these points class teachers will ensure the following information is entered onto Go4Schools:

- Assessment data which will provide a Current Level / Grade.
- Predicted Level / Grade.
- Attitude to Learning Score.

At this time class teachers will also review and adjust (upwards where appropriate) increased target grades.

Curriculum Leaders will be responsible for the quality assurance of this information.

Reports

Reports will be issued to parents/carers, students and form tutors within two school weeks of the assessment deadline.

Reports for Year 10-13 will be issued via Go4Schools and will include:

- Covering letter (parents only)
- Report guidance
- Report detailing;
 - Predicted Level / Grade
 - Current Level / Grade
 - Target Level / Grade
 - Attitude to Learning Score
 - Attendance Percentage

Reports for Year 7-9 will be issued via Go4Schools and will include:

- Covering letter (parents only)
- Report guidance
- Report detailing;
 - Target Level / Grade for End of Year 11
 - Target Level / Grade for End of the Academic Year
 - Attitude to Learning Score
 - Behaviour Score
 - Attendance Percentage
 - Behaviour Events

Parents will be encouraged to go through the report carefully with their child, highlighting areas for improvement and considering action points for further progression. Where there is a corresponding Parents' Evening this may be done with the support of class teachers.

Form tutors will ensure that this process is also completed in form time. Attitude to learning scores will be RAG (Red, Amber and Green) rated. Relevant levels / grades and action points will be formally recorded in planners. These action points will then be reviewed and adjusted halfway through the next reporting cycle.

Class teachers will ensure that the Current, Predicted and Target Level / Grade are recorded on the Academy Tracking Sticker on the front of student's class books.

Detailed Feedback

Class teachers will ensure that students books and work is available at every parents evening. This will allow parents to observe the quality of students completed work and have access to the subject specific, personalised written feedback from the class teacher.

Levels and Grades

Key Stage 4:

The Office of Qualifications and Examinations Regulation (Ofqual) is currently introducing new reformed GCSEs. These will have more content; a higher focus on literacy; and in most cases will be assessed through examination only. In addition the grades awarded will be from 9 to 1, instead of A* to G.

In line with these national changes the reformed GCSEs are in place for English and mathematics for our current Year 11's, and for all GCSE subjects for Year 10's onwards.

Staff will deliver these new specifications in the relevant subjects. As more subject specific assessment material becomes available the academy will transition to reporting GCSE grades on a 9 – 1 scale. This will be a three step process over the year, in step with Ofqual's timeline:

1. Introducing the idea of Grades 9 – 1
2. Running Grades A* - G and Grades 9 – 1 alongside each other
3. Removing Grades A* - G to report in Grades 9 – 1 only

Key Stage 3:

Staff will use descriptors that are used to assign grades in line with the new GCSE. Students work will be updated using 'key performance indicators' where appropriate. This is to ensure that students are prepared for the demands of the new specification GCSEs and this is all in line from year 7.

Data Sharing

Whole school and individual student tracking data will be released to staff and governors within two school weeks of each assessment deadline. This will include:

- Overview of predictions for year group, including whole school figures, a breakdown by department and a breakdown by vulnerable groups.
- Horizontal tracking spreadsheet for each year group, including every student's target, current and predicted level / grade and their attitude to learning score.

This data will be used to stimulate a cycle of discussions at all levels; Governors; Senior Leadership Team; link meetings with Curriculum Leaders and departmental meetings. Discussions start with the overview of the relevant area and end with action points being made for the relevant students. These action points are then reviewed on a regular basis with outcomes fed back up through the meeting chain.