

# Bishop Perrin Church of England Primary School



## Assessment, Target Setting, Reporting and Record Keeping Policy

Non-statutory Policy

*Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and Ss Philip & James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.*

<b>Author</b>	M McAvoy
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# 1 INTRODUCTION

## Rationale

We believe that assessment provides the basis of informed teaching, helping pupils to overcome difficulties and ensuring that teaching builds upon what has been learned. It is also the means by which pupils understand what they have achieved and what they need to learn next. Responsive teaching (formerly known as formative assessment) creates a positive learning environment where children can see the steps necessary for their own success. It enables teachers to scaffold and challenge learners to ensure children's continuing progress. Summative assessment is important for accurate information regarding a child's attainment and progress over time. It informs whole school target setting and prediction of a cohort's future attainment and therefore overall school performance.

## Aims

- To raise standards across the curriculum at Bishop Perrin School.
- To inform teachers' planning in order to meet the needs of all children.
- To provide information about school performance.
- To evaluate the effectiveness of teaching and learning.
- To inform the school's decisions about the deployment of resources and the provision of interventions and staffing.
- To provide information about children who move on from Bishop Perrin School.
- To inform parents about their child's attainment and progress.
- To inform children about their attainment and progress and enable them to review their progress.
- That assessment is inclusive of all abilities.
- That assessment judgements are moderated by experienced professionals to ensure their accuracy.
- That assessment places achievement in context against nationally standardised criteria and expected standards and draws on a wide range of evidence to provide a complete picture of student achievement
- The results are readily understandable by third parties.
- A school's results are capable of comparison with other schools, both locally and nationally.

## Principles of Assessment, Target Setting, Record Keeping and Reporting at Bishop Perrin School

This policy is underpinned in the following key principles:

- The children will understand why and what they are being assessed for and will have feedback from each assessment.
- There will be a reason for each assessment.
- The information from each assessment will be used to inform teaching and will be communicated to the relevant people.

- Assessment will illuminate strengths and areas for development to enable progress across and within year groups and over a Key Stage.
- There will be a clear link between planning and assessment.
- Assessment feedback should inspire greater effort and a belief that, through hard work and practice, more can be achieved.
- Self and peer assessment by the children will be included whether oral or written, formal or informal.
- Children are active participants in the assessment process.
- Targets will be realistic with an element of challenge.
- The Assessment, Target Setting, Record Keeping and Reporting Policy will be regarded as a working policy and as such SLT will regularly assess and monitor its effectiveness through annual evaluation of assessment processes.

## 2 TYPES OF ASSESSMENT

### **Summative Assessment (Assessment of Learning)**

Summative assessment is important for informing both parents, governors and teachers of a child's attainment and progress. This will also inform whole school target setting and facilitate tracking of progress and attainment over time.

Summative assessments are used to:

- Identify attainment through one-off standardised tests at any given point in time
- Record performance in a specific area on a specific date
- Provide age standardised information
- Provide end of key stage test data against which the school will be judged
- Ensure statutory assessments at the end of EYFS, KS1 and KS2 are met
- Provide information about cohort areas of strength and weakness to build from in the future

Appendix 1 (The Assessment Cycle) shows a yearly overview of when summative assessments take place in EYFS, Key Stage 1 and Key Stage 2.

### **Responsive Teaching (Assessment for Learning)**

Responsive teaching enables on-going assessment of children's knowledge and understanding that continually informs planning and summative assessment attainment. Responsive teaching is a powerful strategy to improving pupils' achievement. It is based on the principle that pupils will improve most if they understand the aim of their learning, where they are in relation to this aim, how they can achieve the aim and what their misconceptions and errors are. Responsive teaching is used to:

- Identify children's strengths and gaps in their skills/knowledge
- Identify next steps for learning

- Inform future planning
- Enable appropriate strategies to be employed
- Facilitate the setting of appropriate targets for the class, group, and individual
- Track children's rate of progress and facilitate effective and appropriate interventions
- Facilitate an evaluation of the effectiveness of teaching and learning
- Inform future teaching and learning strategies
- Identify individuals and groups for specific intervention support

Some 'Assessment for Learning' strategies that are used include:

- Planning with clear learning objectives by which to measure progress during a lesson
- Sharing of learning objectives with pupils
- Use of success criteria
- Questioning
- Observation of pupils at work by the teacher during lessons
- Peer and self-evaluation
- Verbal and written feedback

### **Self-Evaluation**

Children in all classes are taught to self-evaluate their learning to help to inform their teacher about their understanding and confidence and to develop their meta-cognition skills. All classes have self-evaluation prompts on display to encourage children to be evaluative in their thinking about their progress and give them prompts for evaluative statements. Teachers refer to these as appropriate, particularly during plenary sessions and when addressing misconceptions or challenging a child to deepen their thinking.

### **Peer Evaluation**

When providing feedback, the pupil who is making the evaluation may add a positive comment or a suggestion on how the work could be improved in the future.

### **How Do We Assess and Record at Bishop Perrin?**

- The 2014 National Curriculum objectives, Development Matters, 'Mary Sheridan's From Birth to Five Years' and the EYFS profile are used to guide our teaching. These documents provide us with the framework to ensure breadth and balance in our curriculum.
- The school ensures that there is progression of skills planned in year on year.
- Lessons are planned with clear learning objectives and success criteria, based upon the teacher's detailed knowledge of each child. We strive to ensure all tasks set are accessible to all children and suitably scaffolded and challenging.
- Assessment frameworks for each subject based on the aims of the National Curriculum 2014 are used to make assessments for all pupils in Years 1-6 in

- Reading, Writing, Grammar, Punctuation and Spelling (GPS), Mathematics, RE and the foundation subjects.
- Teachers use focused marking to assess children's progress in relation to the planned learning objectives and success criteria and set next steps and targets to show where the child is in relation to this aim and how they can achieve the aim. Teachers use this information when planning for subsequent lessons (see Marking Policy).
  - Teachers also use Assessment for Learning (AfL) to provide on-going assessment, through the use of questioning and observations of pupils against learning objectives and success criteria.
  - Teachers use LDBS Assessment Matrices for each child on an on-going basis to record attainment, track progress and to identify next steps for learning in Reading, Writing, GPS and Mathematics. Pupils progress along the matrices as they master more of the National Curriculum statements and improve their performance in summative assessments (Testbase progress and end-of-year tests).
  - A variety of tests may be used from time to time as part of the assessment process to identify progress and gaps in learning but summative assessment materials used to record children's attainment and progress on the LDBS matrices come from Testbase.
  - Pupil Progress Meetings are used to identify and analyse progress and set targets, in Reading, Writing, GPS and Mathematics for all classes.
  - Assessment data is passed on to the receiving teacher at the end of each academic year.

### **Recording Mechanisms for School Data**

In order to be able to store, retrieve and analyse school assessment data the following management information systems (MIS) will be used:

- Integris - this is the school's main MIS and stores personal information about pupils and is the tool used to transfer school information to the Local Authority and other schools. It is also used to store some assessment data.

## **3 ASSESSMENTS UNDERTAKEN ACROSS THE SCHOOL**

### **Assessment and Reporting in the Foundation Stage**

During the beginning of the Autumn Term, a baseline assessment of the cohort is carried out by the class teacher based on observations and takes into consideration children's prior attainment from their previous settings. The outcome of this baseline assessment is recorded on Integris.

Children in the Foundation Stage are under continuous observation. Practitioners record observations of children's learning with reference to Development Matters, Mary Sheridan and the EYFS profile. Observations are ongoing and recorded in

many varied ways. Often, learning is captured through photographs, recorded on labels and on documents filed for each child in their individual learning folder or the class observation folder. All the evidence for each child will help teachers make judgements on the Foundation Stage Profile which is shared with parents during parent consultations and the annual report. Termly judgements are recorded on Integris.

The Reception teacher will record a termly assessment of children's attainment on Integris at the end of the Autumn and Spring terms as well as before the submission of statutory information at the end of June.

### **Focussed Activities**

During focussed activities, EYFS practitioners write comments on the child's work, often identifying the level of support needed or if the work was completed independently as well as documenting the context of the activity. Next steps are identified and communicated to the child verbally (see Marking Policy) and used to develop individual targets which are recorded in the class observation folder. Children, where possible, are encouraged to comment on their learning and next steps are discussed with the children in child friendly terms.

### **Phonics Screening Check for Year 1**

A Phonics Screening Check for Year 1 is a statutory assessment that is carried out in the Summer term. The screening check comprises a list of 40 words that pupils read one-to-one with their class teacher. The list of words is a combination of both real and pseudo-words. There is no time limit, but the screening check should take between 4-9 minutes per pupil.

Results from the screening check will be reported to the Local Authority and will also be reported to parents (in their child's end-of-year written report). Parents will be informed as to whether their child met the required standard in the same term as the test is taken. Results are recorded on Integris and reported to the local authority and DfE.

Pupils who do not achieve the threshold score will re-take the test in Year 2, and again in Year 3, if necessary, although this is only reported to the DfE for Year 2 children.

### **Young's Spelling Test**

In September, all pupils from Years 3 to Year 6 will take a Young's Parallel Spelling Test. Year 2 will take their Young's Spelling Test in January. This will generate a spelling age for each child plus a standardised score. This information will be recorded on Integris to enable tracking of children's progress during their time at Bishop Perrin.



Pupils in KS2 who are on the SEND Register, or who are considered by their class teacher as not working at an age-appropriate level, will take an additional Young's Parallel Spelling Test in February.

The results of the spelling test are reported to parents during parent consultations held during the Autumn and Spring Terms (where appropriate).

Paper copies of the tests will be kept by the class teacher in the class filing cabinet until the next test, at which point they will be disposed of, unless the test is needed for further scrutiny.

### **York Assessment of Reading Comprehension (YARC) Test**

Any child who is on the SEND Register for Specific Learning Difficulties will undertake a YARC test as and when appropriate. Pupils who are working below age expectations may also be required to take a YARC test. The tests will be filed in individual SEN Records which are stored in the Leadership Office.

### **Assessing Reading, Writing, GPS and Maths in Yrs 1-6**

In December, February and June, children undertake summative 'end-of-year' tests in reading, GPS and maths. Children's raw scores are recorded in an Microsoft Excel spreadsheet and scaled scores are used to award a numerical judgement about a child's attainment in relation to their age, which is then used to plot their attainment on the LDBS matrix for reading. Scaled scores from the most recent KS1 and KS2 SATs are used for all classes for the duration of the academic year. Children's attainment in relation to their age is recorded on Integris. Writing assessment is based on teachers' professional judgements. In the summer term, Year 2 and 6 assessment takes place in May instead of June in the form of Statutory Assessment Tasks (SATs). Year 6 children also complete a baseline assessment in September.

Test papers are stored in the class filing cabinet and previous papers are disposed of each time a new one is completed. Test papers in Year 2 and Year 6 are kept for the whole year.

### **Reading**

Children read regularly with an adult, either individually or as a group during Guided Reading. Teachers assess pupils by listening to them read, assessing their written responses to reading activities, and when appropriate, a marked reading comprehension test. In Year 1, summative assessment takes the form of the Phonics Screening Check.

### **Writing**

Each child will complete two pieces of independent written work for each text type studied (approximately two per half term) – a cold task and a hot task, each completed independently. The written work will be assessed using Bishop Perrin Writing Assessment Grids (see Appendix 2 for an example) and teachers use their professional judgement to assess children's attainment in relation to their age. Samples of written work across the school are moderated by teaching staff to ensure accurate assignment judgements are made. The results of the assessments are used to plot their attainment on the LDBS matrix for writing. Children's attainment in relation to their age is recorded on Integris.

### **Grammar, Punctuation and Spelling**

Teachers assess pupils for spelling through regular spelling tests and by marking their written work. Punctuation and grammar are also assessed when written work is marked and via homework tasks. Marked tests may also be used where appropriate.

### **Mathematics**

Assessment for maths, takes place through focussed marking and feedback (see Marking and Feedback Policy). Teachers assess pupils through observations in the classroom, marking their work in books and marked tests. In year 1, children are assessed using Sandwell Maths which is carried out by a trained specialist on a 1:1 basis and provides a standardised score and maths age for each child.

### **Other Subjects**

All other curriculum subjects are assessed by teacher assessment informed by children's learning outcomes relative to Bishop Perrin foundation subject assessment grids which are linked to the National Curriculum 2014 (see Appendix 3 for an example). Pupil attainment and progress is assessed over the course of the academic year and judgements are made using observations of pupils in class, marking their work in books against lesson objectives, and where applicable, using marked tests. Termly judgement about children's attainment with reference to age-related expectations are recorded on Integris at the end of each term.

In RE, children are assessed by their teacher at the end of each unit of learning and their attainment is recorded on a dedicated Microsoft Excel spreadsheet which follows each cohort through their time at Bishop Perrin as well as on Integris.

Parents receive dedicated comments and attainment information in both Science and Religious Education in their child's annual report. They will also receive, where appropriate, comments about their child's progress or achievements in the Foundation Subjects (PE, Music, Art, Design Technology, Computing, History and Geography, PSHE).

## **4 TARGET SETTING**

## **Quantitative Targets**

By Autumn Term pupil progress meetings of each year, the class teacher sets targets in Reading, Writing, GPS and Maths for the end of the academic year for each child. The targets are based on teacher observations, any assessments taken and information passed on from the child's previous class teacher. These targets are recorded on Integris and plotted onto target LDBS matrices. Where new children join the school, their class teacher adds a target for them within a few weeks. Following termly assessments, teachers may adjust the end of year targets, in discussion with SLT, depending on a child's progress. The targets set for each child will be realistic but with an element of challenge and be informed by cohort and whole school targets set by SLT and the governors Data Impact Group (DIG).

In EYFS, cohort targets are established in collaboration with SLT and DIG based on previous school data, and local and national performance data.

## **Qualitative Targets**

In writing, pupils will receive regular individual and on-going targets (see Marking and Feedback Policy) which are identified and communicated by the teacher at the end of an extended piece of writing are written in red pen to be recognisable. Children may also contribute ideas to their own targets and areas of focussed learning. Once a target has been achieved, a new target will be established from future tasks.

Reading targets are outlined by children's progress through coloured reading bands and reading bingo which broadens their experience of a range of genre. A description of the reading skills required at each stage are outlined in children's reading logs (EYFS and KS1) and in their achievement books (KS2).

In Foundation Stage and key stage 1, children are given targets which link to their knowledge and understanding of key number facts and are communicated verbally between the teacher and child and recorded in child-friendly language in maths books (KS1). In maths, children in key stage 2 have individual targets which are directly linked to their knowledge and understanding of multiplication facts. Progress against these targets is recorded in children's own achievement books.

## **5 Analysis of Data**

The Assessment Leader, along with the Head teacher, will collate class assessment data in Reading, Writing, GPS and Maths from each year group at the end of each assessment cycle. This information, and specifically data from EYFS, Years 2 and 6, will be reviewed by SLT and the DIG and inform the SDP.

Subject leaders collate the data from their subject from each year group's Class Profile on Integris at the end of each academic year. They write a Subject Self-Evaluation Report detailing the progress made in their subject, strengths and areas for development. The reports are scrutinised by the SLT. These Subject Self-Evaluation Reports determine priority areas of development for each subject as part of the school development plan.

At the end of each academic year the Assessment Co-ordinator carries out a detailed analysis of children's achievements for Reading, Writing, GPS and Mathematics against different focus groups such as:

- Pupil Premium Pupils
- gender
- date of birth (Summer born pupils)
- those pupils recorded as speaking English as an additional language (EAL)
- those pupils registered on the SEND Register

The Senior Leadership Team uses Fisher Family Trust and Analyse School performance (ASP) data and Local Authority information to compare the school's performance with that of other schools both locally and nationally. This information is presented to governors at the DIG, staff will use it to inform their teaching for the coming year and it contributes to whole school development through the SDP. The information is also used to inform target setting for appraisal for teachers for the coming academic year.

### **Children With Special Educational Needs**

Formative and summative assessment is used to identify and monitor children with Special Educational Needs. These children are supported by the Code of Practice and will have an Individual or Group Educational Plan (IEP/GEP) and/or an Educational Health Care Plan (EHCP). Their attainment will be monitored closely and according to individual needs they may require:

- additional time with a classroom assistant
- support teacher
- outside support agency

All SEND records are kept in the Leadership Office.

### **Moderation**

Moderation of pupils' achievements takes place regularly to ensure consistency of judgements. Teachers meet in cross phase groups to analyse children's work against Curriculum and STA guidance (Teaching Assessment Frameworks in Year 2 and Year 6) or Early Years Foundation Stage Profile. On some occasions, Bishop Perrin teachers will meet with teachers from other schools, both locally and in other local authorities. Teachers will meet to moderate and conduct professional dialogues regarding their judgements of pupils' achievements against STAT statement descriptors. During the summer term, teachers in Reception, Year 2 and

Year 6 are involved in formal teacher assessments, as part of the statutory end of Key Stage assessments and local authority moderation.

### **Recording Behaviour**

There is a Behaviour Incident File kept in the school office that staff use to record significant instances of behaviour and the action taken as a consequence of this behaviour. This record is ongoing over a child's time at Bishop Perrin.

### **Reporting To Parents**

Parent consultations are held twice a year in the Autumn and Spring Terms. Parents are able to use an online booking system to sign up for a ten minute interview with their child's teacher. Parents also have the opportunity to look at their child's work on these occasions. Parents of children with IEPs are offered a 15 minute interview with their child's class teacher.

The basis for discussion is the child's academic progress (as to whether they are working below age-related expectations, at age-related expectations or in greater depth in Literacy and Maths), including any appropriate assessment results; targets; attendance and punctuality and behaviour. Parents are provided with a form on which to make notes about the interview and teachers keep a record of the discussion on Parent Meeting Logs (Appendix 4) which are stored in the Class Assessment File.

In addition to seeing their child's class teacher, parents are also able to book a ten minute appointment to speak to either the Head teacher or Deputy Head teacher during the parent consultation period.

Parents or teachers may request consultations at other times and these are also recorded on the Parent Meeting Log. Teachers are able to discuss the strengths and weaknesses of pupil performance with parents, but assessed papers are not given to parents.

At the beginning of July each parent receives an annual report (Appendix 5) for their child which comments on their child's progress across the curriculum, their behaviour and gives assessment results/judgements for the end of the year. Qualitative targets are also set for the coming year for English, Mathematics and behaviour. Each parent has the opportunity to write a comment about their child's progress/annual report on a comment sheet (Appendix 6). The school's overall results for Years 2 and 6 are also reported to parents.

### **Facilitating Assessment**

The Senior Leadership Team at Bishop Perrin acknowledges the need for accurate, current data. In order to facilitate time for these assessments there is an understanding that;

- Approximately one week of each term is set aside for assessment, although not necessarily in one unit. For example, it may be necessary to take one day at the beginning and end of each half term.
- Planning is not necessary on assessment days and work may be set that does not need marking.
- All teachers are entitled to Planning, Preparation and Assessment (PPA) time.
- Release or INSET time may be provided for marking of assessments, completion of paperwork and annual reports.

## **6 STORAGE OF ASSESSMENT INFORMATION**

### **Class Filing Cabinet**

Every class has a designated filing cabinet drawer to store assessment information, including:

- Portfolio of work – samples of a child’s work that builds up throughout their primary school career and used to produce a scrap book of their achievements when they leave in Year 6
- Most recent marked assessments for Mathematics, GPS and Reading.
- A Young’s Spelling Test Book and the most recent Young’s Parallel Spelling test answer sheets (from Year 2 onwards).

### **Class Assessment File**

Class Assessment Files are kept in the Leadership Office and contain:

- The Assessment Policy
- Curriculum assessment frameworks for each subject
- Relevant school assessment information (latest overviews of performance)
- A class profile including: the latest Sheffield STAT tracking grids for Reading, Writing, SPaG and Maths for all pupils and future targets
- A list containing the names of vulnerable pupils and Pupil Premium Pupils if appropriate to that class.
- Groupings within class (Reading/Maths/Writing/Spelling)
- Groups of pupils receiving interventions
- A copy of the latest Young’s Spelling cohort results (except Yr R and Yr 1)
- Year 1 Phonics Screening for the cohort (except Yr R and Yr 1)
- EYFS Summary for the cohort
- Foundation Subject assessment criteria and Class Profiles for each subject (except Yr R and Yr 1)

In separate wallets there will be:

- Parent Meeting Logs

### **Files in the Main Office**

- Admission information
- Previous annual reports
- Parents' feedback from reports forms
- Confidential information e.g. medical/child protection information
- Correspondence between school and parents
- Old Parent Meeting Logs

### **Class Profile on Integris**

Each year group has a Class Profile. This contains:

- Overview of the class including information about Disadvantage, Ever 6, SEND, EAL, date joined the school, etc
- Attainment markbooks for RE, Science, Foundation Subjects, Year 1 phonics screening check results, and Young's Spelling Test results

### **Archive Boxes**

These are updated once a year. Each class has a box containing an individual wallet folder for each child. When an end of year assessment is placed in here, the previous assessment is disposed of, except SATs papers from Years 2 and 6.

In addition, at the end of each academic year, class teachers will select one book from three pupils who are working below age-related expectations, at age-related expectations or in greater depth in English, Maths, RE and Science. These books will be stored in the Archive Box. All other exercise books from other pupils are sent home at the end of the academic year. These books are used as reference for the following year for class teachers, SLT, and to evidence prior progress. The books are returned to the children at the end of the following academic year.

If a child joins Bishop Perrin from another school, and the previous school forward on any work books completed by the new pupil, these will be stored in the Archive Boxes.

## **7 POLICY REVIEW**

The Headteacher and Assessment Leader are responsible for implementing this policy and work with the DIG and school advisors to provide reports and updates to the Full Governing Board.

## **8 APENDICES**