



## **MICKLEOVER PRIMARY SCHOOL**

**Name of Policy:** Assessment

**Date of Policy:** March 2016

**Member of Staff responsible:** Mrs Lynne Gerver

**Review date:** March 2018

**Signature:** \_\_\_\_\_ **Chair of Governors**

**Date Approved:** \_\_\_\_\_

### **At Mickleover Primary School**

**We are:**

**Motivated to learn**

**Proud of our achievements**

**Successful and skilled for life**



## Assessment Policy

### INTRODUCTION

As of September 2014, the DFE have removed assessing with levels for learners in primary schools. Schools are encouraged to create their own non-levels based system.

### INCLUSION STATEMENT

Assessment has a vital role to play at Mickleover Primary School as it informs teaching and learning. In our school we use the information acquired through assessment to provide a broad and balanced curriculum that meets the needs of all individuals and groups of pupils. Teachers use the information gained through the use of a range of assessment strategies to modify and adapt the programmes of study, where appropriate in order to develop an inclusive curriculum. This is done in the following ways, each of which will be explained through the policy document:

- setting suitable learning challenges;
- responding to pupils' diverse needs;
- overcoming potential barriers to learning and assessment for individuals and groups of pupils.

This document sets out to explain the place of assessment in the curriculum at school, and the procedures agreed in order to ensure that assessment takes place. The document is for the information of all staff, governors and parents. It will be reviewed by the assessment co-ordinator as guidance is received from the Department for Education and Skills, Qualifications and Curriculum Development Authority, and Local Authority. It will also be reviewed through the ongoing process of school self-review linked to the Ofsted framework. Monitoring of assessment practice and procedure within the school will be used to inform the school development plan. Amendments will be discussed with all teaching staff. The assessment co-ordinator, with the Headteacher, will monitor the implementation of the guidance in this document.

Assessment is an integral part of the teaching and learning process. The policy should be read and used in conjunction with our subject policies. Assessment and the implementation of the Assessment Policy are the responsibility of all teachers. Parents, governors, learning support teachers and other agencies will all be involved in the outcomes of assessment.

### PRINCIPLES AND PURPOSES

Assessment informs teaching and learning. At Mickleover Primary School we recognise that there are different forms of assessment:

- formative or assessment for learning, based on the day to day assessments of children's attainment;
- summative or assessment of learning, which includes end of year or the statutory assessments made at the end of a key stage;
- diagnostic, used to provide specific information relating to children's strengths and weaknesses.



We often use formative assessment (assessment for learning) in making decisions about children's learning. These assessments are very important and should be recorded on short-term planning to serve as a record, and to inform future planning for the class, groups, or individual children.

In addition some planned activities will be used to assess children in order to:

- plan the way forward
- monitor progress
- diagnose or identify particular needs which might include SEN (Special Educational Needs)
- involve children in setting targets for learning

We need to know how children are progressing through the Foundation Stage curriculum and in all National Curriculum subjects. We recognise that this does not encompass all learning and that we will need to monitor some children in other areas of school life, such as personal, social development and behaviour. Records enable such information to be passed on to other teachers and used. At regular intervals, and particularly at the end of the key stage, information will be collected into a summative record. In Years 3-5, this will come in the form of a test which informs teacher assessment. In Year 6 this will be the statutory end of key stage tests, whilst in Year 2, the statutory end of key stage tests inform the teacher assessment. For all children this will be used to inform annual reports to parents. At the end of the key stage, teachers will make a judgement on the National Curriculum level attained. In Foundation Stage, the children undergo a 'baseline assessment' within the first few weeks of school. This was introduced in September 2015 and will be a statutory requirement from September 2016. Progress throughout school will then be judged against this baseline. At the end of the Foundation Stage, a Foundation Stage Profile will be produced. This will be the responsibility of the Foundation Stage teachers. In Year 1, all pupils take a 'phonics check'. This is reported to parents at the end of the year as their child having 'met' or 'not met' the required standard. If a pupil does not meet the standard, they must re-take the phonics check again at the end of Year 2.

The long and medium term plans show how the Foundation Stage Curriculum and National Curriculum is covered over a time span. This matches the curriculum offered, to the needs of the children in the school, taking into consideration the programmes of study, schemes of work, time available and any planned thematic work. This ensures that opportunities are not missed for the assessment of those areas not regularly covered. Short-term plans show specific learning objectives for each activity for each group and recognise the range of needs and abilities within the class. Our day to day assessments are made against these learning objectives. Occasionally, an activity may be structured in order to provide an accurate picture of a child's knowledge, skills and understanding. It is expected that the information thus gained will be used to plan the next step in teaching and learning. Assessments are important and some may usefully be written down in order to serve as a record and to inform planning for the class, groups, or individual children, this may be in the form of a 'marking' comment (feedback).

Throughout Key Stage 1 and 2, there is ongoing assessment and recording of this on maths and reading grids. This is wholly based on teacher assessment and work completed by the children in class. All classes now have a writing assessment portfolio based on the assertive mentoring scheme, which is updated every 6 weeks.

Records enable assessment information to be passed on to other teachers.



## THE ROLE OF THE CO-ORDINATOR

In our school we recognise that everyone has responsibilities in relation to assessment. However, we have a member of staff (at present the Headteacher) who has overall responsibility for assessment, recording and reporting.

The Co-ordinator is responsible for the following:-

- Updating the Assessment Policy;
- Planning and organising meetings where all staff can agree common objectives and discuss the development and implementation of the assessment policy;
- Monitoring assessment through looking at teachers planning, records, reports, marking and samples of children's work.
- To organise meetings to agree criteria for giving feedback and to moderate work;
- Liaison with subject co-ordinators and working with them as subjects are identified for development to ensure consistency in both teaching and assessment;
- Liaison with colleagues in other key stages to ensure continuity and consistency;
- Ensuring that statutory requirements are met including the administration of FSP and end of key stage assessments;
- Maintaining a resource of materials to support assessment and keeping up-to-date with local and national developments relating to assessment;
- Analysing statutory and optional tests results to identify strengths and weaknesses and plan future work to close the gap between what children know and what they need to know.
- To update the Governing body on any developments and or changes in assessment policy and practice.
- To fulfil any other assessment related requirements agreed within school.

## WORKING ARRANGEMENTS

### LEGAL REQUIREMENTS

- The co-ordinator draws the attention of staff to current statutory requirements for assessment and ensures that the relevant teachers attend statutory training.
- The school fulfils all legal requirements for assessment as outlined in the current Assessment and Reporting Arrangements to which all staff have access. We aim to go beyond this to emphasise good practice in the use of assessment for learning.
- By analysing our test/ task results.
- By analysing our scripts in detail to identify strengths and areas for development.
- To inform our planning and thus to raise attainment.

### PROGRESSION

It is an expectation that every child will progress through the equivalent of 1 stage in Reading, Writing and Maths across an academic year. (working within, mostly achieved, achieved – see below)

Wherever possible children are involved in discussion of their progress and if appropriate this can be recorded in the child's book. Every term, they meet on a one to one basis with their class teacher to discuss their writing progress. They are encouraged to have ownership of their own work and are involved in setting realistic targets in negotiation with the teacher.



School Pupil Tracker Online (SPTO) tracks the progress of all pupils and groups within the school. The tracker uses 'Golden Codes' to track the pupils (as levels are no longer used). A child will be assessed each term using one of the codes and the year group:

- Working within the age-related objectives eg Y3W
- Mostly achieved the age-related objectives eg Y3M
- Achieved the age-related objectives eg Y3A

SPTO will also track pupils as working at greater depth (mastery).

## **CLASSROOM MANAGEMENT**

In our school we use the whole range of assessment strategies to make judgements about the attainment of all children. Short term planning will indicate the groups who are the focus for assessment by the teacher and any other adults and the strategy used.

We make the purpose of the learning explicit to pupils by providing a context and by sharing success criteria. We recognise that assessment is the most natural activity in the world and integral to teaching and learning. Staff hold regular meetings to evaluate assessment practice and to ensure consistency.

## **DIFFERENTIATION AND SPECIAL EDUCATIONAL NEEDS**

(Please refer to SEN policy/ Inclusion policy)

In our school, the SENCO meets regularly with the Assessment Coordinator to ensure that there is a consistent approach to the setting and review of provision plan targets.

Work is differentiated to meet the needs of pupils and to ensure an appropriate degree of challenge. Differentiation may be by outcome, by resources provided, by the level of support given, or by objective.

## **EVIDENCE**

For individual children significant pieces of work will be retained for as long as they are felt to be useful. Children's exercise books are also useful sources of evidence with marking comments pointing the way to future development.

Planning documents also provide evidence of assessments made. In addition the teacher comments in individual records are used as evidence of progress made.

## **RECORD KEEPING**

We recognise that schools are required to keep annually updated records of their pupil's achievements and abilities. This requirement aims to ensure that teachers and others have access to up-to-date information about the progress that individual pupils are making. It has been a statutory requirement since May 2000 that when a child moves from one key stage to another, or changes school mid- key stage, a statutory transfer form must be completed and sent with all educational records within 15 school days along with a copy of the child's last annual report to parents. We follow statutory requirements for transfer of information to other schools whenever a child leaves.

We update our records on a regular basis as they inform our planning teaching and learning. This may be done by the class teacher or by appropriate support staff. In our school, records are updated termly or at the end of a unit work. For the Foundation Stage, staff make use of the

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Early Learning Goals document to record significant progress in learning and this evidence informs the Foundation Stage Profile.

## REPORTING

Reports to parents may be written and / or verbal. Reporting takes place -

- Informally at any time
- 10 minute parent interview in the Autumn and Spring Terms
- Annual report in the Summer Term

Annual reports are in line with national recommendations. They are written by the class teacher (and/or teacher responsible for teaching a particular subject) and provide formative information as well as test results. Comments will relate to what the child has learned, not to what has been taught. They should be written without jargon, to inform parents of progress made, strengths, weaknesses or any areas of concern, which may be expressed as a target. It will inform parents as to how their child is performing in relation to their potential, past achievements, to the rest of the class and to national standards. During parent interviews, relevant assessment materials will be available and discussed.

### **Statutory reporting to parents of end of key stage assessments**

#### End of key stage 1

Pupils are teacher assessed at the end of key stage 1; however, this must take into account statutory SATs tests as well as work completed in class.

At the end of key stage 1, the following will be reported:

In reading, writing and maths a child will be assessed as one of the following statements:

- Working towards the expected standard
- At the expected standard
- At greater depth within the expected standard

In science, a child will be assessed as having met or not met the required standard.

There is no longer a speaking and listening judgement.

#### End of key stage 2

In reading and maths, a child will be assessed as having met or not met the required standard.

These test papers are marked by external examiners.

In writing, a pupil will be teacher assessed against one of the following statements:

- Working towards the expected standard
- Working at the expected standard
- Working at greater depth within the required standard
- A category for those pupils still not yet working towards the expected standard.

## INSET

The Assessment Co-ordinator will attend assessment meetings and relevant courses to address priorities identified in the School Improvement Plan; year group teachers will attend statutory training relevant to their needs. All courses will be disseminated to the full staff through staff meetings. Assessment will be an integral part of subject specific development.

## REVIEW

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## Mickleover Primary School Assessment Policy

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The policy will be updated by the co-ordinator as legislation and guidance changes and in line with the school's ongoing self-review. The co-ordinator ensures implementation of the policy through viewing the short term plans of all staff at regular intervals and through monitoring of records, reports and scrutiny of work. Any concerns will be discussed with the Headteacher. The co-ordinator will update the governing body on assessment policy and practice, as appropriate.