



ASSESSMENT, RECORDING AND REPORTING POLICY 2018-19

Blackpool Aspire Academy

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Aim and Purpose

Assessments, reports and meetings with Parents and Students provide an opportunity to review Student Progress to date, to discuss strengths and weaknesses, areas for improvement and set targets for the future that work towards or go beyond Academy targets. They are a key aspect of the Academy improvement process. This document outlines the procedures for completing assessments, progress updates and how they relate Parents Evenings within the reporting process. The whole ARRA process is designed to enable Students, their Parents and their Teachers to know;

- What the students is aiming for
- Where they are now
- What they need to do to achieve their aim

Assessment Methodology

Aspire Academy will operate a system which highlights whether students are 'on track' to achieve their targets. The on track assessment system works on the principal of all through assessment from Year 7 to Year 11. This model is constructed so that the underlying principles are the same in each academic year across the academy. The key underlying principal being that Aspire Academy will report whether a student is on track to achieve their ability related expectation at the end of each year. All key dates can be found in the 2016-17 ARRA Calendar (Appendix A).

Terminology

This is the terminology which will be reported to parents and students at each data collection.

<u>Secondary age terminology and definitions</u>	
Cause for Concern	On track to be working well below <u>ability related expectations</u> by the end of the year.
Below	On track to be working below <u>ability related expectations</u> by the end of the year.
On Track	On track to be working in line with <u>ability related expectations</u> by the end of the year.
Above	On track to be working above <u>ability related expectations</u> by the end of the year.

Ability related expectations are appropriate in secondary as students are graded at final assessments.



Methodology

This methodology will be applied from Year 7 to midway through Year 10, at which point students will be provided with a specific target for each subject to assist in the completion of college applications. Reports home will still use an on track indicator in addition to grades.

1. Students will be placed into one of 4 ability bands for tracking purposes – High, Middle, Low and Foundation level ability – these are for internal use only and are not to be shared with students/parents. The scores used to select these groups will be reviewed regularly.

	Foundation Stage	Key Stage 1	Key Stage 2	Key Stage 3 and 4
High	Baseline Score ≥ 106	Scaled score ≥ 106	KS1 Average Scaled Score ≥ 106	KS2 Average (Re and Ma) Scaled Score ≥ 106
Middle	Baseline Score 95-105	Scaled score 95-105	KS1 Average Scaled Score 95-105	KS2 Average (Re and Ma) Scaled Score 95-105
Low	Baseline Score 90-94	Scaled score 90-94	KS1 Average Scaled Score 90-94	KS2 Average (Re and Ma) Scaled Score 90-94
Foundation	Baseline Score < 90	Scaled score < 90	KS1 Average Scaled Score < 90	KS2 Average (Re and Ma) Scaled Score < 90

Skills based subjects

In subjects which are predominantly skills based or where previous data doesn't show a clear mapping to average KS2 prior attainment (in the first instance PE, Art and Performing Arts), middle leaders before data collection 1 in Year 7, will be given the opportunity to move the banding of students in these subjects either up or down by a maximum of 1 band through agreement with line managers.

At data collection 1 in Year 9, a review of all students whose bands have been adjusted in Year 7 will take place to ensure that aspirations remain high for the end of Year 11.

Movement between bands

Where a student is demonstrating that they are consistently above or consistently a cause for concern in a subject, the student may move bands within this subject area to a more appropriate band. This will be regularly reviewed, however, all band moves must be agreed with the Assistant Principal (Achievement) via recommendation through SLT links.

2. At both Key Stage 3 and 4, for each assessment cycle, staff will indicate whether students are on track to achieve the milestones for their ability band at each assessment cycle. A variety of examples of these are included in Appendix B. Each curriculum area defines their own criteria to determine whether students are classified as one of the four possible



categories. Curriculum area expectations can be, and often are, different for each prior attainment ability band. This means that it is possible for two students to be producing work of different depth and quality or achieve different scores on an assessment and both still be on track to achieve their targets. The core principal is whether, in the teacher's professional judgement, a student is on track to achieve the target grade range at GCSE level.

3. Moderation will take place to ensure that there is consistency within FCAT around the requirements for each statement and ability band – this will occur at two junctures in the year. The sessions will be for each subject and cover all year groups. This will be a holistic process and not around one particular piece of work.
4. For the purpose of forecasting attainment data (if required) the following table will be used to establish the appropriate ranges of each ability band. A flight path to assist with this mapping is included in Appendix C.

Attainment Band	Academic Pathways	New GCSE Grade Potential
High	Doctorate	7-8
Middle	Masters	5-6
Low	Post-Graduate	3-4
Foundation	Graduate	1-2

E.g. A Y9 Middle Ability Student is reported as 'On Track', for the purpose of attainment calculations, this would indicate a forecasted grade of 5. This model is appropriate for larger cohorts rather than individual students.

5. This will be reported to parents at each data collection point, alongside a behaviour for learning grade for each subject and the potential grade range in each subject (for the end of Year 11).

Frequency of assessment reporting to Students and Parents

All students and parents at the Academy will receive a progress update after each data collection, one of these will include written comments for each subject. Additional progress data will be recorded by teachers in SIMS, this will help them to make a judgement call over each on track decision. Updates will be posted home to parents, with opportunities for them to give feedback, within 2 weeks of the close of each data collection.

Students will complete their progress booklets during form-time in the immediate aftermath of each data collection. This will allow students to reflect on their successes and areas of further development and set individual targets for success

In addition, parents will be invited to attend one formal Parent's Evening with subject/class teachers each year (there will be two for Year 11). A second progress related evening for Year's 7-10 will be arranged with a specific focus. The specific details of each event are yet to be confirmed.



Examinations

Students in Y7-10 will have examination periods defined where they will sit formal assessments. Students in Y11 will have two sets of pre public examinations per year, in addition to final public examinations.

Cognitive Ability Tests (CATs) will be used to establish a student's cognitive ability to assist with differentiation; these will be taken in year's 7 and 9.

Proof of Progress Tests will be used in Y7 and 8 to gauge a measure of the progress students are making in key stage 3, these will be assessed against national measures.

All students will complete reading age tests at least termly to provide an up to date reading age for staff.

Parents Evenings

There will be at least one opportunity in each academic year for students to discuss Progress with teaching staff and parents. Students will use the most recent progress plan in their planners to prepare for this evening. It is expected that students attend these evenings along with their parents.

Protocol for written reports

The following guidance protocols exist to assist staff with the production of written reports: -

- Full first names should be used except where a student has a preferred name in SIMS and parents have indicated that this is the name they wish the student to be called.
- In the first instance, Subject Teachers writing reports are responsible for the full writing process and product. This includes writing comments AND also proof reading and checking what they have written.
- Written Reports then go to Progress Tutors for their comments. It is essential for Progress Tutors to read all the reports of their Tutor Group to ensure familiarity with the progress Students are making.
- Whole School quality control measures must ensure that a high quality professional document, free from errors, is the final product. In order to ensure this happens, a member of the school wider leadership team will proof read the reports.
- Staff should not use abbreviations when completing written progress updates.



Grades used in reports

Progress Grades

The following grades are used to indicate whether students are on track to achieve their GCSE potential.

Cause for Concern	On track to be working well below <u>ability related expectations</u> by the end of the year.
Below	On track to be working below <u>ability related expectations</u> by the end of the year.
On Track	On track to be working in line with <u>ability related expectations</u> by the end of the year.
Above	On track to be working above <u>ability related expectations</u> by the end of the year.

Behaviour for Learning Grades

The following descriptors are used to award behaviour grades in each subject.

Cause for Concern	<ul style="list-style-type: none"> Shows little interest in improving his/her understanding of the subject Reacts negatively to high challenge and expectation Often displays disruptive behaviour which impacts on learning Is often without appropriate equipment/kit/books Independent learning is a cause for concern. Work may be of a poor standard or rarely completed
Requires Improvement	<ul style="list-style-type: none"> Participates in most/all parts of the lesson Shows some interest in improving his/her learning but can be put off by challenging work Generally stays within his/her own comfort zone Is sometimes without appropriate equipment/kit/books Some independent learning tasks are not completed and those that are completed appear to be rushed or could have been done better.
Good	<ul style="list-style-type: none"> Is motivated to learn and make the most of every opportunity Asks questions to extend his/her own learning Learns from his/her mistakes and is beginning to show resilience Often shows the ability to work independently Manages his/her time and tasks effectively Shows a high level of commitment A small number of homework tasks are not completed on time
Outstanding	<ul style="list-style-type: none"> Displays enthusiasm and excitement for learning Explores issues, events or problems from different perspectives Controls and owns his/her own learning and demonstrates resilience Enjoys being creative and can develop alternative approaches Is prepared to take appropriate risks with his/her learning Displays an exceptional level of effort and commitment Independent learning tasks are consistently completed and of a high standard. Homework is always completed to a high standard



Completion of reports

Workload

Staff are provided, via the ARRA calendar, with the dates for the completion of written reports at the start of the academic year. It is suggested that staff spread them out evenly over a period of time. Teachers are expected to record assessment in SIMS as part of their normal professional duties. These grades are automatically transferred to written reports.

Guidance

Guidance for completion of written reports is included in appendix E.

Proof Reading

The Assistant Principal (Achievement) will, at the start of each assessment cycle, review the arrangements for the proof reading of written progress updates and is responsible for ensuring that all progress updates are error free and contain clear, concise and quality progress information. The Assistant Principal will at the start of each year issue details to staff involved in proof reading showing what they should expect to receive and necessary deadlines for completion. The current cycle is outlined below: -

1. Staff complete written reports and are expected to proof read their own work. These can be printed for staff upon request to the data office.
2. SLT will each proof read a number of reports.
3. The Assistant Principal (Achievement) will moderate a sample of proof read reports to check for consistency.
4. Corrections will be given back to individual class teachers who are responsible for making sure changes are made.
5. Heads of Faculty will also be given an overview of the errors within their faculty.
6. At the end of each reporting period the Assistant Principal (achievement) will collate feedback from each member of the SLT as to the quality of the reports and the common errors. This information will be shared with staff to prevent future issues arising.
6. All Progress updates and reports will be posted home to parents/carers or distributed on Parent's Evening.



Assessment, Recording and Reporting Policy and Procedures

		27/08/2018	09/09/2018	10/09/2018	17/09/2018	24/09/2018	01/10/2018	08/10/2018	15/10/2018	22/10/2018	29/10/2018	05/11/2018	12/11/2018	19/11/2018	26/11/2018	03/12/2018	10/12/2018	17/12/2018	24/12/2018	31/12/2018	
AUTUMN TERM	Week	1	2	3	4	5	6	7	8	9 10		11	12	13	14	15	16	17	18 19		
	FCAT	EXAMS TO AC								HALF TERM		DC1 ENTRY							CHRISTMAS		
	Year 7	Baseline testing			Settle data	Set Eve					HALF TERM		ON TRACK DC1						CHRISTMAS		
	Year 8										HALF TERM		ON TRACK DC1	Par Eve					CHRISTMAS		
	Year 9										HALF TERM		ON TRACK DC1						CHRISTMAS		
	Year 10										HALF TERM		ON TRACK DC1		Par Eve				CHRISTMAS		
	Year 11		Launching Event						ON TRACK/CWA DC1	Tutor comments DC1	HALF TERM					Y11 PPE1			Y11 PPE DC2	CHRISTMAS	

		07/01/2019	14/01/2019	21/01/2019	28/01/2019	04/02/2019	11/02/2019	18/02/2019	25/02/2019	04/03/2019	11/03/2019	18/03/2019	25/03/2019	01/04/2019	08/04/2019	15/04/2019	SUMMER TERM															
SPRING TERM	Week	20	21	22	23	24	25	26 27		28	29	30	31	32	33 34		35	36	37	38	39	40 41		42	43	44	45	46	47	48		
	FCAT				DC2 ENTRY											EASTER																
	Year 7				ON TRACK DC2		Par Eve									EASTER		ON TRACK DC3	Tutor comments DC3										ON TRACK DC4			
	Year 8				ON TRACK DC2	Tutor comments DC2			Par/Options Eve							EASTER		ON TRACK DC3											ON TRACK DC4			
	Year 9				ON TRACK DC2	Par Eve								Year 9 exams			EASTER		ON TRACK DC3										Y7/8 E/MS	ON TRACK DC4		
	Year 10				ON TRACK DC2	Tutor comments DC2										EASTER		ON TRACK DC3	Y10 Exams										ON TRACK/CWA DC4			
	Year 11	Par Eve										Y11 PPE1,2			PPE GRADE DC4	EASTER				EXTERNAL EXAMINATIONS					HALF TERM		EXTERNAL EXAMINATIONS					



**Assessment, Recording and Reporting
Policy and Procedures**

Appendix B – Milestone example

Unit of Work		<u>Biology-Unit 2 Photosynthesis</u>				
What we are aiming to achieve		<u>How plants special adaptations help them survive and get what they need from the environment.</u> <u>Factors affecting photosynthesis. How water supplied to a plant is affected by the environment.</u>				
Milestones (the stepping stones to success)		<u>Milestone 1</u>	<u>Milestone 2</u>	<u>Milestone 3</u>	<u>Milestone 4</u>	<u>Skill Milestone 1</u>
	Assessment Criteria	F	•	•	•	
Low		<ul style="list-style-type: none"> Use the word equation to describe photosynthesis Know chloroplasts absorb light and convert it to chemical energy 	<ul style="list-style-type: none"> Understand that photosynthesis is an endothermic reaction Understand that plants respire and photosynthesise 	<ul style="list-style-type: none"> Name factors that affect photosynthesis Identify the parts of leaf and their function. 	<ul style="list-style-type: none"> Know the definition of diffusion. Describe how water travels in plants. 	<ul style="list-style-type: none"> Describe experiments on the rate of transpiration. Recall the movement of sugars is called translocation.
Middle		<ul style="list-style-type: none"> Recall and use the symbol equation for photosynthesis. Describe the use of light and chloroplasts in photosynthesis 	<ul style="list-style-type: none"> Explain why plants carry out respiration. 	<ul style="list-style-type: none"> Describe how the rate of photosynthesis can be increased. Describe how leaves are adapted for photosynthesis 	<ul style="list-style-type: none"> Explain diffusion using the idea of particles. Describe adaptations in xylem and phloem. 	<ul style="list-style-type: none"> Describe the factors that affect transpiration. Describe how proteins and carbohydrates are transported in plants.
High		<ul style="list-style-type: none"> Recall and use the balanced symbol equation for photosynthesis. Explain that chloroplasts absorb energy to drive chemical reactions. 	<ul style="list-style-type: none"> Describe the difference in gas exchange in plants during the day and night. 	<ul style="list-style-type: none"> Explain the effects of limiting factors on photosynthesis. Explain how the leaf's structure is adapted for photosynthesis. 	<ul style="list-style-type: none"> Explain how substances pass in and out of cells. Explain adaptations in xylem and phloem. 	<ul style="list-style-type: none"> Explain the factors that affect transpiration. Explain how concentration gradients affect processes.




Appendix C – Key Stage 3 – 4 Flight Paths

	Foundation	Low Ability	Middle Ability	High Ability
Above	4	5	7	9
On Track	2	3	5	7
Below	1	2	4	5
Cause for Concern	0	1	2	4

This indicates the grade students would achieve at the end of Year 11 for each ability band and for each on track indicator.



Appendix D – Progress Report Example

Student Progress Report	007923/8REG								
	<h1>Blackpool Aspire Academy</h1> <p><i>An Academy within the Fylde Coast Academy Trust</i></p>								
	<h2>Year 8 Cycle 3</h2> <p>Academic Year 2016 – 2017</p>								
	 <h3>Student Name</h3> <p>8REG</p>								
<h3><u>Attendance Details</u></h3> <p><i>attendance is recorded in ½ days</i></p>									
<table><tr><td>Total Possible Attendance to Date:</td><td style="border: 1px solid black; text-align: center;">268</td></tr><tr><td>Authorised Absences:</td><td style="border: 1px solid black; text-align: center;">6</td></tr><tr><td>Unauthorised Absences:</td><td style="border: 1px solid black; text-align: center;">0</td></tr><tr><td>Percentage Actual Attendance:</td><td style="border: 1px solid black; text-align: center;">97.8%</td></tr></table>		Total Possible Attendance to Date:	268	Authorised Absences:	6	Unauthorised Absences:	0	Percentage Actual Attendance:	97.8%
Total Possible Attendance to Date:	268								
Authorised Absences:	6								
Unauthorised Absences:	0								
Percentage Actual Attendance:	97.8%								
<h3><u>Conduct Summary</u></h3>									
<table><tr><td>Achievement Points:</td><td style="border: 1px solid black; text-align: center;">268</td></tr><tr><td>Behaviour Points:</td><td style="border: 1px solid black; text-align: center;">15</td></tr><tr><td>Net Conduct Points:</td><td style="border: 1px solid black; text-align: center;">253</td></tr></table>		Achievement Points:	268	Behaviour Points:	15	Net Conduct Points:	253		
Achievement Points:	268								
Behaviour Points:	15								
Net Conduct Points:	253								



007923/BREG <i>Student Progress Report</i>				
Subject	On Track Indicator	GCSE Potential	Behaviour for Learning	Teacher
<i>English</i>	On Track	5 - 6	Outstanding	<i>Mrs Teacher</i>
<i>Mathematics</i>	Cause for concern	5 - 6	Satisfactory	<i>Mrs Teacher</i>
<i>Science</i>	Above	5-6	Outstanding	<i>Miss Teacher</i>
<i>Design Technology</i>	On Track	5 - 6	Good	<i>Miss Teacher</i>
<i>Expressive Arts</i>	On Track	3-4	Good	<i>Miss Teacher</i>
<i>French</i>	On Track	5 - 6	Good	<i>Miss Teacher</i>
<i>Geography</i>	On Track	5 - 6	Outstanding	<i>Miss Teacher</i>
<i>History</i>	Above	7-9	Outstanding	<i>Mr Teacher</i>
<i>Computing</i>	On Track	5 - 6	Good	<i>Mrs Teacher</i>
<i>Physical Education</i>	Below	3-4	Good	<i>Mr Teacher</i>
<i>R.E/ Citizenship</i>	Above	5 - 6	Outstanding	<i>Mrs Teacher</i>

Attendance Explained:

100%	Fantastic!
95-99%	Well Done. Attendance over 95% is the expectation.
90-95%	Satisfactory but there could be cause for concern. Try to push above 95%
Less than 90%	You could be missing significant aspects of your learning. 90% attendance sounds high but represents half a school year of absence over 5 years!

