



Park Road Community Primary School

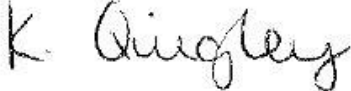

Assessment Policy

Version Number	1.1
Date policy last reviewed	June 2025
Policy Type	Mandatory
Owner	Headteacher
Approved By	Local Governing Body
Approval Date	17 June 2025
Next Review Date	June 2026

Review Date and Summary of Changes

Date of review	Summary of changes
January 24	Standardisation
June 2025	Change of language from One Page Profile to Pupil Passport

Signed by:

	Headteacher	Date: _____
	Chair of Governors	Date: _____

Contents:

Statement of Intent

1. [Legal Framework](#)
2. [Steps in Learning](#)
3. [Formative Assessment](#)
4. [Monitoring and Responding to Children's Work](#)
5. [Tasks](#)
6. [Summative Assessment](#)
7. [Pupil Passports](#)
8. [National Curriculum Tests/EYFS Profile](#)
9. [Tracking](#)
10. [Monitoring and Review](#)

Statement of Intent

At Park Road CP School, we believe assessment is fundamental to learning and teaching. Information about individual children is collected and recorded in a number of ways and is used to: inform next steps in learning; give feedback to children and parents; inform future planning for learning and inform whole School Improvement Planning.

We aim to:

- ensure all children fulfil their potential
- ensure the school's curriculum matches the needs of our children
- show continuity and progression in children's learning
- ensure that teacher assessment informs planning
- ensure early identification of children with Special Educational Needs, including more-able children in order to provide appropriate support
- evaluate the effectiveness and quality of curriculum provision
- monitor curriculum entitlement and ensure equality of access and an inclusive education for all pupils
- provide appropriate information for parents, governors, the LA, DfE and receiving schools.
- ensure challenge is appropriate for all groups of learners so that every child meets their potential
- raise attainment for identified under achieving groups
- provide pupils with the opportunity to review their work, self-assess and set future targets
- help children develop positive attitudes to their work
- provide an accurate picture of every child's achievement and progress
- show children how they are going to make the next steps within their learning journey

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 2002
- Equality Act 2010
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)

This policy has due regard to all relevant guidance documents, including, but not limited to, the following:

- DfE (2022) 'Primary accountability measures – update'
- DfE (2023) 'Primary school accountability in 2023: technical guide'
- DfE (2023) 'What academies, free schools and colleges should publish online'
- DfE (2023) 'What maintained schools must publish online'
- STA (2023) 'Key stage 2 assessment and reporting arrangements'
- STA (2022) 'How to keep test materials secure'
- STA (2019) 'How to report maladministration at key stage 1 and key stage 2'
- STA (2022) 'Key stage 2: test administration guidance'
- STA (2022) 'Multiplication tables check: administration guidance'
- STA (2022) 'Phonics screening check: administration guidance'

This policy operates in conjunction with the following trust/school policies:

- Equality Policy
- EYFS Policy
- Behaviour Policy
- Records Management Policy
- Data Protection Policy

2. Steps in Learning

Teachers have high expectations of learning and progress for all children.

To enable children to be aware of these expectations, they are involved in setting success criteria for themselves and their class as part of AfL (assessment for learning).

Children and parents are informed of their child's progress and individual steps in learning in Literacy and Numeracy, through discussion with teachers and teaching assistants in lessons and are given to parents at parents' meetings. These are displayed in classrooms, where working walls are used to promote and illustrate the steps in learning and the success criteria to achieve these, and in books and are regularly referred to.

3. Formative Assessment

Observations

Children's successes are noted from casual as well as planned observations throughout the year groups. This information is collected in a variety of ways which could/may include:

- lesson reflection sheets
- annotated plan
- post-its
- Seesaw, an online app, is also used to gather evidence that supports assessment

Examples of work are kept and collated in moderated exemplar files, stored securely online.

4. Monitoring and Responding to Children's Work

Children's work is monitored on a day-to-day basis and responded to by teachers and teaching assistants through dialogue, which can be both written and oral. This feedback will be specifically related to the success criteria and/or Learning Objective set for each piece of work. (see school Feedback policy). Peer and self-assessment are also used to enable children to reflect on their successes, in relation to their steps in learning.

5. Tasks

To ensure prior learning and essential knowledge, skills and understanding are embedded in order to access the specific new learning being taught in each lesson, we develop a mastery approach across all subjects. We do this by using long term plans, where teachers will take key learning for each term and map this out onto a weekly overview. This will include opportunities to revisit and undertake assessment for learning weeks against the prior weeks' learning.

Maths

We use the Power Maths' initial Prior Learning check lesson at the start of every unit of work. This will include assessing children's understanding of key vocabulary they already need to know to access the new learning. Assessment of this unit of learning will take place at the end of the following unit of work (usually around 3 weeks after the learning has taken place) to check that this knowledge and understanding has been retained and is therefore embedded.

English

When teaching reading and writing, we adopt a mastery approach to teaching and learning; teachers map out the relevant stepping stones to master the key principles of reading and writing, building upon prior learning.

Writing

We plan a range of opportunities for pupils to demonstrate their learning, knowledge and skills through planned longer pieces of writing as well as incidental opportunities for children to apply their skills and practise them across the curriculum in a variety of ways so that they are building towards mastery of each key aspect and teachers use these to inform overall assessment at the end of the unit of work.

Teachers will plan a task for pupils to plan and write an independent write at the end of each unit of work, which will also inform their assessment. These are assessed using school's Writing grids, which are highlighted to demonstrate which writing descriptors best match the piece of work.

Reading

Reading is taught through the use of quality texts to develop readers' ability to read as a writer, by developing their understanding of a text through discussing, predicting, inferring as well as developing their key skills through guided and shared reading.

Teachers undertake Question Level Analysis (QLA) after each formal assessment test (NTS) and use these to inform which content domain will be the focus when planning future learning.

Running records for every child are undertaken every half term for pupils on book bands. As soon as a child reaches Age Related Expectations (ARE) at the end of Year 1, timed reads are undertaken to check their reading speed against end of year expectations. For any children not meeting this standard, fluency and accuracy are prioritised and developed alongside phonics teaching.

Common exception words are checked half termly, and any gaps identified are given as focus words for pupils to practise at home with parents. These common exception words are mapped out on the long-term curriculum map for each year group.

Foundation subjects

We use a three-stage vocabulary system for the assessment of pupils learning knowledge, skills and achievement.

Stage 1 words are words they should know at their age/stage and from prior learning.

Stage 2 words are words that they may come across during the context of the unit of work, but that don't necessarily demonstrate a depth of understanding and are not necessarily used to form an assessment, although we may need to teach the meaning of these words at this stage.

Stage 3 words are the key demonstrator words that show a true understanding and a mastery of that unit/context/theme/element of work and will be used to form assessment. Teachers will plan a variety of ways to demonstrate this understanding such as written discussion and through IT.

6. Summative Assessment

There are three, planned formal assessment weeks in Year 1-6 across the year.

These take place as per the schedule (appendix 1) and usually take place in the last or second to last week of each term.

N.C. year groups (Y1-6) will undertake formal assessments using NTS tests (from Spring term in Y1).

Following these assessment weeks, we undertake writing moderation using each year group's completed writing grids and four assessed pieces of writing for the group to be moderated, to evaluate and standardise judgements made.

These examples are collated and kept within a standards file for writing, which teachers can use to form assessments.

As a minimum by the end of the year, 12 pieces of independent writing will have been moderated and will be used to form the end of year assessment in each year group.

Children identified as needing support or not achieving expected progress are then monitored or further assessed to help identify their specific needs. The result of this process informs teachers' planning and delivery. A Pupil Passport may be put in place to or additional support from, or for the school. Parents are informed by the class teacher, and Personal Plans are monitored and reviewed half termly. Teaching assistants also support alongside teachers to deliver quality first wave differentiated teaching to support or extend learners depending on need.

7. Pupil Passports

These are used to address the needs of the pupils that appear on our SEN overview, i.e. the children with a specific need or needs which may relate to learning, behaviour, emotional or physical development. The Pupil Passport is reviewed half termly with the SEN teaching assistant and SENDCO supporting the class teacher in this process. The Pupil Passport is also used to involve and inform the parents about the school's work in meeting the child's needs. It also enables us to gain access to external support when necessary. These arrangements also inform our planning and teaching as well as contributing to summative reports.

8. National Curriculum Tests /EYFS profile

These tests inform summative reports along with teachers' assessments using school's own materials i.e. writing descriptor grids are used to 'build a picture', inform planning and teaching. They also supply comparative information for the school and the parents. This information enables us to monitor our performance and make our own forecasts of predicated results for children at Y6.

9. Tracking

A class tracker is used across year groups to track in a careful, consistent and robust manner, to track individuals and groups of learners' progress. This is a tool that enables us to identify early on those underachieving, or in danger of not making expected progress, or those exceeding expected progress and targets and to inform provision accordingly. This is also used to inform school improvement planning. Each class teacher uses teacher assessments to input a level for each child half termly and report on target groups of identified learners to the Head teacher and SENCO Pupil Progress meetings.

MARK (My Assessment and Reporting Kit), an online tracking system, NTS (National test style standardised assessment) assessments and FFT pupil tracker, all of which benchmark pupil scores and assessments against national averages are used to inform senior leaders, subject leads and class teachers about pupil progress and performance in each subject. They are used to analyse gaps in learning to inform targeted teaching and intervention.

The following information is passed on to the next teacher at the end of the school year.

- Transition – end of year records
- Writing grids
- Pupil Passports (pink file)
- Spelling assessments
- running records file and/or book band information for each child if relevant
- transition hand over meetings planned July each year

NB: If a child leaves our school, the above information, plus a DfE TF1/TF2 form, must be sent to the receiving school within fifteen days of a child leaving.

10. Communication with Parents

Parents receive information at termly parents evening on whether the child is working above, working at or working below age related expectations with indications of progress made given.

The following information will also be shared if applicable.

- A copy of the end of year report
- End of EYFS profile outcomes
- Year 1 Phonics screening check outcomes
- Year 2 SAT/Teacher Assessment results
- Year 6 SAT results

11. Assessment Overview

Year	How will information be gathered?	Moderation	How will it be monitored and evaluated?
1	<ul style="list-style-type: none"> • Post-it notes • Annotated planning/notes • Teacher knowledge • ICT evidence eg score • Phonics Tracker • Miscue for reading • Book Band tracker • Termly Written Assessment • Summative assessment from Spring term – Ma/Re • Pupil interviews • Working with small groups • Seesaw • Running records • MARK – Ma/Re <p>Who: teachers and teaching assistants</p>	<p>Staff/buddy working parties – Twice a term staff meeting time/ PPA/non-contact</p> <p>Who: teachers</p>	<p>Pupil interviews</p> <p>Analysing data</p> <p>Teacher dialogue</p> <p>Work scrutiny</p> <p>Working with groups of children</p> <p>Planning scrutiny</p> <p>End of year</p> <p>Who: subject co-ordinator</p>
2	<ul style="list-style-type: none"> • As above 	As above	As above

Year	How will information be gathered?	Moderation	How will it be monitored and evaluated?
	<ul style="list-style-type: none"> Increased recorded evidence applied in 3 independent examples (could be cross curricular) NTS Maths, Reading, GAPS tests termly. This changes to optional KS1 SATS during the final term. 		
3	<ul style="list-style-type: none"> As above Application of strategies evident in books Progressively greater evidence as appropriate depending on level of child 	As above	As above
4	<ul style="list-style-type: none"> As above where appropriate Books will show increased evidence of children's learning in the form of jottings, diagrams etc 	As above	As above
5	<ul style="list-style-type: none"> As above where appropriate 	As above	As above
6	<ul style="list-style-type: none"> As above where appropriate 	As above	As above

12. Monitoring and review

This policy will be reviewed by the headteacher annually. The next review of this policy is shown on the front page of this policy.