

Forest Academy

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Elveden Church of England Primary
Academy



Assessment Policy

Date Completed: January 2018

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1. Forest Academy and Elveden Church of England Primary Academy – Vision Statement

‘Our children will journey through this school, building a memory bank of learning experiences and amazing memories where learning is fun and education is valued.’

2. Aims

The aim of any assessment at Forest Academy and Elveden Church of England Primary Academy is to raise standards. This policy outlines what happens and when over the school year.

Assessment is a continuous process integral to teaching and learning. It is how teachers gain knowledge of their children’s needs, achievements and abilities, enabling planning and delivery to be more effective, thereby raising attainment for every child.

Principles of assessment are:-

- to provide information to support progression in learning through planning
- to provide information for target setting for individuals, groups and cohorts
- to share learning goals with children
- to involve children with self-assessment
- to help pupils know and recognise the standards they are aiming for
- to raise standards of learning
- to identify children for intervention
- to inform parents and other interested parties of children’s progress
- to complete a critical self-evaluation of the school

3. Types of Assessment

At Forest Academy and Elveden Church of England Primary Academy we undertake two different but complimentary types of assessment:

- assessment **for** learning (formative assessment)
- assessment **of** learning (summative assessment)

Assessment for learning (formative assessment)

Assessment for learning is a natural part of teaching and learning and is constantly taking place in the classroom through discussion, listening and analysis of work. It is essential that teachers know how well a child has progressed and that children understand how well they are doing and what they must learn to help them improve.

Assessment for learning strategies:

- Self and peer evaluation
- Discussion, talk and modelling
- Feedback - all work is marked in line with the school feedback policy and children are aware of how to improve their work
- The Learning objective is shared and displayed at the start of every lesson
- Success criteria are created with the children so that they fully understand what they have to do in order to achieve the learning objective.
- Questioning techniques

- Plans are adjusted to meet the needs of the pupils, differentiating objectives, resources and support where appropriate
- Set individual and challenging targets in English and Mathematics on a regular basis and discuss these with the pupils so that they are involved in the process
- Targets are put in the front of English and mathematics books and as part of the guided reading records. Teachers record when the child has met the target. This has to be seen 3 times before the target is classed as 'met'.

Assessment of learning (summative assessment)

Assessment of learning (summative assessment) involves judging children's performance against national standards (when available). Teachers make these judgements at the end of a unit of work, the end of a half-term, or at the end of a key stage. We use Target Tracker descriptors to aid assessment throughout the year. Test results describe pupil performance in terms of age related expectations.

We have a half-termly summative assessment system (Rising Stars), so that we can track individual's progress and facilitate interventions when necessary. This summative assessment supports the on-going formative teacher assessments.

4. Assessment in EYFS

On entry to Nursery, our pupils are assessed using Development Matters which is fed onto the school tracking system. Results are used to inform planning and aid early identification of special needs. On entry to Reception, our pupils will be assessed using baseline materials along with Development Matters and the information from this will be recorded and used to inform planning, set targets and aid early identification.

During Nursery and Reception, children will be assessed using Development Matters which is based on the teacher's on going observations and assessments in the three prime and four specific areas, some on Tapestry and others in their books and Learning Journeys. Each term, every child's developments and achievements are tracked and recorded on the school's tracking system. At the end of reception children are assessed in the Early Learning Goals using EYFSP to give each child a standard national level.

5. Assessment in Key Stage 1 and 2

Children are assessed and tracked using the Rising Stars. Targets are set based on their previous end of key stage data or baseline. For example; Children who are at 'Age Related Expectations' (ARE) at the end of Key stage 1 would be expected to be at least at 'Age Related Expectations' at the end of key stage 2

The equivalent terminology used:

Rising Stars	Target Tracker
emerging	b (below ARE)
expected	w (within ARE)
exceeding (Greater depth)	s (Surpassing ARE)

Those children not on track to meet the expected standard or their individual target will be tracked as 'high priority learners' and intervention put in place to close the gap with peers

6. Formal Assessment Cycle

Formal assessment is a systematic part of our work which will be used to track each cohort in each school. It is through an effective tracking system that the needs of every child can be met and that the school develops a clear understanding of how to raise standards.

The Assessment cycle includes data from:

- Statutory tests – Foundation Stage Profile, End of Key Stage Tests, Phonics Screening
- Optional Standardised Tests in years 3, 4 and 5 in July (Rising Stars)
- Half termly assessments in Maths, Writing and Reading (Rising Stars Progress Tests)
- Class tracker sheets to show progress
- The regular reviewing of tracking data will give teachers the opportunity to revise and refine targets for the class
- Half termly pupil review meetings between class teacher and Head teachers.
- Regular analysis of children's attainment will ensure that every child has challenging and realistic targets set for them and that the path of reaching those targets is determined through quality teacher first intervention and small group and 1:1 TA intervention

To achieve this we:

- follow the assessment cycle and update the data on a regular basis using Target Tracker
- use information to identify percentages of children working at each step within a cohort
- analyse the data and review targets for individuals and use the information to identify intervention groups, including those pupils who are more able and those with special educational needs
- set cohort targets for Maths and English and share information with SLT and Governors
- work with colleagues internally and externally to moderate writing every term
- analyse data at the end of academic year to track progress made
- pass cohort data and analysis to next teacher
- pass individual data to next teacher at transition meetings

7. Moderation

Moderation is important to ensure a consistent approach in assessment throughout the school. It is important that when teacher assessments are carried out, there is evidence recorded to justify judgements made.

At Forest Academy and Elveden Church of England Primary Academy we:

- Use Target Tracker descriptors and Interim Assessment guidance (2017-18)
- Half termly key stage monitoring to moderate reading, writing and maths assessments
- Moderate work through planning and book scrutinies, feeding findings back to members of staff
- Participate in moderation meetings with local schools every term.

8. Reporting

Reporting to parents / carers provides the opportunity for communication about their achievements, abilities and future targets. The spring progress reports and end of year reports will be written so that they have a positive effect on children's attitudes, motivation and self-esteem.

At Forest Academy and Elveden Church of England Primary Academy we:

- Provide opportunities for parent consultation evenings so that parents can discuss how well their child is doing and be involved in target setting process; have opportunities for a mid-year progress report and have a final end of year report.
- Provide an end of year written report which include results of statutory tests and assessments and gives information relating to progress and attainment
- Discuss a child's progress at the request of parent by appointment.

9. Roles and responsibilities

Governing Body

- Evaluation of Impact
- Hold the Head Teachers to account
- Whole school overview record
- Summary of attainment and progress for each cohort and significant groups

Headteachers

- Ensure that decisions made are agreed and actions carried out
- Highlight areas for improvement and allocation of resources (staff/ materials/ training/ accommodation etc.)
- Hold staff to account through performance management and appraisal
- Ensure targets set lead to improved performance/rise in attainment

Assessment Lead/HTs

- Formulate the schools' assessment policy in consultation with the Headteachers, staff and governors
- Review the policy regularly in the light of statutory requirements and the needs of the school
- Provide support and guidance with assessment and keep up to date with current information
- Resource school with relevant tests and update assessment cycle
- Maintain the tracking data and consult with all staff about the targets set
- Highlight pupils who have made no progress or are working below expectations
- Analyse results to identify attainment and progress made by pupils and for groups of pupils such as those on free school meals, gender, vulnerable children and children from an ethnic background
- Report to governors regarding the policy, statutory test results and cohort targets
- Ensure targets set lead to improved performance/ rise in attainment

SLT

- Monitor the performance in their team
- Monitor the performance of vulnerable groups (SENCo)
- Analyse and report on attainment and progress in their team for SLT
- Highlight areas of strength to celebrate and weakness to support
- Moderate and address issues arising from mismatch between data/ pupil/books/ observations etc.
- Hold teachers to account for performance in their team.

Teachers

- Operate within the assessment time frame
- Meet or exceed the targets set for each
- Record and analyse child/ group results
- Highlight areas to celebrate and to address ready for progress meetings
- Prepare for progress meetings
- Plan for timely intervention where needed and report impact
- Record results ready for input onto Target Tracker
- Are aware of the impact of their performance upon the whole school

This policy was agreed by Governors: January 2018

This policy will be reviewed as appropriate by the Senior Leadership Team.

Intended policy review date: January 2020