**Silver Birch School**

**Monitoring Standards & Tracking student Progress policy**

**Issued:** 31/08/13

**Reviewed:** 19/08/18

**Next review date:** August 2019

# Introduction

Our systems for monitoring standards and tracking student progress at Silver Birch School are uniform across the school and therefore transferable between classes and teachers. By monitoring standards and tracking and evaluating progress, we ensure that our teaching enables students to learn to their maximum potential, and receive a wide range of experiences.

The Principal is responsible for monitoring standards, progress and the breadth and balance of the curriculum offered.

# Annual Assessment

All students’ assessment over a year provide information for the Annual Progress Reports (see Assessment Policy). Data for the reports is analysed by the school, to identify both individual and cohort achievement and progress and so inform our target setting.

# Initial Assessments & reviews

On entering the school all students have initial assessments in English & Maths (see Assessment Policy). An IEP is produced as an outcome of the initial review, with 3-5 targets set for priority learning areas. Pastoral Support Plans (PSP’s) are also drawn up at this point.

# Annual Reviews

Each student with a statement of special educational needs has an Annual Review held in line with his or her first Statement date. Annual Review meetings enable all involved to monitor and evaluate the continued effectiveness and relevance of the provision set out in the statement, and progress the student has made in achieving the IEP targets set. The Annual Review meeting only looks at the areas covered by the statement – not every curriculum area. Annual Review meetings in Year 11 include discussion about the arrangements for post-16.

Parents and professionals’ attendance at Annual Review meetings are recorded.

# IEP’s

IEP’s are produced at the time of the Initial Review and are reviewed half-termly and adjusted as necessary. Wherever possible IEP targets should be discussed and reviewed with parents. IEP targets are sent to parents and relevant professionals