



Assessment, Recording & Reporting Policy

Date: September 2025

Review Date: August 2026

Responsible Person: Hayley Winstanley

1. Purpose and Principles

- Assessment is central to teaching and learning, helping identify what each of our students knows, understands, and can do.
- Recording involves selecting and retaining relevant information about a student's achievements.
- Reporting communicates this information to parents, carers and professionals.

2. Aims of Assessment

- To establish gaps in learning to establish a student's current stage and ability.
- Provide clear feedback and next steps for learners.
- Involve pupils in their own learning through reflection.
- Ensure staff understand the range of success criteria when developing bespoke planning.
- Evaluate curriculum effectiveness and teaching quality.
- Support individual continuity and progression across the key stages.

3. Assessment Methods

- GL assessment
- SALT Assessment and report for each student and communicated to supporting staff
- Live marking and verbal feedback reporting
- Formative assessment during lessons
- Specific tasks/tests including periodic assessments

4. SEN & SEMH Considerations

- Assessment must be adaptive, recognizing emotional and behavioural needs.
- Clear processes for students with different abilities and needs.
- Use of formative assessment to guide responsive teaching.

5. Data and Reporting Requirements

- Data captured at least three times a year for English and Maths to inform planners and relevant agencies the progress made and the areas of development
- Subject analysis of student engagement each half term to allow planners to assess how much progress has been made and changes necessary to the curriculum.

- Reports shared with parents, carers, and relevant agencies.

6. Roles and Responsibilities

- Planners- Use subject specific objectives to plan based on assessment outcomes.
- Teaching Assistants- Record formative assessment, supervise assessment periods
- Teachers: Set learning objectives, set assessment material, assess progress, and support staff with delivery
- SLT: Monitor data, ensure quality assurance, and support staff.