

Springfield Junior School

Assessment Policy



SPRINGFIELD
JUNIOR SCHOOL

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Assessment Policy

2021 - 2022



SPRINGFIELD
JUNIOR SCHOOL

Key Principles

At Springfield Junior School, we see assessment as an integral part of teaching and learning, and it is inextricably linked to our curriculum.

We use three broad overarching forms of assessment: day-to-day in-school formative assessment, in-school summative assessment and nationally standardised summative assessment.

We aim to use all forms of assessment to build a detailed and accurate picture of the attainment and progress of each child which can be shared with a range of stakeholders – pupils, families, governors and school staff – and used carefully to inform actions undertaken to move pupils forward with their learning.

We have selected assessment activities and processes with teacher workload in mind, and regular consult with staff to ensure these remain manageable.

In-school formative assessment

Effective in-school formative assessment enables:

- **Teachers** to identify how pupils are performing on a continuing basis and to use this information to provide appropriate support or extension, evaluate teaching and plan future lessons
- **Pupils** to measure their knowledge and understanding against learning objectives, and identify areas in which they need to improve
- **Parents** to gain a broad picture of where their child's strengths and weaknesses lie, and what they need to do to improve

Formative Assessment includes:

Careful use of feedback to assess pupils' knowledge and understanding and identify next steps (see Feedback Policy 2021 - 2022)

Use of clear objectives and success criteria to support self and peer assessment – the development of self-evaluation as part of the assessment process where appropriate.

Targeted questioning/observations of pupils/live marking to support the identification of the next steps required in a lesson and adapt teaching as required.

In-school summative assessment

Effective in-school summative assessment enables:

- **School leaders** to monitor the performance of pupil cohorts, identify where interventions may be required, and work with teachers to ensure pupils are supported to achieve sufficient progress and attainment
- **Teachers** to evaluate learning at the end of a unit or period and the impact of their own teaching
- **Pupils** to understand how well they have learned and understood a topic or course of work taught over a period of time. It should be used to provide feedback on how they can improve
- **Parents** to stay informed about the achievement, progress and wider outcomes of their child across a period.

At Springfield Junior School, we have selected a range of ways to assess the different areas of the Curriculum:

Subject	Assessment Undertaken:	When	Data Collection	Data Use
English	Star Reader – Accelerated Reader Pupils undertake a multiple choice test on the IPAD/Laptop which gets progressively more difficult. It should take 20 minutes.	4 times per year –	AR system Score converted to Scaled Score on FFT Aspire	Support pupils to select appropriate reading books through the use of a ZPD. (AR only) Identify pupils needing additional support in reading or those may not be progressing as expected. Inform groupings and activities in class Identify pupils requiring interventions or additional support.
	NFER Reading Paper (Years 3 – 5)	3 times per year	Raw score converted to scaled score on FFT Aspire	
	Practice SATs Tests (Year 6)	3 or 4 times per year	Raw score converted to scaled score on FFT Aspire	
	Writing	3 times per year	Assessments against criteria recorded for each child. This grid is stuck into the child's extended writing book. An informal annotated class criteria grid is completed and given to English Lead	Identify pupils needing additional support in writing or those may not be progressing as expected. Inform groupings and activities in class Identify pupils requiring interventions or additional support.
	Hodder Education Parallel Spelling Test.	3 times per year	Raw score converted to an age standardised score. Spreadsheet shared with English Lead	Identify pupils requiring interventions or additional support
Maths	NFER Maths Papers (Years 3 – 5)	3 times per year	Raw score converted to scaled score on FFT Aspire Maths Question Level Analysis is given to the Maths Lead	Identify pupils needing additional support in maths or those may not be progressing as expected. Inform groupings and activities in class Identify pupils requiring interventions or additional support.
	Practice SATs Tests (Year 6)	3 times per year	Raw score converted to scaled score on FFT Aspire Maths Question Level Analysis is given to the Maths Lead	
Foundation Subjects	Assessment is a combination of class observation/questioning/work produced or set assessment activity	At least 3 times per year	Assessments against objectives recorded on FFT Aspire 0 = not achieved 1= partly achieved 2 = achieved 3 = exceeded	To inform future planning for current and next class teacher – identifies prior skills and knowledge. Identify pupils for pre/post teaching to support.

Using the FFT System, assessments can be easily compared to those of a previous term or year to clearly show progress and identify pupils that have made progress above or below what is expected. It also easily allows for the identification of specific groups of pupils to target support.

Data for pupils in Reading, Writing and Maths (working below, working towards, at expected, above) will also be collected on Arbor for Trust wide use. This is an administrative task and will not be completed by teachers.

Nationally standardised summative assessment

Nationally standardised summative assessment enables:

- **School leaders** to monitor the performance of pupil cohorts, identify where interventions may be required, and work with teachers to ensure pupils are supported to achieve sufficient progress and attainment
- **Teachers** to understand national expectations and assess their own performance in the broader national context
- **Pupils and parents** to understand how pupils are performing in comparison to pupils nationally

Nationally standardised summative assessments include:

- Times tables check in year 4
- National Curriculum tests and teacher assessments at the end of Key Stage 2 (year 6)

Reporting to parents

Parents will receive a short termly report detailing their child's attainment in Reading, Writing and Maths and other key information. This will also form the basis of discussions at the Spring Parents' Consultation. See Appendix 1 for format and Appendix 2 for completion information. Once completed, Reports should be saved on the Assessment drive of the server so that they are accessible for the next class teacher.

The additional end of year report will include:

- *Brief details the subjects studied as part of the year's curriculum*
- *Comments on general progress*
- *The pupil's attendance record including the total number of possible attendances for that pupil, and the total number of unauthorised absences for that pupil, expressed as a percentage of the possible attendances*
- *The results of any public examinations taken, by subject and scaled score (Year 6)*

Inclusion

The principles of this assessment policy apply to all pupils, including those with special educational needs or disabilities.

Assessment will be used diagnostically to contribute to the early and accurate identification of pupils' special educational needs and any requirements for support and intervention.

We will use meaningful ways of measuring all aspects of progress, including communication, social skills, physical development, resilience and independence. We will have the same high expectations of all pupils. However, this should account for the amount of effort the pupil puts in as well as the outcomes achieved.

For pupils working below the national expected level of attainment, our assessment arrangements will consider progress relative to pupil starting points, and take this into account alongside the nature of pupils' learning difficulties.

Training

At Springfield Junior School, we aim to remind all staff about Assessment processes on a yearly basis before the first Autumn Assessment window.

In addition, we will provide staff training and time for familiarization for any new processes or for new members of staff.

We will also ensure we keep up to date with national and local changes to assessment processes and examples of good practice through links with other schools, and information from the LA, Research School and Teaching School Hub.

Roles and responsibilities

Governors

Governors are responsible for:

- Being familiar with statutory assessment systems as well as how the school's own system of non-statutory assessment captures the attainment and progress of all pupils
- Holding school leaders to account for improving pupil and staff performance by rigorously analysing assessment data

Headteacher

The headteacher is responsible for:

- Ensuring that the policy is adhered to
- Monitoring standards in core and foundation subjects
- Analysing pupil progress and attainment, including individual pupils and specific groups
- Prioritising key actions to address underachievement
- Reporting to governors on all key aspects of pupil progress and attainment, including current standards and trends over previous years

Teachers

Teachers are responsible for following the assessment procedures outlined in this policy

Monitoring

This policy will be reviewed annually by Louise Everitt, Headteacher. At every review, the policy will be shared with the governing board.

All teaching staff are expected to read and follow this policy. All Year Group Leaders are responsible for ensuring that the policy is followed by each year team.

The Senior Leadership Team will monitor the effectiveness of assessment practices across the school, through regular moderation activities, lesson observations, book scrutinies and pupil progress meetings.

APPENDIX 1

Springfield Junior School

Termly Report - Autumn 2021



Name:	Year:	Date	Teacher:
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Attainment over time	KS1 Result	KS2 End of Year Teacher Assessment			
	Year 2	(Year 3)	(Year 4)	(Year 5)	(Year 6)
Reading					
Writing					
Maths					

The judgements above indicate whether pupils met the standards expected for each year (BLW – Working below WTS – Working towards EXS – Working at GDS – Working above)

Attainment for this year:	Reading	Writing	Maths
Term 1			
Term 2			
Term 3			

The letters recorded show your child's current attainment (BLW – Working Below WTS – Working Towards EXS – Working at GDS – Working above)

Other Information	Attendance	Punctuality	Behaviour	Effort
Term 1				
Term 2				
Term 3				

For attendance to be green = 97% - 100%, yellow 90 – 96%, red less than 90%

Your Child's Targets are:

Learning:
Attitude:

Comments:

Has a Special Educational Need:	Level of Need:	
See Passport to Success for further details		
Signed:(Teacher)	Signed: (Pupil)	Signed: (Parent)

APPENDIX 2

Springfield Junior School



Completing the Termly Report - Information for teacher 2021 - 2022

Attainment over time	KS1 Result	KS2 End of Year Teacher Assessment			
	Year 2	(Year 3)	(Year 4)	(Year 5)	(Year 6)
Reading					
Writing					
Maths					

You do not need to change anything on this section – the old data stays as it is.

In the Summer Term 2022, please record a judgement for where pupils are at the end of the year - BLW – Working Below
WTS – Working Towards EXS – Working at GDS – Greater Depth

Attainment for this year:	Reading	Writing	Maths
Term 1			
Term 2			
Term 3			

This needs to be completed according to your data at the end of each term:

	BLW	WTS	EXS	GDS
<i>Reading (Based on Scaled Scores from FFT system)</i>	<i>Below 85</i>	<i>85 – 99</i>	<i>100 – 109</i>	<i>110+</i>
<i>Maths (Based on Scaled Scores from FFT system)</i>	<i>Below 85</i>	<i>85 – 99</i>	<i>100 – 109</i>	<i>110+</i>
<i>Writing Aut</i>	<i>Stage below</i>	<i>Below 30% at year stage</i>	<i>30% - 50% at year stage</i>	<i>Above 50%</i>
<i>Spr</i>	<i>Stage below</i>	<i>Below 40% at year stage</i>	<i>40% - 60% at year stage</i>	<i>Above 60%</i>
<i>Sum</i>	<i>Stage below</i>	<i>20% - 50%</i>	<i>50% - 70% at year stage</i>	<i>Above 70% or next stage</i>

These are approximate supports for your judgements – if you think that a pupil’s performance doesn’t reflect their capabilities please use alternative information to review (Star Reader/fast five, etc)

If a child cannot access the NFER test for their year group, in Reading please use Star Reader information to support any judgement

For both Maths and Reading, you may want to give pupils part of a lower year’s test for diagnostic purposes, but the grade will be recorded as BLW.

In some cases, you may wish to use ‘The engagement model’ to form judgements about attainment.

Other Information	Attendance	Punctuality	Behaviour	Effort
Term 1				
Term 2				
Term 3				

For attendance to be green = 97% - 100%, yellow 90 – 96%, red less than 90%

Please colour code these to show information about pupils. If you colour any in sections in orange, then please set a target for improvement in the attitude box below regarding any of these 4 areas.

No box should be completed in red unless you have spoken to the parent about this area.

Your Child's Targets are:

Learning:

Attitude:

Please set 2 learning targets using your knowledge of the child and/or their assessments to inform. These can be around completion of homework/reading or presentation as well as improving in specific areas.

Comments:

A sentence or two summarising their start to this academic year.

Has a Special Educational Need: Yes/No
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Level of Need: SEN support/EHCP

See Passport to Success for further details

Please include a copy of their Passport to Success/Learning plan when sending out this report.

Signed:(Teacher)

Signed: (Pupil)

Signed: (Parent)

APPENDIX 3

Data Overview

Date



Please use FFT to review the assessments for your curriculum area and use the information to complete this analysis task

	% of objectives assessed	Average score	% working below	% working above		% of objectives assessed	Average score	% working below	% working above
3P						4L			
3B						4M			
3L						4H			
3K									

% of objectives assessed – count the number of objectives assessed and divide by total number of objectives

Average score – is recorded under the class name

Working at expected – 1.7 – 2.1 Working below – 1.6 and under Working above – 2.2 and over

Year 3 – points to note:
Year 4 – points to note:

This could include objectives to target next half term/particular objectives that pupils are finding difficult/learning gaps that may impact on future learning/strategies or approaches for pupils working below/above

	% of objectives assessed	Average score	% working below	% working above		% of objectives assessed	Average score	% working below	% working above
5M						6P			
5W						6T			
5CR						6J			

Year 5 – points to note:
Year 6 – points to note:

Follow up activity required/ adaptations to the action plan

<u>Action/Target</u>	<u>When?</u>