



Reporting

- 1** The School is committed to provide parents, and others, with the most comprehensive account of pupils' progress. At the end of every half term each pupil will take home their tracker.

In KS3 this contains each pupil's percentage attendance, CAT scores, effort grades and National curriculum subdivided levels for each subject.

In KS4 the tracker contains each pupil's percentage attendance, effort grade, predicted/target grades from staff, predicted/target grades according to DfE data and mock grades (Year 10 and Year 11).

In KS5 the tracker contains each pupil's percentage attendance, effort grades for both classwork and independent study, working at/target grades from staff, target grades according to Alps and any module results already achieved.

- 2 a)** Reports for all years will be sent home as part of the pupil tracker at least once a year and will contain:
 - i** a short narrative commentary on the pupil's progress in each subject or activity highlighting strengths and particular achievements and identifying any particular weaknesses.
 - ii** the pupil's level of attainment in each subject at the end of the year for KS3. In KS4 and KS5 predicted and target levels will be sent home twice during the year.
 - c)** Where appropriate details of grades achieved at GCSE or other qualifications along with comparative information to National expectations.
 - d)** Where appropriate details of grades achieved and total points score at A/AS level, along with comparative information to National expectations.
 - e)** Where appropriate details of all vocational qualifications obtained or units attempted.
- 2** Effort Grades for Years 7-13 inclusive will be sent home for parental inspection each half term, as appropriate. Year Heads will send home letters commending good achievement, significant progress or drawing attention to potential problems/weaknesses.
 - 3** All staff who teach pupils in any given year will be available to report the progress of each of these pupils during a Parents' Evening set aside for that year group. In the event of a member of staff being unable to attend, a written comment will be prepared or an alternative appointment arranged.
 - 4** If a pupil's progress or behaviour causes concern at any stage in the academic year, the Year Head will prepare an interim report based upon comments from subject teachers and other staff, as appropriate, and send to the pupil's parents and/or discuss it with them.
 - 5** All reports will be criteria based and the criteria used will be outlined in the department's policy statement. Some criteria are common to all departments such as group/individual work, classwork, homework, oral contribution, presentation of work, effort, coursework and personal organisation. Comments will be made on some or all of these along with subject specific criteria. During their first term Year 7 will bring home a copy of their Cognitive Abilities Test SAS scores.



- 6 In addition to a pupil tracker going home every half term all Year 11 pupils will write a personal statement ready for interview for Further Education or employment.
- 7 On written request, a copy of a pupil's tracker is sent to each natural parent in cases where they have separated or divorced.
- 8 When a new pupil joins the School during the course of a term an interim report will be prepared by the Head of Year after approximately six weeks and sent home.