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Guidance

Reporting to parents at the end of key stages 1 and 2

Guidance for primary schools and teachers on writing statutory end of year reports for parents.

Published 19 June 2018

Last updated 10 July 2018 — [see all updates](#)

From: [Standards and Testing Agency](#)

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Schools have a statutory duty to prepare annual reports for parents before the end of the summer term. The report must start from the day after the last report was given, and cover each pupil's:

- achievements
- general progress
- attendance record

Reports for pupils at the end of key stage 1 (KS1) and key stage 2 (KS2) must also include the outcomes of national curriculum assessments, as detailed below.

Key stage 1

For pupils at the end of KS1, reports must include:

- outcomes of statutory national curriculum teacher assessment (TA) in English reading, English writing,

mathematics and science

- a statement that TA outcomes take into account the results of statutory national curriculum tests in English reading and mathematics
- where appropriate, a statement explaining why any national curriculum test has not been taken

KS1 reports must also include:

- comparative information about the attainment of pupils of the same age in the school
- comparative information about the attainment in the core subjects of pupils of the same age nationally

This [KS1 template](#) has been populated with data from the Department for Education, to show the percentage of pupils nationally who achieved the expected standard in 2017. Data for 2018 will be published at the end of September. Schools may choose to populate this template with their overall 2018 outcomes to include in their reports to parents, but there is no requirement to use this format.

We have also published this [KS1 information leaflet for parents](#).

Key stage 2

For pupils at the end of KS2, reports must include:

- the results of any national curriculum tests taken, including the pupil's scaled score, and whether or not they met the expected standard
- the outcomes of statutory national curriculum TA in English reading, English writing, mathematics and science
- where appropriate, a statement explaining why any national curriculum test has not been taken

KS2 reports must also include:

- comparative information about the attainment of pupils of the same age in the school
- comparative information about the attainment in the core subjects of pupils of the same age nationally

This [KS2 template](#) has been populated with data from the Department for Education, to show the percentage of pupils nationally who achieved the expected standard in 2018, based on [provisional headline information](#) on the 2018 national curriculum assessments. Schools may choose to populate this template with their overall results to include in their reports to parents, but there is no requirement to use this format.

We have also published this [KS2 information leaflet](#) for parents.

Published 19 June 2018

Last updated 10 July 2018 [+ show all updates](#)

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