



Department
for Education

Standards
& Testing
Agency

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Statutory guidance

Introduction

Updated 30 January 2015

Contents

1. The 'Assessment and reporting arrangements'
2. Legal status of the ARA
3. How the ARA applies to different types of schools
4. Responsibilities
5. 'Parent' - a definition
6. Getting help

1.

The 'Assessment and reporting arrangements'

The Standards and Testing Agency (STA) and the Department for Education (DfE) have updated the 'Assessment and reporting arrangements' (ARA) for the 2014 to 2015 academic year. If you are responsible for assessing and reporting key stage 1 (KS1), including the phonics screening check, you need to refer to this document. Please make sure you have read the Changes section.

The ARA explains the statutory requirements for KS1 national curriculum assessment and reporting. It includes links to further guidance.

If schools have any regulatory concerns that have not been fully addressed by STA in line with the published procedures, these can be raised with the [Office of Qualifications and Examinations Regulation](#) . All information is correct at the time publishing.

2.

Legal status of the ARA

This statutory guidance contains provisions made pursuant to Article 9 of The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 2004, as amended. This Order is made under section 87(3) of the Education Act 2002. This document gives full effect to, or otherwise supplements, the provisions made in the Order and as such has effect as if made by the Order. You can view the Order on the government's [legislation archive](#) .

The ARA also contains guidance and information that does not form part of the law.

3.

How the ARA applies to different types of schools

3.1 Maintained schools

The ARA applies to maintained schools, including maintained special schools, with pupils in KS1. There are different arrangements for [maintained hospital schools](#).

Maintained schools have a statutory duty to ensure that provision is made to meet the special educational needs of their pupils. They should follow the appropriate guidance to ensure adjustments are made so pupils can access the phonics screening check and KS1 tasks and tests (tests).

3.2 Maintained nursery schools

Maintained nursery schools with pupils who will reach the age of 6 before the end of the school year must administer the phonics screening check.

3.3 Academies and free schools in England

All references to academies include free schools, as in law they are academies. The following information also applies to [alternative provision \(AP\) academies](#).

Your funding agreement may say that you will follow guidance issued by the Secretary of State in relation to assessments and teacher assessments of pupils' performance. If so, you must comply with the ARA. KS1 arrangements are only applicable if you provide education to pupils at this stage of learning.

Academies are not required to follow the national curriculum. You need to teach a broad and balanced curriculum which, as a term of your funding agreement, includes English,

mathematics and science. (For AP academies, this only includes English and mathematics.)

Your funding agreement means that you must comply with statutory assessments on the same basis as maintained schools.

You must make provision to meet the special educational needs of your pupils, according to the requirements set out in your funding agreement. You should follow the appropriate guidance to ensure adjustments are made so pupils can access the phonics screening check and KS1 tests.

Your academy trust must make sure you have complied with the moderation, monitoring and data submission requirements in this publication. All references to academies include free schools, as in law they are academies.

3.4 Independent schools in England (not including academies)

Independent schools in England may take part in the assessment and reporting arrangements for 1 or more subjects at the end of KS1, although they are not required to do so.

Participating independent schools must confirm their intent to issue a privacy notice to the [parents](#) of pupils who are going to participate in any tasks and / or tests. You must gain approval from the parents of each participating pupil before your school places a test order on the [NCA tools website](#).

Independent schools that wish to claim in a prospectus, or any other publicity materials, that their results are comparable with those published nationally or locally, must take part in the KS1 moderation process at least once in a four-year cycle and submit their results to the relevant local authority (LA).

Independent schools can't formally administer the phonics screening check. The [2015 materials](#) will be available to download in June, once the check administration window has

closed.

3.5 Pupil referral units and maintained hospital schools

Pupils who are on a maintained school or academy's register but who are studying at a pupil referral unit (PRU) or hospital school are required to take the phonics screening check and end of KS1 assessments. Their results should be reported by the school where the pupil is registered.

Pupils not on the register of a maintained school or academy that attend a PRU or hospital school are not required to take the tests. They are expected to receive a comparable education to a pupil in a mainstream school. Therefore it is recommended that KS1 assessments form part of their educational provision where appropriate.

3.6 Overseas schools

Service Children's Education schools take part in the national curriculum assessment and reporting arrangements in line with the arrangements for administration in England. This includes administering the phonics screening check.

Other overseas schools can't formally participate in the check or end of KS1 assessments. They will be able to download the [2015 phonics screening check materials](#) in June, once the check administration window has closed.

3.7 Non-maintained special schools

Non-maintained special schools may take part in the assessment and reporting arrangements at the end of KS1, although they are not required to do so. If you choose to participate you

should follow the arrangements in this ARA.

You can't formally administer the phonics screening check. You will be able to download the [2015 check materials](#) in June, once the check administration window has closed.

3.8 Home-educated pupils

Pupils who are educated at home can only take the phonics screening check if they are registered with a maintained school or academy that is participating in the check. They can't take the end of KS1 tests unless they are on the register of a maintained school, academy or other independent school that is participating.

4.

Responsibilities

4.1 Headteachers

All headteachers at participating schools have a duty to ensure that:

- the requirements in the ^{ARA} are implemented in their school
- teachers and other staff comply with the assessment and reporting arrangements
- the deadlines in the ^{ARA} are met

These requirements are summarised below. Please refer to the relevant sections of the ARA for further detail.


Phonics screening check

Headteachers at maintained schools and academies must:

- identify which year 1 pupils should take the check, including any registered at maintained nursery schools who will reach the age of 6 before the end of the school year
- identify any pupils who should take the check in year 2 because they didn't take it in year 1
- ensure that the security of the check materials is maintained and that the integrity of the check is not compromised
- ensure their teachers score pupils' responses accurately and consistently
- complete and submit the headteacher's declaration form on the [NCA tools website](#) once the check has been administered
- comply with national data submission requirements by submitting their check results to their school's governing body

End of key stage 1 tasks and tests

All headteachers must:

- identify which pupils should take the end of ^{KS1} assessments
- ensure the appropriate assessments are administered
- keep all assessment materials secure and treat them as confidential
- ensure that the specific content of all assessment materials is not used to prepare pupils for the tests
- ensure that the correct administrative procedures are followed 
- ensure pupils' responses are marked accurately and consistently

Headteachers should also give teachers enough non-contact time to administer and mark the tests.

Teacher assessment

All headteachers must:

- ensure levels for reading, writing, speaking and listening, mathematics and science are recorded and judgements are monitored
- comply with the [guidance on the external moderation of teacher assessment \(TA\)](#),

including visits by local authority (LA) or STA representatives

- ensure their school has an appropriate system to record and submit data to their governing body by the end of the summer term to enable it to comply with national data submission requirements
- ensure that the data reflects any changes made as a result of LA moderation

Headteachers should also give teachers enough non-contact time to make their TA judgements.

LAs should notify STA if submitted data differs from the moderated data. This will be investigated as possible maladministration.

Reporting to parents

Headteachers at maintained schools, including maintained special schools, must provide [parents](#) with written reports on their child's progress at least once in each school year. They must give parents an opportunity to discuss the report. This is noted in the Education (Pupil Information) (England) Regulations 2005, SI 2005/1437.

Keeping and maintaining records

Headteachers at maintained schools, including maintained special schools, must ensure the statutory requirements for the transfer of records between schools are fulfilled, including the completion of the common transfer file. This is noted in the Education (Pupil Information) (England) Regulations 2005, SI 2005/1437.

4.2 Teachers of pupils in key stage 1

Teachers must comply with the provisions of this ARA when carrying out assessment and reporting functions.

4.3 Governing bodies

Governing bodies of maintained schools must carry out their functions so that the requirements in the ARA are implemented in their school.

If the headteacher is temporarily or permanently absent, the governing body must ensure a nominated representative carries out the [headteacher's duties](#) specified above.

4.4 Academy trusts

An academy's funding agreement will usually require the academy trust (the body that runs the academy) to comply with any guidance to ensure that pupils take part in assessments and in teacher assessments of pupils' performance as they apply to maintained schools. This ARA is that guidance.

4.5 Local authorities

LAs must ensure that their maintained schools and any academies or independent schools which have chosen to participate in the assessment arrangements, administer the statutory assessment and reporting arrangements appropriately. In particular LAs must make arrangements for moderating teacher assessment and monitoring the administration of the phonics screening check.

LAs should ensure their schools:

- understand and follow the statutory requirements set out in this ^{ARA}, as well as any funding agreement requirements
- are offered support on all aspects of the phonics screening check
- are given instructions on how to submit their data

- have an electronic system to submit their data
- are aware of the need to store all assessment materials securely

LAs will:

- offer training and advice on all aspects of assessment at ^{KS1}, including to any academy trusts that have requested to be part of these assessment arrangements
- make unannounced monitoring visits for the phonics screening check to at least 10% of their schools before, during and after the check period
- ensure moderation of end of ^{KS1} assessments is carried out as specified in this ^{ARA}
- inform ^{STA} of any irregularities in schools' assessment arrangements and discuss steps to take
- collect results, and quality assure and submit data to the ^{DfE} in the required format by the due dates

If an LA receives data which is different from the agreed LA moderated data, the LA will notify STA and investigate this as possible maladministration.

5.

'Parent' - a definition

The term 'parent' is used here as defined in section 576 of the Education Act 1996 as:

- parents of a pupil
- any person who is not a parent of a pupil but who has parental responsibility for the pupil
- any person who has care of a pupil

6.

Getting help



Standards and Testing Agency

53-55 Butts Road
Earlsdon Park

Coventry
CV1 3BH

Email

assessments@education.gov.uk

National curriculum assessments
helpline
0300 303 3013

DfE enquiries

Central newsdesk
020 7783 8300

General enquiries
0370 000 2288

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