

# Guidance for schools on inspections of non-association independent schools

---

## **Now that the SIEF has been discontinued, what will inspectors want to see before an inspection?**

The school information and self-evaluation form (SIEF) for independent schools was discontinued in July 2011, in line with the government's programme for cost efficiency and reducing bureaucracy.

This does not mean that Ofsted no longer values schools' participation in the inspection process. Self-evaluation remains an important aspect of a school's work, and inspectors will continue to welcome the evaluation of the school's performance and consider it when making their judgements. However, there will be no set format in which to produce it.

For inspections of independent schools that take place from autumn term 2011, schools may present to inspectors an evaluation of their provision in any format of their choice. Schools may present their SIEF or any update thereof if they wish, but will not be disadvantaged if they choose not to do so.

## **Which school documents will the inspectors wish to see?**

Schools are not expected to prepare anything extra for inspectors, but should make the following documents available during the inspection:

- an up-to-date evaluation of the school's performance – including the provision for

children in the Early Years Foundation Stage and for boarders or residential pupils, where appropriate – if this has not been provided in advance of the inspection

- the school prospectus, including the Early Years Foundation Stage prospectus if appropriate
- class lists showing pupils' names and national curriculum year groups
- in the case of tutorial colleges, timetables of each of the students who are of compulsory school age
- curriculum plans, timetables and schemes of work
- records of pupils' attainment and progress
- for pupils with learning difficulties and/or disabilities, their statements of special educational needs, annual reviews and individual education plans
- for pupils who are looked after, their individual files including personal education plans and pathway plans, as well as reviews of progress
- reports and other information provided to parents and, where appropriate, placing authorities

- school policy documents (as per regulations), including:
  - curriculum, teaching, assessment and other supporting policies
  - admissions, discipline and exclusions
  - behaviour and sanctions adopted
  - prevention of bullying
  - safeguarding children in education, including child protection
  - first aid and medication
  - health and safety
  - health and safety on educational visits
- admission and attendance registers
- records of any accidents, incidents and exclusions that have taken place
- records of child protection training undertaken by named officers and all staff
- records of first aid training undertaken by staff
- records of any other training undertaken, for example in relation to the use of physical restraint
- details of induction training for new staff
- health and safety checks carried out to meet regulations, including risk assessments
- records of fire safety checks and risk assessments and the training carried out to meet regulations
- central register showing records of checks made on all staff for suitability to work with children, including confirmation of Criminal Records Bureau checks (inspectors will expect to have access to staff personnel files)
- where appropriate, a list including roles, responsibilities and qualifications for those staff working within the Early Years Foundation Stage
- the complaints policy and records of complaints
- a written plan to increase accessibility for pupils with a disability
- most recent reports by other inspectorates (for example, the Commission for Social Care Inspection or the British Accreditation Council)
- school improvement plan (if available)
- records of the school's own monitoring of the quality of education or evaluations carried out by others (if available)
- information on each child being cared for in the Early Years Foundation Stage (see page 38 of the [Statutory framework for the Early Years Foundation Stage](#))
- provider's records for the Early Years Foundation Stage (see page 40 of the [Statutory framework for the Early Years Foundation Stage](#))
- where relevant, the achievements, interests and learning styles of children in the Early Years Foundation Stage, written summaries reporting on children's progress against the early learning goals and assessment scales and the Early Years Foundation Stage Profiles
- the exemption documentation/certificate for children in the Early Years Foundation Stage who have been granted exemptions from parts of the curriculum or from assessment by the Secretary of State through the Qualifications and Curriculum Authority.

## Which information about boarding or residential provision will the inspectors wish to see?

Those schools which provide boarding will also need to provide the information set out in the appendix to the national minimum standards:

- Boarding schools national minimum standards:  
[www.education.gov.uk/schools/leadership/typesofschools/a00192112/boarding-schools](http://www.education.gov.uk/schools/leadership/typesofschools/a00192112/boarding-schools)
- Residential special schools national minimum standards:  
[www.education.gov.uk/schools/leadership/typesofschools/a00192112/boarding-schools](http://www.education.gov.uk/schools/leadership/typesofschools/a00192112/boarding-schools).

Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

**Helpline: 0300 123 1231**  
[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

No. 090135

Published September 2011

© Crown copyright 2011

Website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory Support Service (Cafcass), schools, colleges, initial teacher training, work-based learning and skills training, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for looked after children, safeguarding and child protection.

You may copy all or parts of this document for non-commercial educational purposes, as long as you give details of the source and date of publication and do not alter the information in any way.

To receive regular email alerts about new publications, including survey reports and school inspection reports, please visit our website and go to 'Subscribe'.