



Department
for Education

Standards
& Testing
Agency

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Statutory guidance

Reporting to parents

Updated 22 January 2015

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Headteachers at maintained schools, including maintained special schools must prepare annual reports for every pupil's [parents](#). You must make arrangements for parents to discuss

the report with their child's teacher, if they so wish to do so.

1.

What reports must cover

The report must start from the day after the last report was given. It must be available to [parents](#) before the end of the summer term.

The report must cover the pupil's:

- achievements
- general progress
- attendance record

Where appropriate it must also include results of any:

- national curriculum tests, by level
- public examinations, by subject and grade

If a national curriculum test result is not received by a headteacher before the end of the summer term it must be provided to parents within 15 school days of the headteacher receiving it.

Detailed content requirements, including specific information for key stage 2, are set out in Schedule 1, Regulation 6 (4) of the [Education \(Pupil Information\) \(England\) Regulations 2005, SI 2005/1437](#) .

Academies' requirements are set out in their funding agreements.

Religious education

2.

Religious education is a statutory subject for all pupils registered at a maintained school, except for pupils:

- in nursery classes
- who have been withdrawn by their [parents](#) under section 71 of the School Standards and Framework Act 1998

It is a general requirement that schools report pupil's progress in religious education to parents. There is no required format for reports.

3.

Pupils with special educational needs

Requirements for reporting on pupils with special educational needs are set out in paragraph 2 of Schedule 1 to the [Education \(Pupil Information\) \(England\) Regulations 2005](#). This includes specific headings which you should use when reporting on English, mathematics and science.

4.

Pupils who change schools

If a pupil changes school before the end of the academic year, the headteacher should still write an annual report for the pupil. This should be issued to the pupil's [parents](#). The parents should have the opportunity to discuss the report with their child's teacher.

Pupils who are registered at more than 1

5.

school

If a pupil is registered at more than 1 school each headteacher should write an annual report for [parents](#). You should also make arrangements for parents to discuss the report with their child's teacher (if the parent wishes).

Pupils may be registered at more than 1 school. This helps to ensure continuity of learning for pupils whose families travel for occupational purposes or who may not have a fixed address.

Regulation 9 of the [Education \(Pupil Registration\) \(England\) Regulations 2006](#) allows the dual registration of 'families that travel for occupational purposes'. Regulation 9(3) and (4) defines which school would be the base school (school of ordinary attendance). Regulation 9(1) applies to a pupil who:

- has no fixed abode for the reason that his/her parent is engaged in a trade or business of such a nature as to require him/her to travel from place to place
- is at the time registered as a pupil at 2 or more schools

6.

'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

Getting help

7.

DfE enquiries

Central newsdesk

020 7783 8300

General enquiries

0370 000 2288

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