



Department
for Education

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Guidance

Timeline for local-authority-maintained schools: mandatory

Updated 13 April 2016

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Summer term 2016

NEW

30 June 2016: submit key stage 1 and 2 teacher assessment data

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For 2016, schools must submit their key stage 1 and key stage 2 teacher assessment data by the end of June.

UPDATED

Summer 2016: key stage 1 and 2 tests

We will introduce key stage 1 and 2 tests based on the new national curriculum.

Key stage 1 tests will cover:

- English reading
- English grammar
- punctuation and spelling
- maths

The key stage 2 tests will cover the subjects listed above and science. [Sample tests](#) are available. These tests are optional for independent schools.

NEW

Female genital mutilation: new statutory guidance

We have published [new statutory multi-agency guidance](#) and the [consultation summary responses](#) on female genital mutilation (FGM).

This guidance, which applies to schools as well as other services, came into force on 1 April 2016. Statutory guidance is issued by law; you must follow it unless there's a good reason not to.

NEW

15 June 2016: school census deadline

The school census will provide a snapshot of your school as at 19

May 2016. You should contact your local authority to find out the deadline for submitting your school census data to them. Data must reach us no later than 15 June 2016. We use data from the census to determine how much funding you will receive. Guidance on [submitting your school census return](#) is available.

NEW

Governors: criminal records check deadlines

From 1 April 2016, all local-authority-maintained school governing bodies must apply to the [Disclosure and Barring Service](#) (DBS) for an enhanced criminal records certificate for any newly appointed governor that does not have one. For governors appointed before 1 April 2016, you must apply for the certificate by 1 September 2016. Governing bodies must apply within 21 days of the governor's appointment.

NEW

Summer 2016: governance - new statutory guidance

We will publish new statutory guidance explaining what information governing bodies must give us about their governors. The guidance will come into force on 1 September 2016. Statutory guidance is issued by law; you must follow it unless there's a good reason not to.

NEW

1 September 2016: federation parent governors deadline

By 1 September 2016, governing bodies of federations must have only 2 parent governors from across all the schools in the federation. There is no restriction on the number of parents, with

relevant skills, who can fill roles for other categories of governor.

NEW

‘Schools causing concern’: updated guidance

We have revised the guidance [‘Schools causing concern’](#), explaining how regional schools commissioners and local authorities will use new powers to improve underperforming schools.

The updated guidance explains how changes resulting from the Education and Adoption Act 2016, which will come into force on 18 April, affect schools.

Autumn term 2016

NEW

2 November 2016: school census deadline

The school census will provide a snapshot of your school as at 6 October 2016. You should contact your local authority to find out the deadline for submitting your school census data to them. Data must reach us no later than 2 November 2016. We use data from census to determine how much funding you will receive.

Guidance on [submitting your school census return](#) is available.

NEW

2 December 2016: school workforce census deadline

The school workforce census will provide a snapshot of your school’s staffing levels as at 3 November 2016. You should contact your local authority to find out the deadline for submitting

your school workforce census data to them. Data must reach us no later than 2 December 2016. Guidance on [submitting your school workforce census return](#) is available.

NEW

September 2016 or January 2017: updated safeguarding guidance

We are updating our '[Keeping children safe in education](#)' guidance to come into force in September 2016. If we do not finalise drafting in time to give schools reasonable notice, it will apply from January 2017.

We plan to publish the government's response to the [consultation on proposed changes to 'Keeping children safe in education'](#), including revised guidance, shortly.

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