

# Standard inspections of non-association independent schools

A leaflet for non-association independent schools

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## Introduction

Ofsted's new 'Common inspection framework' came into effect in September 2015.

Under the framework, inspectors will report on the extent to which schools meet the requirements of [The Education \(Independent School Standards\) Regulations 2014](#).

They will also make the following judgements:

- overall effectiveness
- effectiveness of leadership and management
- quality of teaching, learning and assessment
- personal development, behaviour and welfare
- outcomes for children and learners.

Where the school offers early years provision and sixth form provision, judgements will also be made on these areas.

## Meeting the inspectors

As proprietor(s) and/or person(s) who is responsible for the day-to-day operation of the school, please ensure you are available to meet with the inspectors during the inspection.

If inspectors are unable to meet with you, they may not be able to gather sufficient evidence in order to judge whether the school meets paragraph 34(1) of the independent school standards, which concerns the quality of leadership and management.

## 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:

- the policies and information that are required by The Education (Independent School Standards) Regulations 2014; [www.legislation.gov.uk/uksi/2014/3283/contents/made](http://www.legislation.gov.uk/uksi/2014/3283/contents/made)
- a summary of any school self-evaluation or equivalent (please note that Ofsted does not provide a template for schools' self-evaluation summaries)
- school timetable, current staff list and times for the school day
- any information about pre-planned interruptions to normal school routines during the inspection
- the single central record of the checks and vetting of all staff working with pupils
- records and analysis of exclusions, pupils taken off roll, incidents of poor behaviour and any use of internal isolation
- records and analysis of bullying, discriminatory and prejudicial behaviour, either directly or indirectly, including racist, disability and homophobic bullying and use of derogatory language and racist incidents
- a list of referrals made to the designated person for safeguarding in the school and those that were subsequently referred to the local authority, along with brief details of the resolution

- a list of all pupils who are in open cases to children's services/social care and for whom there is a multi-agency plan
- up-to-date attendance analysis for all groups of pupils
- documented evidence of the work of the proprietor and/or governors and their impact
- the school prospectus
- 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
- where the school has early years provision, the information required by the '[Statutory framework for the early years foundation stage](#)'
- the most recent reports by any other inspectorates.

Inspectors may request additional information, such as:

- the current school improvement plan (please note that Ofsted does not provide a template for schools' self-evaluation summaries)
- records of the evaluation of the quality of teaching, learning and assessment
- information about the school's performance management arrangements, including the most recent performance management outcomes and their relationship to salary progression, in an anonymised format
- any reports of external evaluation of the school.

If any of the information is available before the inspection, you can upload them onto the inspection portal. Instructions for using the portal are provided in the notification of inspection letter.

### **Gaining the views of parents, carers, pupils and others**

- Parents and carers will give their views about their child's education and boarding/residential provision [on Parent View](#), which can be accessed at any time.

- Staff working in the school will be asked to complete a voluntary questionnaire, provided at the point of inspection.
- Pupils will be asked every year to comment on their education and where applicable their boarding/residential provision through an online point-in-time survey.
- Local authorities who place pupils in an independent school will be asked every year to comment on the school through an online point-in-time survey.
- Staff working in the boarding/residential provision of boarding or residential special schools will be asked to comment on the boarding provision through an annual online point-in-time survey.
- All other staff working in schools will be asked to complete a questionnaire at the point of inspection.
- The point-in-time surveys are also available on the [Ofsted website](#) as Word documents, and Ofsted will provide a copy of them to schools that do not have access to the internet.

### **Where can further details be found about school inspections?**

The '[Non-association independent school inspection handbook](#)' explains how inspections are conducted and the judgements that are made by inspectors. It contains the grade descriptors used by inspectors when making their judgements.

We have also published the '[Common inspection framework](#)', which, together with the [regulations](#), sets out the statutory basis for independent school inspections.

### **Online inspection survey**

Following your inspection we will invite you to complete an online inspection survey. The survey asks for your views on the inspection process, including the impact that the inspection is likely to have in bringing about improvement.

Ofsted values all survey responses: we use the outcomes to help keep us informed about the quality and impact of inspections, and help guide us in reviewing and improving the inspection process.

## Privacy notice

During the inspection of a school, the inspectors will collect information about staff and children by looking at school records, reviewing responses to the pupil and staff surveys where appropriate, and observing the everyday life of the school. No names will be recorded, but some of the information may make it possible to identify a particular individual.

Ofsted uses this information to prepare its report and for the purposes set out in its privacy policy. Ofsted will not publish any information that identifies an individual in the report, but may name the headteacher and the proprietor.

More information is available in Ofsted's privacy policy

[www.gov.uk/government/publications/ofsted-privacy-notice/schools-ofsted-privacy-notice#independent-schools](http://www.gov.uk/government/publications/ofsted-privacy-notice/schools-ofsted-privacy-notice#independent-schools).

The contact details for Ofsted's Data Protection Officer are as follows.

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