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## Guidance

# Reporting to parents at the end of key stages 1 and 2

Guidance for schools on writing statutory end of year reports for parents.

From: [Standards and Testing Agency](#)

Published 19 June 2018

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Schools have a statutory duty to prepare annual reports for parents before the end of the summer term. The report must start from the day after the last report was given and must cover each pupil's:

- achievements
- general progress
- attendance record

Reports for pupils must also include the results of any national curriculum assessments the pupil has undertaken. This includes the phonics

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[School reports on pupil performance: guide for headteachers](#)

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screening check and the multiplication tables check. Reports for pupils at the end of key stage 1 (KS1) and key stage 2 (KS2) must also include the outcomes of the relevant assessments, as detailed below.

## Key stage 1

For pupils at the end of KS1, reports must include:

- outcomes of statutory national curriculum teacher assessment (TA) in English reading, English writing, mathematics and science
- a statement that TA outcomes take into account the results of statutory national curriculum tests in English reading and mathematics
- where appropriate, a statement explaining why any national curriculum test has not been taken

KS1 reports must also include comparative information about the attainment of pupils of the same age:

- in the school
- in the core subjects nationally

## Key stage 2

For pupils at the end of KS2, reports must include:

- the results of any national curriculum tests taken, including the pupil's scaled score, and whether or not they met the expected standard
- the outcomes of statutory national curriculum TA in English writing and science
- where appropriate, a statement explaining why any national curriculum test has not been taken

KS2 reports must also include comparative information about the attainment of pupils of the same age:

- in the school
- in the core subjects nationally

## Further information

The Department for Education has published further guidance on [reports to parents](#). The Standards and Testing Agency have also published [KS1](#) and [KS2 information leaflets for parents](#).

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