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Guidance

School reports on pupil performance: guide for headteachers

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

From: [Department for Education](#) and [Standards and Testing Agency](#)

Published 25 March 2014

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Applies to England

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By the end of each summer term, headteachers must send parents a written report on their child's progress for the academic year, unless that pupil will receive a school leaver's report. Where schools have not received the results of public exams, vocational qualifications or credits until after the end of the summer term, headteachers will need to provide that information to parents as soon as possible, and no later than 15 days after receiving it.

You can split the report across the academic year - for example, to report on each term separately.

School leavers' reports

Where a pupil is no longer of compulsory school age and is due to leave the school, or has left the school, then the requirement to produce an annual report no longer applies. Instead, headteachers must provide a school leaver's report containing brief particulars of the pupil's progress and achievements in subjects and activities forming part of the school curriculum.

The report for school leavers must be provided to the pupil, rather than the parent, no later than 30 September following the end of the academic year in which the pupil left.

Information that must be reported in annual reports

Information	All years	Years 1 to 6 (key stage 1 and key stage 2)	Years 10 and 11 (key stage 4)
General progress	X	X	X
Brief particulars of achievements, highlighting strengths and developmental needs	X	X	X

How to arrange a discussion about the report with a teacher at the school	X	X	X
Attendance record	X	X	X
The results of any national curriculum assessments taken by the pupil		X	
The grade achieved in subjects for which the pupil was entered for GCSE			X
Any other qualification, or unit towards a qualification, and the grade achieved			X

National curriculum assessments

Schools should report:

- the outcomes of any statutory key stage 1 and 2 tests or teacher assessments the pupil has undertaken
- comparative information about the attainment of pupils of the same age in the school and nationally

The Standards and Testing Agency provides further information about the [requirements at key stages 1 and 2](#).

Grades achieved in GCSEs or other qualifications

Where schools receive the results of any qualification assessments after the end of the summer term, they should report the results to parents and adult pupils within 15 school days of receiving them. These requirements do not apply to pupils receiving a school leaver's report.

Providing reports in the academic year 2023 to 2024

As in previous years, schools should take a proportionate approach in deciding what information to include within their pupils' reports and the appropriate level of detail required.

Where schools have not already shared this information with

pupils and parents, we strongly recommend that reports include an indication of any significant learning that pupils have missed or in which they are not secure. This should include an explanation of the timely and evidence-based support they have received to help them catch up, and any specific additional support that parents could provide.

Schools may also wish to consider including information for eligible pupils on how they are making use of pupil premium funding, bearing in mind that this is not a personal budget for individual pupils.

Schools should spend the pupil premium on evidence-based approaches to support pupils, in line with those set out in the [Education Endowment Foundation's pupil premium guide](#). For further information, read our guidance on [using pupil premium](#).

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