

# Inspire - Enable - Achieve

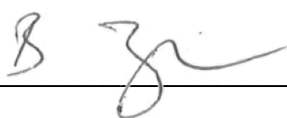


## The Vale Federation Booker Park School Assessment, Recording and Reporting Policy

Date policy last reviewed: January 2026

Date policy to be reviewed: January 2027

Signed:

  
\_\_\_\_\_  
Principal

Date 27th January 2026

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## **Statement of Intent**

At Booker Park School, the curriculum takes a holistic approach to developing independent learners. It is wider than academic skills, and includes communication skills, emotional regulation, behaviour, health and other skills.

Assessment is carried out across the whole day on a pupil-by-pupil basis. It is an essential part of the role of the whole staff team as it informs all the teaching, learning and interactions that are carried out over the school day.

Assessment enables Teachers to know about each pupil's skills, knowledge and understanding to be able to help identify next steps to help them to progress. It also allows teachers to adapt the curriculum accordingly. It allows for the identification of gaps in learning, so timely intervention can be put into place.

## **Assessment for Learning**

Assessment for learning takes place in both during and after lessons to evaluate the progress the pupil made within the session and to inform future planning. Within lessons it is used to provide additional challenge, or to provide additional scaffolding in order to extend or support learning. Marking, feedback and observations are used to support this process.

## **Summative Assessment**

Summative assessment is carried out at the end of each term. Judgements on progress are made against the short term (one term) outcomes that are set from the long-term end of key stage outcomes on each child's EHCP.

The short-term targets are drawn up by, and assessed, by the class team, the link Speech Therapist, the link Occupational Therapist and the link Physiotherapist where appropriate. Parents are included in this process via the termly parents' evening. The document created and reviewed is the Termly Progress and Provision (TPP) document.

The judgements are:

- The child has exceeded the outcome
- Green – The child is on track to achieve their outcome
- Yellow – Further action s needed to complete the outcome
- Red – No progress has been made towards this outcome

Progress towards outcomes is monitored by both Teachers and Department Leads. As part of this monitoring process, patterns or concerns may be raised, which may include the identification of pupils who are at risk of not achieving their outcome, patterns of groups of pupils not achieving their outcomes or patterns of groups of children who have achieved their outcomes within a short time frame.

When Department Leads review TPPs, actions may arise around additional support for an individual pupil, targeted support or CPD for Teachers, and/or sharing of best practice.

End of Key Stage assessment data is provided to the DfE, which is used to provide national comparative data for Governors, OFSTED, the Local Authority and parents.

Summative data is shared with teachers, the Senior Leadership Team and Governors.

## **Recording**

Throughout the school day Teachers and other class staff capture children's learning on Evidence for Learning, an iPad app which allows observations to be made, and then linked to the curriculum frameworks and TPPs.

Teachers use the 'assessment book' feature within the app to ensure that they are facilitating learning towards the TPP outcomes. This is then compared to previous records in order to make a judgement on progress.

The Head of School then collates this data into a 'whole school progress' document.

## **Reporting**

Progress is discussed regularly at SLT meetings to identify CPD needs and as part of the monitoring of teaching and learning.

Progress is reported to parents on an annual basis using the annual review report, which includes information about progress in communication and interaction, cognition and learning, sensory and physical skills, independence and social and emotional skills.

Summative data is shared with Governors on a termly basis.

KS2 data is displayed on our website as per statutory requirements.