

**Subject:****REPORTING PUPILS' ACHIEVEMENTS AT  
THE END OF KEY STAGE 2 AND THE  
TRANSFER OF INFORMATION TO POST-  
PRIMARY SCHOOLS****Circular Number:****1997/31****Date of Issue:**

19 November 1997

**Target Audience:**

- Principals and Boards of Governors of all grant-aided schools;
- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Council for the Curriculum, Examinations and Assessment.

**Summary of Contents:**

This Circular contains advice for principals on the results of the consultation exercise to simplify and streamline end of Key Stage 2 reporting requirements.

**Enquiries:**

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**Governor Awareness:**

Essential

**Status of Contents:**Advice  
Information for schools**Related Documents:****Superseded Documents:**

None

**Expiry Date:**

Not applicable

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Earlier this year, the Department consulted schools about proposals concerning the reporting of pupils' achievements at the end of key stage 2. The proposals were that a common format, which would include information about attainment target levels in English and mathematics in statutory assessment at the end of key stage 2, should be used for:

- reporting pupils' academic achievements to their parents;
- the academic component of a pupil's summative Record of Achievement; and
- the transfer of information about a pupil's academic attainments from his or her primary school to the receiving post-primary school.

Having considered the responses to the consultation, the Minister has decided that the proposals should be implemented. The new arrangements will simplify and streamline the arrangements for primary schools by enabling details of each pupil's academic achievements to be shown in a single document which can be photocopied to serve the 3 purposes outlined above. They will also ensure that post-primary schools will receive information, in a consistent format, about the attainments of pupils admitted into year 8. The new arrangements will be introduced at the end of the current school year.

The Department is currently revising the regulations governing the recording and reporting of information about individual pupils to give effect to the decision and we expect these to be made early in December. A copy of the regulations and of a Circular explaining the new requirements in detail will be sent to you as soon as they become available. Primary schools can also expect to receive guidance on the summative Record of Achievement from CCEA shortly.

**L ASHE**  
**Assessment and Examinations Branch**

