

Subject:

**INFORMATION FOR PARENTS ABOUT
ASSESSMENT OUTCOMES**

Circular Number:

1998/23

Date of Issue:

30 September 1998

Target Audience:

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

Summary of Contents:

This Circular contains advice about the introduction of a new requirement to publish assessment outcomes in school prospectuses and Governors' Annual Reports.

Enquiries:

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Governor Awareness:

Essential

Status of Contents:

Advice
Information for schools

Related Documents:

SR1993 No.370, SR1994 No.315,
SR 1994 No.316, SR1996 No.359,
SR1997 No.341

Superseded Documents:

None

Expiry Date:

Not applicable

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1. In June 1998, the Department advised schools that, from Autumn 1998, they would be required to include, in their prospectuses and Governors' Annual Reports, specified information about assessment outcomes. The views of schools were sought on the range of information which it was proposed should be included and the majority of those who responded to the consultation regarded the proposed information as appropriate.

2. The purpose of this Circular is to inform you that the Department is proceeding as proposed and will amend the Education (School Information and Prospectuses) Regulations (Northern Ireland) 1993 to require schools to include the proposed information in their prospectuses and Governors' Annual Reports **with effect from those published in the 1998/99 school year**. Copies of the amendment regulations will be sent to all schools as soon as possible.

Information to be published

3. In the case of a primary school, the information to be published is:

Key Stage 1

- the proportion of pupils in the school achieving level 2 or above in English and mathematics (Irish and mathematics in Irish-medium schools);
- the proportion of pupils in the school achieving level 3 or above in English and mathematics (Irish and mathematics in Irish-medium schools).

Key Stage 2

- the proportion of pupils in the school achieving level 4 or above in English and mathematics (Irish, English and mathematics in Irish-medium schools);
- the proportion of pupils in the school achieving level 5 or above in English and mathematics (Irish, English and mathematics in Irish-medium schools).

In each case, the outcomes for each subject should be shown separately, and the equivalent Northern Ireland figures, supplied to schools by CCEA, should be included.

Pupils with special educational needs

4. Schools which have special education units are not required to include the results of pupils in those units in the published information about assessment outcomes. The results of pupils with statements of special educational needs but who are being educated in mainstream classes should, however, be included in the figures.

Anonymity of information

5. In some small schools, it might be possible to identify the results of individual pupils from the information which is to be published. To avoid this situation, schools will be exempted from publishing information which would allow an individual pupil's results to be identified.

6. A summary of the information which primary schools are required to publish in their prospectuses and Governors' Annual Reports is appended for your convenience.

JUNE INGRAM (MRS)
Assessment and Examinations Branch

APPENDIX

SUMMARY OF INFORMATION TO BE INCLUDED IN SCHOOL PROSPECTUSES AND BOARDS OF GOVERNORS' ANNUAL REPORTS: -PRIMARY SCHOOLS

The detailed requirements are set out in the Education (School Information and Prospectuses) Regulations (Northern Ireland) 1993 and the following amendment regulations.

- *the Education (School Information and Prospectuses) (Amendment) Regulations (Northern Ireland) 1994;*
- *the Education (School Information and Prospectuses) (Amendment No. 2) Regulations (Northern Ireland) 1994;*
- *the Education (School Information and Prospectuses) (Amendment) Regulations (Northern Ireland) 1996;*
- *the Education (School Information and Prospectuses) (Amendment) Regulations (Northern Ireland) 1997;*
- *the Education (School Information and Prospectuses) (Amendment) Regulations (Northern Ireland) 1998.*

A. SCHOOL PROSPECTUSES

1. The name, address and telephone number of the school and the names of the principal and the chairman of the Board of Governors.
2. The expected number of pupils at the school and their age range.
3. The classification of the school as:
 - a. controlled, Catholic maintained, other maintained, voluntary, controlled integrated or grant- maintained integrated;
 - b. primary, secondary (other than grammar), grammar or special;
 - c. co-educational or single-sex;
 - d. day or boarding, or a school taking both day and boarding pupils;
 - e. a school with a special education unit;
 - f. a school with a nursery unit.
4. The arrangements for parents to obtain copies of the information which education and library boards are required to publish about admissions to schools in their area.

5. The arrangements for parents of prospective pupils to visit the school.
6. The number of applications for admission to the school in the year in which the prospectus is published and in each of the two previous school years, and the number of pupils admitted to the school in each of those three years.
7. Particulars relating to the school curriculum, including:
 - the Board of Governors' curriculum policy statement;
 - in the case of a school with a nursery unit, a summary of the content and organisation of the curriculum of the unit;
 - lists of the external qualifications for which courses of study are provided both for pupils of compulsory school age and for those over compulsory school age;
 - the titles of the syllabuses associated with those qualifications;
 - particulars of the manner in which curriculum complaints are to be made;
 - the arrangements for inspecting and obtaining copies of those documents which a school is required to keep available for public inspection;
 - a statement of the amount of time allocated to sport in the curriculum.
8. Details of school hours and holidays including, the times at which the school day begins and ends, the time set aside for teaching during each school day, the dates of school terms and of half-term holidays, in the school year to which the information relates.
9. Information about the religious education provided at the school and of the arrangements for parents to withdraw their children from religious education or collective worship.
10. Information about special curricular and other arrangements made for particular classes of pupil, including pupils with special educational needs.
11. Particulars of the organisation of education at the school, in particular in respect of the teaching of children of different ages and abilities together or in separate groups, and the homework requirements of the school.
12. Information about the assessment outcomes of pupils at the school, and of pupils in Northern Ireland, as follows:
 - the proportion of pupils achieving level 2, and the proportion achieving level 3, in English and in mathematics (Irish and mathematics in an Irish-medium school), at the end of Key Stage 1;
 - the proportion of pupils achieving level 4, and the proportion achieving level 5, in English and in mathematics (Irish, English and mathematics in an Irish-medium school), at the end of Key Stage 2.

13. The attendance rate of pupils at the school in the school year before that in which the prospectus is published.
14. The arrangements for pastoral care.
15. Particulars of the school's sporting aims, the facilities for sports available to pupils and a list of the sports available to pupils.
16. General arrangements for school discipline, including the arrangements for bringing school rules to the attention of pupils and parents.
17. Details of the school's policy on drug education.
18. Information about extra-curricular societies and facilities, other than sporting societies and facilities, available to pupils at the school.
19. The school's policy in relation to pupils' dress, in particular, in relation to the wearing of uniform.
20. A summary of the Board of Governors' charging and remissions policy.
21. Any changes which will be made in any of the above information after the start of the school year to which the prospectus relates.
22. A **grant-maintained integrated school** must also include the general arrangements for the provision of milk, meals and other refreshments, and the facilities provided for children to eat food which they bring to school: the information must include any remission of charges.

B. GOVERNORS' ANNUAL REPORTS

1. Dates of school terms and half-term holidays for the school year in which the report is published.
2. Any changes in the information contained in the school prospectus since it was last published.
3. The attendance rate of pupils at the school in the school year to which the report relates.
4. A statement of how the school's curricular aims have been met in relation to sport, and an alphabetical list of the sports made available by the school, in the school year to which the report relates.
5. Information about assessment outcomes as specified in paragraph 12 above.