

Responsibilities for Trusts, Headteachers and Teachers are outlined in Section 4 of the ARA.

Statutory assessment requirements:

EYFS baseline: in first 6 weeks after pupil enters reception				
Year 1: Phonics screening – w/c 09/06/25				
Yr2: Phonics retake – w/c 09/06/25	KS1 Test: Reading – May 2025 (optional)	KS1 Test: Maths – May 2025 (optional)	Teacher Assessment: Writing (optional)	Teacher Assessment: Science (optional)

First Base is fully committed to fulfilling its responsibilities around statutory assessments, as outlined in the Assessment and Reporting Arrangements (ARA), published in October 2018. Dual registered pupils will have the opportunity to complete the end of KS1 statutory assessments, provided that they are able to access the assessments and that it is not detrimental to their overall well-being to do so (p56). In line with requirements, pupils who have not been registered by their origin school (p24) will be registered on NCA tools, regardless of whether they will attempt the tests or not (p8). Test orders will be completed in line with guidance in section 2.7.

Pupils working below the level of the KS1 assessments will be assessed using the revised Pre-key Stage Standards, as outlined on p23 of the ARA. This decision will be made in conjunction with the Headteacher and SENCo of the origin school. If this is the case, the responsibility for communicating with parents will be agreed between First Base and the origin school at the time of transition.

Access arrangements

First Base is committed to ensuring that all pupils will be fully supported during the assessments through appropriate adjustments being made, in line with the access arrangements guidance. Decisions about access arrangements will be made in conjunction with the class teacher, SENCo and Head of School and will be fully in line with normal classroom practice for each pupil (p27). Applications for access arrangements (for example additional time, scribe, reader, prompter etc) will be made through the NCA. The Head of School will seek support from the NCA where there are any pupils whose needs are not addressed in this guidance. In line with wider Trust policy, evidence to support the application of access arrangements will be scrutinised by the Trust.

Administration

The Head Teacher will take responsibility for ensuring that assessments are administered in line with Section 7.1 of the ARA and the Test Administration Guidance, which was released during March 2019. This includes following the appropriate timetable for delivery or notifying/applying to the NCA where timetable variations have been applied. The Head of School will take responsibility for ensuring that test scripts are stored securely in line with the guidance. The Head of School will take responsibility for ensuring that all staff have read, understood and followed the test

administration guidance and contact the NCA if further clarification is required. Guidance on packing and collection of scripts will be closely followed by the school and checked by a member of the Trust.

Teacher assessment

Teachers will fulfil their statutory duty to assess pupils against the Teacher Assessment Frameworks for Writing and Science. This information will be submitted to the NCA and/or origin school, as outlined in the submitting teacher assessment guidance. The deadline for this will be confirmed in the NCA calendar, published in October 2019.

Reporting

First Base commits to working in collaboration with the origin school of each pupil to fulfil responsibilities around reporting outcomes of assessments and attendance in line with guidance in section 11 of the ARA. This includes pupils who did not take the tests.

Date reviewed: September 2024

Reviewed by: Stacey Laws