



Le Cateau Community Primary School



Name:	UPN	Boy/Girl
Date of Birth:	Date of Entry:	Year group of Entry:

PSE	PSE	PSE	Total	CLL	CLL	CLL	CLL	Total	PSRN	PSRN	PSRN	Total	KUW	PD	CD	FSP
DA	SD	ED	AOL	LCT	LSL	R	W	AOL	NLC	C	SSM	AOL	KUW	PD	CD	Total

Yr.1	Reading	Writing	Maths	Science	SEN
Autumn					
Spring					
Summer					

Yr.2	Reading	Writing	Maths	Science	SEN	
Autumn						
Spring						
Sum	S/L	Reading	Writing	Maths	Science	SEN
Report						

Yr.3	Reading	Writing	Maths	Science	SEN
Autumn					
Spring					
Summer					

Yr.4	Reading	Writing	Maths	Science	SEN
Autumn					
Spring					
Summer					

Yr.5	Reading	Writing	Maths	Science	SEN
Autumn					
Spring					
Summer					

Yr.6	Reading	Writing	Maths	Science	SEN
Autumn					
Spring					
Summer					
Summer SATS					
English SAT					

Significant notes

Date of leaving

signed

Individual Record – guidance notes

Rational

The Individual Record gives an overall and concise location for assessment data, which is easily accessible and can be readily updated.

Aims

- To show an individual's progress.
- To provide a summary of important data that is beneficial to a class teacher, a subject leader or Headteacher.
- To support schools in the transfer of important information, thus ensuring a smooth transition for all pupils. This could be from class to class or school to school.
- At transfer, this will provide useful assessment information for a school to begin to track the child's progress and 'to hit the ground running'!
- To share valuable information regarding a pupil's Special or Additional Educational Needs.
- To provide additional information that could be relevant to a child's progress and/or well-being.

Examples of Good practice

1. Paper copies stored in one class file.
2. This Record is linked closely to a tracking system which measures added value and individual potential.
3. Updated termly by class teacher with Teaching Assistant support.
4. Used to discuss progress at termly meetings.
5. When a child is about to leave the school, the information on the paper copy is transferred to electronic version, if not already available, and e-mailed to receiving school. Paper copy also included at the front of the child's transfer documents.
6. When a child is admitted to the school, relevant data is inputted onto a paper copy of the I.R. and given to class teacher and SENCO. An electronic version is set up on the school's management system.
7. Specific Teaching Assistants or Admin. Assistants identified to ensure good management of records.
8. Newly introduce record to school gradually, starting with any new entrants, then build up from Year 6 downwards.

Notes:- Gathering Assessment Data for the Individual Record

The children may bring transfer documents with them. These may be available at admission.

If a child transfers from an English or Welsh Local Authority School or Service Children's Education school, a Common Transfer File (CTF) must be sent via the School to School System within 15 working days. If a child's destination school was unknown when they left their previous school the CTF should have been placed on the S2S website. Once the child is admitted to a new school, then access can be gained to the lodged CTF using the child's UPN. This is done via the Local Authority as only they can apply to retrieve a CTF which does not include details of the destination school.

The CTF should include data compiled by the transferring school from their Management Information System or from schools previously attended. Some schools also include a paper copy of the CTF in the transfer pack, sent via the parents or posted. The electronic CTF could include Foundation Stage Profile assessments and End of Key Stage 1 results. Note that this is the data inputted by the schools. It is worth checking the DCSF 'Key To Success' website to ensure that the statutory data held for KS1 on the CTF is in line with that held by the DCSF. Sometimes it is not accurate due to clerical errors! Foundation Stage Profile outcomes are not held on this website by the DCSF. Access to the website is by way of the username and password that schools use for the School to School site.....

Key to Success website address- www.keytosuccess.dfes.gov.uk/schools/

The Assessment and Attainment Tables organised by Forvus use the data held by the DCSF. Forvus also use this to determine any value added.

Fisher Family Trust also uses this data as a basis for their work.

Significant Notes

Space is also available on the record to note any specific individual contextual information. This could include comments regarding:-

- Special and Additional Educational Needs.
- Number of schools attended
- Vulnerability
- Entry point into current school

Current Position in North Yorkshire

Following the first Information Sharing Day for Schools with Children from Service Families, held in January 2008, it was agreed that an Individual Record should be developed. It is hoped that this will be of use in ensuring that all schools, that admit children who move from school to school, have readily available information regarding assessments.

Many North Yorkshire schools with service families are currently introducing the Individual Record. It is hoped that other North Yorkshire schools will find the Individual Record useful.

Please contact Jon Sykes at Hipswell CE Primary School or Grahame Shepherd at Le Cateau CP School for further information.