

Statutory Inspection of Anglican Schools – Draft Interim Protocol

New Protocol for the Diocese of Exeter and Information and Guidance on SIAS for VA and VC Schools

Introduction

This document is intended to provide Headteachers, staff, governors (foundation governors in particular), denominational Inspectors and Diocesan staff with an overview of the Section 48 inspection process and procedures. It is not exhaustive and will not answer every question that may arise. Schools are recommended to contact the Director of Education who oversees inspections over any enquiries relating to the day to day management of inspections.

The information contained in this briefing is correct as at November 2009 and, in case of doubt, schools are advised to check that details are still current. Schools will be notified by the Diocesan Board of Education (henceforth known as the DBE in this document) of any changes in the process as and when they occur. Any updates will also be found on the Diocesan web-site.

This protocol has been published following an extensive external review of the SIAS procedures operated by the Diocese of Exeter. The review was conducted in the summer of 2009 by the National Society, at the request of the DBE; and the findings of the National Society's report, together with the recommendations and advice given by the National Society; have resulted in this published protocol.

Schools are advised to ensure they are aware of the changes in place with this new protocol – which all relate to the role of the DBE in the SIAS Inspection process. No changes have been made at this stage to the SIAS Toolkit, or the actual inspection conducted in schools; however it is hoped that this Protocol will give more advice and support to schools in understanding the SIAS Inspection process, and the role of schools within this.

Ofsted Inspections

Although the DBE are informed of Ofsted inspections in advance, schools are reminded of the need to call the Diocesan Schools team on 01392 294950 as soon as they are advised of their Ofsted inspection date. This is to ensure that they are advised of the inspection and any subsequent change of date(s) and also so that the DBE are able to begin planning the SIAS Inspection paperwork and administration as detailed in the Protocol below.

The Inspection Process

Prior to Inspection

Prior to each term the Director of Education is informed by the National Society of the schools to be inspected by Ofsted (Section 5 inspection) in the following term and the dates of those inspections. This information remains confidential to the Director in accordance with the protocol agreed between Ofsted and the National Society. The Director is notified of any subsequent changes to the list of schools identified either by the National Society or Tribal, the Inspection Service Provider (ISP).

At the start of each term, the SIAS administrator contacts Inspectors from the Diocesan register to identify their availability for inspections. Dates within 2-4 weeks of the Section 5 inspections (the recommended period) are checked with Inspectors, and a database of availability is recorded. Information about the specific schools to be inspected remains entirely confidential at this stage.

Schools are contacted soon after their Ofsted Inspection is completed and are sent details of potential SIAS Inspectors and available dates for their SIAS Inspection.

The DBE are aware of the pressure that an Ofsted Inspection can cause and it is for this reason that a decision has been made locally that all SIAS Inspections will now take place between two and four weeks after the date of the Ofsted Inspection. **SIAS must take place within this period of time*** however schools will also be part of the selection process for a suitable date for their SIAS Inspection and will also, whenever possible, be able to select from a range of Inspectors.

[* Please note – the only exception to this would be if an Ofsted Inspection took place right at the end of the summer term, or if a school was judged to be in special measures - see note on page 12 for more information]

Schools will be sent a pro-forma which must be completed and returned within three working days. The form outlines the possible dates for Inspection within the agreed framework of two to four weeks; and also asks the school to give their preference of Inspector from those available. The DBE will endeavour to comply with the requirements of the school to the best of its ability but does reserve the right to substitute an Inspector according to availability and will contact the school if a suitable date cannot be confirmed.

SIAS Inspectors

Inspectors appointed by the DBE are on the list of accredited Inspectors of the National Society. In accordance with the National Society protocol, Inspectors appointed to conduct Section 48 Inspections must have had no contact with the school which might compromise their objectivity in inspecting in accordance with the SIAS Framework. This would also include completing the school's previous SIAS Inspection. In addition the DBE requires that Inspectors:

- Be qualified teachers

- Hold or have held a recent senior leadership position in schools (e.g. Headteacher, deputy Headteacher, head of department in a secondary or RE subject leader in a primary school)
- Have experience of the phase being inspected
- Complete regular training

In addition to this, all Inspectors used by the DBE have recently undergone a formal review by the National Society in the autumn of 2009, and have been evaluated according to their suitability and experience; at the request of the DBE. The National Society administers a Distance Learning evaluation tool; and the DBE whenever possible will only use those Inspectors who have gained at least a 'Good' grade in this cyclical exercise.

A 'pen picture' of the SIAS Inspectors available will be provided to schools to assist them in selecting the most suitable Inspector according to the needs and priorities of their individual school and the specialist areas of knowledge and experience of the Inspector.

The DBE would like to make clear that the only contact the DBE has with an Inspector is to check their availability; liaise with the school and confirm the preferred Inspector selected; and then to advise the chosen Inspector of the school they are to inspect and the date agreed.

The Inspector then completes the entire SIAS Inspection process completely independently of the DBE; and forwards their paperwork and the final report to the DBE only once it has been completed and agreed with the school. The DBE also now utilises a group of completely independent Quality Assurance Officers to QA and Critically Read the draft inspection reports – the inspection reports are not returned to the DBE at any stage of the report writing process until completed for publication. 5

Pre-Inspection

As soon as the DBE has confirmed arrangements for the inspection with the school and the Inspector, the Inspector contacts the Headteacher to introduce her/himself. This telephone consultation will be to confirm the inspection arrangements. The Inspector will agree with the Headteacher the date by which the toolkit (or other self-evaluation materials) will be sent to the Inspector. This will be at least five working days before the date of the inspection. The Inspector does not ask for any documentation other than the school's self-evaluation, previous 'Section 23' report (issues for action) and recent Section 5 report, unless the school wishes to send additional material.

The Inspector completes the Pre-Inspection Briefing (PIB) setting out hypotheses drawn from the school's self-evaluation and identifying the 'trails' that will be followed during the inspection. This is sent to the Headteacher at least 2 days before the inspection in order to give time to consider the Inspector's hypotheses. Inspectors will follow this with a phone call to discuss the PIB and confirm the inspection timetable with the Headteacher.

It is essential that the Headteacher is left in no doubt about the hypotheses that the Inspector has formed about the school on the basis of the school's self-evaluation; and the trails which the Inspector will be following to clarify these.

The Inspector will also agree with the school the people to be interviewed (e.g. the Headteacher, the Chair of Governors and Foundation governors, the incumbent, co-ordinators of RE and collective worship, groups of pupils and parents) and how this is to be organised.

The Inspector sends or takes to the school on the inspection day the contract for agreement and signature by the Chair of governors / Foundation governor and the Inspector. Full pre-inspection guidance is on the National Society website.

The inspection

The inspection takes place on the date/dates agreed between the Headteacher and the Inspector. This will normally be for one day for primary schools and two days for secondary schools.

At the close of the inspection a brief verbal feedback on the provisional findings and the judgements is given confidentially to the Headteacher who may invite the Chair, Foundation governors and others to attend. Responses to the judgements can be discussed at this feedback meeting. The school should be left in no doubt what the strengths and focus for developments are likely to be. Inspectors must indicate that any overall grade or grades given for each of the three (VC) or four (VA) key questions are provisional and may possibly change since the report will be subject to quality assurance (QA).

Writing the SIAS Report

The Inspector drafts the report, completes the Judgement Recording Form (JRF) and sends the draft report and JRF by email to the assigned Quality Assurance Officer for QA (Critical Reading) and approval, within five working days of the inspection.

The DBE now engages a small team of Quality Assurance Officers, who are entirely independent of the DBE; who are recognised as being 'experts' in the SIAS Inspection process and report writing. The DBE plays no part in the QA process, except the initial allocation of the QA Officer, assigned in a consecutively random manner to each school according to the date of their SIAS Inspection.

The Inspectors send the draft report direct to the QA Officer who feeds back comments on the report to the Inspector within two working days of receiving the draft report. This feedback is usually done by email with an annotated copy of the report attached. Where there is little comment to make it may be by telephone. A formal

written evaluation of the quality of reports written by each Inspector is also completed and sent to the DBE each year.

The purpose of the QA process is to ensure that the report conforms to the requirements set by the National Society. The QA Officer therefore checks that the text of the report matches the judgements made and that the style and format conform to the writing guidance issued by the National Society (available on their website). Inspectors should avoid over-lengthy reports which are too descriptive. Inspectors should aim for about 300 words for the paragraph on each of the key questions and never exceed 350 words. (The commentary on the three or four Key Questions should fit easily on two sides of A4).

The draft report is then sent by the Inspector to the Headteacher for checking of **factual accuracy**. It is then returned as soon as possible to the Inspector with any comments clearly marked.

Publication of the Report

The final report is sent by the Inspector to the Headteacher and the Director of Education, ideally within ten to fifteen working days of the inspection.

A copy of the final report is sent by the Director to the appropriate Bishop, the National Society, (where the report is placed on the National Society website) and the relevant Diocesan adviser.

The school should make the report available to all parents of the school and all governors; and share the findings with the pupils as appropriate. It is also recommended that the report is placed on the school's web-site.

The Director also presents the findings to the Council for Work with Children and Young People (CCYP); together with the creation of an annual report on SIAS Inspections which is published by the Director of Education.

The Director of Education will write to all schools following their inspection, and for those graded Satisfactory or Good will also send a certificate showing the overall judgement and grade of the school. For those schools judged Outstanding the DBE will arrange for the certificate to be presented to the school personally by one of the Bishops from the Diocese of Exeter.

Second-time-round Section 48 SIAS inspections

A second cycle of inspections began in September 2008. The main principles are as follows:

Second time inspections must include an evaluation of the progress made by the school in the areas identified for improvement in the previous report. Inspectors should:

- evaluate the impact of the school's actions in bringing about improvement, not the quality of the actions themselves
- focus on the outcomes for pupils resulting from the school's actions
- consider the school's own evaluation of the impact of its actions when considering the effectiveness of the school's self-evaluation.

These evaluations should contribute to the Inspector's judgements on each of the three or four key questions. The evaluations of improvement since the last inspection will have an impact on the Inspector's judgement about the overall effectiveness of the school.

Inspectors should report their evaluations of the focus areas for development within the key question of the framework to which they best relate. The SIAS Framework does not require a formal grading of each area for improvement and evaluations can be made using any suitable language. However, the language used needs to be aligned with the four descriptors (*outstanding, good, satisfactory and inadequate*) in the Framework. These evaluations should be woven into the text at a relevant point, although some will need to be highlighted carefully to celebrate notable success or to comment on lack of progress. The summary judgement does not always need to include an evaluation of improvement. In some cases, however, where improvement is outstanding or where the school has failed to take the necessary action to improve, the text in the summary judgement is likely to include an appropriate evaluation. The QA officer will not be familiar with the previous report so the drafts sent for QA will need to highlight the judgements which relate to the previous report.

Inspection fees and payment

The National Society pays the Inspector directly on receipt of the approved report and the claim form submitted by the Inspector through the DBE.

The current fees for SIAS inspections are:

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| • Secondary School | Voluntary Aided: £1,000 |
| | Voluntary Controlled / Academy: £450 |
| • Primary School | Voluntary Aided: £550 |
| | Voluntary Controlled / Foundation: £450 |

The DBE will continue to invoice schools a further £50 to cover the administration of the inspection process.

Evaluation

Following the inspection, an evaluation form is sent by the DBE to the school inviting comments on the quality of the inspection. Any significant issues this raises will be fed back to the Inspector subject to the school's agreement. The National Society also has an evaluation form which is sent to schools. The Diocesan evaluation assesses the

quality of the inspection and will also be used for future training and planning and ensuring that the inspection process is both rigorous and impactful.

The DBE receives an annual report and the Schools' Committee a termly report on the inspection outcomes. The annual report to the Board records the strengths and areas for development identified through inspections across the Diocese.

Complaints Procedure

Any disagreement between the Inspector and the school over judgements or concerns about the conduct of the inspection will initially be dealt with by the Inspector and the school. Where a resolution is not possible the DBE will provide advice and mediation. If the issue cannot be settled at Diocesan level then it will be referred to the National Society in accordance with their inspection protocols.

The Inspector retains the Inspection evidence including the PIB, evidence forms (EFs) and other notes including the schedules for feedback and draft report(s) made during each inspection for 3 months in case there may be an appeal.

'Reduced tariff' – Inspection of 'Outstanding' schools

The National Society has issued the following guidance relating to those schools previously judged as Outstanding in their last inspection:

"The National Society does not provide for a "reduced tariff" inspection as such but there is the expectation that SIAS Inspectors will fashion a focused economy of inspection activities. In particular, where the previous SIAS inspection has given an outstanding judgement there may be few or, possibly, no significant issues in the Focus for Development and it may not be necessary to explore all the Key questions, or parts thereof, in depth. The school or its context may, however, have changed since the first inspection. For example; the school may have improved within the outstanding category or there may have been significant changes in the learner and/or staff population. Whilst looking to minimise the SIAS footprint for schools previously judged as outstanding the Inspector must determine early in the inspection where the focus of inspection energy will need to be. The two key areas for making this judgement will be in the pre-inspection analysis of the school's self-evaluation and in the initial meeting with leadership and governance on arrival. The Inspector will need to determine which areas of inspection can quickly be judged as secure and which require further evaluation. As a rule of thumb the subsequent differentiated inspection may take anything from two hours to a full day. There is no absolute requirement that acts of collective worship or full lessons must be observed when not justified by the differentiation exercise. A key general principle is that the inspection of outstanding schools likely to require a minimal inspection regime will be carried out by suitably experienced and skilled SIAS Inspectors." (National Society: SIAS Update 7 – April 2009)

School Improvement and other actions following a S48 SIAS inspection

Following an inspection it is expected that the Headteacher and foundation governors will work with staff to agree what action should be taken over the focus for improvement identified in the report. This action should be incorporated into the School Improvement Plan / School Development Plan and contribute to the school's SIAS Toolkit or other self-evaluation record.

The school's Diocesan Education Officer (DEO) will contact and visit the school to commend the strengths identified in the report and offer support on the 'Focus for Development' areas.

When a school is judged as 'satisfactory' overall and in particular in aspects such as collective worship or religious education, this is formally recorded by the Board of Education. The Diocesan school's team structure in supporting the school's improvement includes the following:

- A visit by the school's DEO takes place soon after the inspection in order to explore ways of support
- A record of support and intervention by the DEO is kept. This focuses on the impact of such support and provides the school with second layer evidence of improvement which can feed into the Toolkit/SEF in readiness for the next inspection.
- A meeting may sometimes be arranged by the DEO for Headteachers and chairs of schools judged as 'satisfactory'. This provides advice on moving to 'good' and provides an opportunity to share initiatives

Inadequate Inspection Grades

Section 5 (Ofsted) Inspections *"When a school is placed in Special Measures Ofsted frequently plans a follow up Section 5 inspection at a later date. However the DfES [now DCSF] regulation allows for only one Section 48 [SIAS] inspection within the three year cycle."* (National Society Bulletin 1/ 12 / 2006)

Should a school be placed in special measures the governors, in consultation with the DBE, may decide to defer the SIAS inspection until the subsequent Section 5 inspection takes place. The DBE will discuss with the school the merits of conducting the SIAS immediately or of deferring it and make appropriate arrangements.

Schools graded "inadequate" in a SIAS inspection

In the event of a school being judged as 'inadequate' (4), a 'Notice to Improve', will be issued by the Diocesan Director of Education. The DBE will strongly recommend the following course of action:

- the school to convene a meeting involving the Headteacher, governors, the senior management team, clergy and appropriate Diocesan Education Officer (DEO) and Director of Education
- agree an action plan detailing remedial action, additional Diocesan support and appropriate monitoring by the DBE
- make arrangements for a repeat Diocesan interim inspection of those aspects deemed to be inadequate. This should take place within a year of the original inspection

The action plan should be drawn up in conjunction with the school's DEO, to enable the school to improve as soon as possible.

Appropriate monitoring procedures and advisory support are identified and regular monitoring visits by the DEO arranged.

The school will be kept under termly review through the DBE's School's Committee, and will be supported through the school's Diocesan Education Officer (DEO) and school's team.

Non-compliance in collective worship (CW) or religious education (RE)

In a school where collective worship (CW) is not provided in compliance with the law:

- the SIAS Inspector will be obliged to grade CW as "Unsatisfactory as a result of non compliance with the law"
- they will be expected to provide the usual judgements and evidence of the quality of the CW that does exist
- this unsatisfactory grade for CW will be considered in deciding the overall grade for the inspection
- the failure to provide CW will be considered in other areas of the inspection. – i.e. Leadership and management of the school as a church school and the distinctive Christian character of the school. However, it will not automatically require an inadequate grading in these areas
- if the Governors feel that there are strong extenuating circumstances then they may follow the procedure for appealing the grade with the DBE

This may be an issue in

- Secondary schools which do not provide whole school CW every day. In this case schools would be expected to arrange CW for teaching / pastoral groups
- Primary schools where some children are repeatedly withdrawn from CW to engage in other educational activities e.g. swimming, music lessons, additional educational support etc

The law allows schools freedom to provide CW at any time of the day; on or off the premises; to any group that exists for the normal running of the school. Heads and Governors therefore have the opportunity to organise worship in such a way within their school to ensure that all children benefit from the rich opportunities for personal and communal development that quality CW provides.

The same principles will apply to non-compliance in respect of religious education.

The professional development of SIAS Inspectors

The National Society and DBE are committed to the induction and continuing professional development of all the Inspectors who undertake Section 48 inspections in the Diocese of Exeter.

As a requirement for registration with the National Society, Inspectors have to conduct at least one inspection and undertake a minimum of two days' inspection training each year. One of these training sessions is provided by the National Society regionally and focuses on national inspection issues.

Inspectors are required to keep a record of inspections conducted and training attended. This will be requested annually and will be available to the National Society. They are also expected to complete the annual Distance Learning assessment.

The National Society publishes a regular update on its website which contains details of the latest Section 48 inspection developments.

The DBE would like to make it clear that the Inspectors work independently of the Diocese of Exeter. Their role is to inspect schools objectively and fairly, making sound judgments and recommendations to schools. They are not employed by the DBE and the new protocol ensures that schools can be assured of the impartiality of their role; and the importance the Diocese of Exeter places upon the Section 48 SIAS process and findings.

Inspection documentation

Copies of all the necessary documentation, together with the National Society self-evaluation Toolkit, are all available to download from the National Society website - www.natsoc.org.uk - together with copies of published Section 48 reports.

The DBE also intends to publish guidelines and further support materials – for schools on its planned new web-site – including a 'living' SIAS toolkit which will give examples of good practice, suitable materials and resources; and schools' own work to share across the Diocese of Exeter.

For further advice or information; or to contact your Diocesan Education Officer (DEO) please contact the Diocesan Education team: ccyp@exeter.anglican.org 01392 294950

This protocol will be updated annually if required, following an evaluation of the processes and procedures by the Director and DBE.