



Department of
Education
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Guidance on Pupil Reporting

Introduction

1. The purpose of this guidance is to advise schools and partner bodies to temporary modifications to the Education (Pupil Reporting) Regulations (Northern Ireland) 2009 (“the 2009 Regulations”). The requirements to assess pupils under the provisions of Article 9(1) of the Education (Northern Ireland) 2006 have also been temporarily set aside, including the requirements relating to parental meetings with teachers and assessment outcomes by reference to levels of progression.
2. The Department considers the modifications an appropriate and proportionate action attributable to the outbreak of coronavirus in Northern Ireland.
3. The Guidance provides clarification to schools about the requirements for pupil reporting in the current circumstances as this academic year nears an end, acknowledging that schools recognise and support the expectations of parents who will want to receive information about their children’s progress.

Changes to reporting requirements

4. **The Minister has agreed to significantly reduce the prescribed reporting requirements and provide a temporary legislative basis that will enable principals to decide the content and format of reports.** The changes are as follows:

Annual Report

Regulation 5 is modified to provide that a principal of a school must make available to the parents of each pupil registered at the school, information relating to each pupil’s educational achievements and progression as the principal **considers appropriate**. The report should be made available by the

end of June 2020, include the name of the school and be signed by the principal. Additionally, **where a pupil has been exempted from any part of the curriculum a statement to that effect should be included.**

There is no requirement for the report to be in any form and principals will be free to decide the format in which it is provided. However, **the report should meet the requirements of the modified legislation and should ensure that, whatever format is used, it provides clear and meaningful information for parents about their child's progress.**

Where schools have already produced a pupil report, for example, at the end of the autumn term, principals will wish to consider whether that report provides a full and up to date record of a pupil's educational achievements and progression.

Summative Record of Achievement

Regulation 9 is modified to provide that a principal shall make available to the parents of a pupil in the final year of key stage 2 or to the pupil or parent where the pupil is in the final year of key stage 4 or sixth form, a summative record of achievement. This will include information the principal considers appropriate but may include:-

- any qualification, award or certificate gained by the pupil, including any credit awarded towards a qualification, whether in connection with the pupil's studies or otherwise;
- brief particulars of any school societies, clubs or activities in which the pupil was involved in the course of attendance at the school or at any other school, whether in connection with the pupil's studies or otherwise; and
- brief details of any position of responsibility held by the pupil in the school or at any other school or in any societies, clubs or activities.

As with the annual report there is no requirement for the report to be in any form and Principals will be free to decide the format in which it is provided. However, the report should meet the requirements of the modified legislation and should ensure that, whatever format is used, it provides clear and meaningful information for parents about their child's progress.

Irish Medium

5. In an Irish medium school the information provided can be in Irish or English.

Responsibility of Boards of Governors

6. The responsibility on Boards of Governors under regulation 9 of the 2007 Regulations¹ remains largely unchanged, although in future years the information being supplied will include any revised report issued to a parent under the modified provisions outlined above. The only change is to substitute the requirement to provide the information within 15 days with **a requirement that it be provided as “soon as reasonably practicable”**.

Review

7. These guidelines will be subject to review every 28 days in line with the legislation that underpins them. If the modifications to the legislation are revoked or amended at any stage, these guidelines will automatically cease to have effect.

Enquires

8. Any enquiries about this guidance should be directed to Curriculum and Assessment Team in the Department at CAT@education-ni.gov.uk

¹ Note: regulations 5 to 8 of the 2007 Regulations have been revoked.

Appendix

Reports - background and current legislative position

The Education (Pupil Reporting) Regulations (Northern Ireland) 2009 (“the 2009 Regulations” – [Link here](#)) place a number of duties on school principals around annual reporting on their pupils. The regulations do not apply to nursery schools or in respect of pupils in primary schools or special schools who are under compulsory school age. Currently, regulation 5 requires the principal of a school to make available, in any school year, (specified in regulation 10 as ending not later than 30 June) a report on a pupil’s educational and other achievements.

Regulation 6 and Schedule 1 specify the information that should be made available (broken down by each Key Stage). Regulation 7 and Schedule 2 specify the additional information that should be made available for pupils in the final year of key stage 1, 2 or 3, including their level of progression in any cross-curricular skill and a statement of the expected level of progression.

Regulation 8 places a duty on a principal to send the results of assessments in cross curricular skills to CCEA in respect of pupils in the final year of key stage 1, 2 or 3. Regulation 9 places a duty to provide a summative record of achievement in respect of pupils at the end of key stages 2 and 4, and sixth form.

Additionally, Regulation 9 of the Education (Pupil Records and Reporting) (Transitional) Regulations (Northern Ireland) 2007 (“the 2007 Regulations” - [Link Here](#)) places a duty on Boards of Governors to make arrangements for the transfer of records of academic achievement, other skills and abilities and academic progress when pupils move to another school.

Summary of Changes

Existing provision of the 2009 Regulations	Effect of temporary change
Regulations 1-4	Retained
Regulation 5	Modified
Regulations 6-8	No longer apply
Regulation 9	Modified
Regulation 10	Paragraph (1) no longer applies Paragraph (2) retained
Schedule 1	No longer applies
Schedule 2	No longer applies
Existing provision of to 2007 Regulations	Effect of temporary change
Regulation 9	Retained with small modification

Existing provisions related to statutory assessment	Effect of temporary change
Article 9(1) of the (Education Northern) Ireland Order 2006	No longer applies
The Education (Assessment Arrangements) (Foundation to Key Stage 3) Order (Northern Ireland) 2007	No longer apply
The Education (Levels of Progression for Key Stages 1, 2 and 3) Order (Northern Ireland) 2012	No longer apply