

Statutory Inspection of Anglican Schools Protocol for Salisbury Diocese

Contents

- Introduction
- The Inspection Process
- Prior to Inspection
- SIAS Inspectors
- Pre-Inspection
- The Inspection
- Writing the Inspection report
- Publication of the report
- Inspection fees and payment
- Evaluation
- Complaints Procedure
- Schools in Special Measures at Ofsted
- Non-compliance in CW or RE
- The professional development of SIAS Inspectors
- Inspection Documentation



Front cover picture courtesy of Ogbourne St George VC Primary School

Points of Contact:

Derek Holloway, RE & Collective Worship Adviser(Dorset) & SIAS Manager (DH)

derek.holloway@salisbury.anglican.org

Jane Franchi, Schools Support Officer (JF)jane.franchi@salisbury.anglican.org

Tel: 01722 428428

Introduction

This document is intended to provide Head teachers, 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 Derek Holloway, the SIAS manager, 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 September 2011 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.

www.saled.org

Ofsted Inspections

Although the DBE are informed of Ofsted inspections in the same instant as the schools, schools are reminded of the need to call the Salisbury Diocesan Schools team on 01722 428420 and inform Jane Franchi as soon as they receive their advice of the Ofsted inspection date. This is to ensure that the DBE 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 proposed 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 proposed subsequent changes to the list of schools identified either by the National Society or Tribal, the Inspection Service Provider (ISP).

Near 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 for availability with Inspectors, 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 the SIAS Inspector available to conduct the SIAS inspection. The inspector will then contact the school to arrange a suitable date for the SIAS inspection to take place.

Should the school be unhappy with the allocated inspector they can request an alternative inspector.

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 regionally that all SIAS Inspections will now take place between two and four weeks after the date of the Ofsted Inspection.

SIAS should normally take place within this period of time however exceptions can be made and an inspection may be deferred for a short period of time if there is a strong reason to suggest that a SIAS inspection within four weeks of an Ofsted inspection would be inappropriate. This would normally be because the Ofsted Inspection took place right at the end of the summer term, or if a school was judged to be in special measures. Any such arrangement should be negotiated with the SIAS manager Derek Holloway.

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

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 at the schools discretion) will be sent to the Inspector. If the school wishes to send additional materials that is at the discretion of the school.

The Inspector completes the SIAS-Inspection Briefing (SIB) 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 normally 2 days before the inspection in order to give time to consider the Inspector's hypotheses.

As part of working with the school in a spirit of cooperation 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 will be scheduled.

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. www.natsoc.org.uk

The Inspection

The inspection takes place on the date agreed between the Headteacher and the Inspector.

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 Derek Holloway for Quality Assurance (Critical Reading) and approval, within five working days of the inspection. Inspectors will normally receive feedback from Derek within two working days of receiving the draft report. This feedback is usually done by email with an annotated copy of the report attached.

A formal written evaluation of the quality of reports written by each inspector is also completed and held to the DBE each year. This will also be copied to the inspector.

The purpose of the QA process is to ensure that the report conforms to the requirements set by the National Society. The QA process 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. The Inspector 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. Once the report is agreed by the school it is sent to Derek Holloway.

Publication of the Report

The final report is sent by the Diocese to the Headteacher.

A copy of the final report is sent to the National Society, (where the report is placed on the National Society website) and the relevant Diocesan adviser. A copy is also sent to the relevant local authority.

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.

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:

- 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 some 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 rigorous but focused on school improvement.

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 SIB, 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.

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 DfE 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. It should be noted that if a school subsequently receives a Section 8 inspection this will not require a SIAS inspection.

Non Compliance in collective worship (CW) or religious education (RE)

For most Section 48 Inspections leadership and management judgements will relate to how well the school succeeds in fulfilling its trust deed. This will include how successfully RE and CW are provided and how well teaching is managed in these contexts and how well the school manages its CW arrangements. Under the previous framework non compliance with the law resulted in a judgement of 'unsatisfactory' however current guidance indicates that failure to comply with the law on CW is not automatically a limiting judgement.

Inspectors need to be clear as to what the 'Impact' is having upon the school and pupils. It would be perfectly possible for the 'Impact' to be good despite CW not being held on a daily basis. 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 pupils benefit from the rich opportunities for personal and communal development that quality CW provides. Failure to deliver daily acts of CW may be an issue in terms of Leadership and Management and may well be an indication that the planning, delivery and monitoring are weak and this is having a negative impact upon the quality of provision.

It may also result in pupils not receiving their full entitlement to quality CW and this may be having negative impact upon the school and community. Under these circumstances Inspectors need to make judgement based upon all the evidence. A school not meeting the statutory requirements on CW can't automatically be deemed to be inadequate It might be difficult to gain 'outstanding' as the impact would be affected by the lack of regularity, however if the school was failing by a small margin this might not prevent an 'outstanding judgement'. Where evidence clearly shows that the school is not complying with the spirit of the law then mention must be made in the report under Leadership and Management.

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 Salisbury. 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 distance learning assessment if required by the National Society.

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

Inspection documentation

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

Documentation and further guidance materials to support the SIAS inspection process can also be found on the Salisbury Diocesan Website www.salsibury.anglican.org

The Diocese of Salisbury would like to acknowledge that some of the content of this protocol is based on work from the Diocese of Exeter.

Appendix 1 (to SIAS Protocol)

The National Society (www.natsoc.org.uk) has published a Framework for Inspection, which explains the process more fully. You may download this from <http://www.salisbury.anglican.org/schools/sias>.

Purpose of SIAS

As well as fulfilling statutory requirements, SIAS aims:

- to provide an evaluation of the distinctiveness and effectiveness of the Church of England school for the governing body, the school, the parents, the diocese, the National Society and the wider public.
- to verify the outcome of the school's self-evaluation
- to make a significant contribution to improvement in Church of England schools.

Core principle of SIAS

SIAS aims to:

- provide a string focus on the impact of provision on learners (i.e. not a description of the school's provision)
- work with the self-evaluation of the school in its own context
- apply the highest possible standards of inspection practise
- provide a key focus on the evaluation of distinctiveness and effectiveness
- stimulate improvement and affirm success in Church of England schools.

Key questions schools will need to answer

Overall, governing bodies in their self-evaluation, and Inspectors, need to determine how distinctive and effective the school is as a Church of England school. Four main questions provide the indicators.

1. How well does the school, through its distinctive Christian Character, meet the needs of all learners?
2. What is the impact of collective worship on the school community?
3. How effective is the religious education?
4. How effective are the leadership and management of the school as a church school?

The National Society Self-evaluation Toolkit has been drawn up as a starting point for schools to develop their own self-evaluation processes. It breaks the key questions into smaller areas, and provides:

- a format that will enable governors to establish a regular, thorough process of self-evaluation, based on a range of evidence, throughout the year
- an evidence base for comments relating to the school's distinctive Christian character, for inclusion in the appropriate sections of the SEF
- support for judging the impact of the school's work on learners

- support for judging how well the school's distinctive Christian character and values ensure the development and achievement of the whole child

The toolkit is intended to support the school's ongoing self evaluation processes.

You may download the Toolkit from <http://www.salisbury.anglican.org/schools/sias> .