

Referring a Case to the Head Teacher Assessment Panel

The form asks you to give the **reasons** why you are referring the case – ie: any exceptional circumstances which may account for the test scores being low, or particular concerns that they do not reflect the candidate's day-to-day performance in school.

On the form you can highlight if the candidate is LAC / PP, has a first language other than English, has an EHCP, or had adjustments to testing in the light of known SEN.

Other relevant considerations may be:

Illness or distress logged on the test day.

An extended period of illness or difficulties at home temporarily affecting candidate's progress.

Recent arrival from another country / education system.

Recent diagnosis of SEN.

Disturbance to the pattern of teaching for the child's class or yeargroup .

This list is not exhaustive – you can still refer a case if there is no obvious reason why one or more of the scores was unrepresentative, but you have clear evidence that it was.

You will be asked to confirm on the form what **evidence** you will be submitting to make your case, but you do not need to upload it. Panels are meeting in person, so you can attach a printout of the email summary of your form as the front sheet of your evidence when you present it. Knowing what has been sent helps the Panel's admin team.

Panels ask that, **as a minimum**, evidence submitted for each pupil must include:

· ***History of scores from standardised tests***

· ***All available Y6 work, flagged and with relevant annotations*** . Even if only one score is below the threshold, you should send evidence showing ability across key subjects.

· ***Work from the Summer term of Year 5***

Where your case concerns exceptional circumstances, you should supply as relevant

· *Medical documentation*

· *SEN /AEN information held by the school (including on SpLD) and confirmation of any special arrangements granted in the tests.*

· *Absence data*

· *Records from previous school(s)*

· *Data from Inclusion Support Service Kent or a copy of any EAL form already submitted.*