

Appendix 3 Self-Evaluation, Data Analysis and Annual Visits

1 Self-Evaluation

Self-evaluation is at the heart of effective performance review and improvement processes in educational provision and is a key feature in the Ofsted Inspection Framework and other regulatory frameworks. Through professional dialogue within schools and through the involvement of external partners, school leaders should be able to make accurate judgements about their provision for learners, identifying emerging concerns in relation to performance and establishing an evidence base which can illustrate and explain their own evaluation of performance.

The Lifelong Learning Service is able to support this school-based process and can draw on local and regional advisory experience including working with a wide range of schools and can offer constructive and practical advice. The service is also able to facilitate school-to-school contacts including support where necessary to respond to the outcomes of self-evaluation and professional development needs analysis.

1.2 Annual Performance Data Analysis for All Schools

The chart below sets out an outline process for undertaking an **annual analysis of school performance data** in October for each school in Rutland.

The process is designed to support the school-based self-evaluation work undertaken in Rutland schools by senior management teams and Governing Bodies. This process will also be coordinated with joint training for senior managers and governors on RAISEonline and accountability training for Governing Bodies.

An electronic **self-evaluation tool** has been designed by the Local Authority to support this process and will be sent to each school for completion in October each year. A copy of the self-evaluation tool is shown at **Appendix 4**.

In addition, each maintained school will receive an **annual visit** by a Local Authority officer by December each year to follow up the analysis of performance data. This support will also be similarly offered to academies.

Chart: Summary of Annual Performance Data Analysis Process

Maintained Schools	Academies/Free Schools
<p>An annual analysis of performance data will take place for each school within the Local Authority in October based on nationally published data. Data will be compared against national data, historic trends and Rutland data to identify schools causing concern and support needs for schools.</p>	
<p>Schools will be expected to complete the Local Authority Self Evaluation tool by the end of October annually.</p>	<p>Schools will be offered the opportunity to complete the Local Authority Self Evaluation tool by the end of October annually.</p>
<p>Each maintained school in the Local Authority will receive a self-evaluation follow up visit led by a school officer by December annually.</p> <p>The purpose of the follow up visit is to:</p> <ol style="list-style-type: none"> a. Review and develop the use of performance data in the school; b. Analyse and interrogate data by raising questions which support the school's self-evaluation process and identification of priorities for development; c. Provide moderation and validation of the school's own judgement about their performance and category; d. Assess and develop the school's capacity for sustaining improvement; e. Agree support and allocation of resources. 	<p>Each school will receive written feedback from the Local Authority by December annually based on the performance data analysis and if applicable, the school's self-evaluation tool.</p> <p>An annual visit will be offered to discuss</p>
<p>As part of the annual visit (if applicable), school officers will review the accuracy and effectiveness of school self-evaluation. They will indicate whether they agree or disagree with the categorisation* based on the school's own self-evaluation, the desktop data exercise comparing the school against national benchmarks and a professional dialogue with school leaders.</p> <p>*Self-evaluation grading will be aligned to current Ofsted categories.</p>	