

Key Stage 4 Report Guidance

Attendance and Punctuality

Attendance %

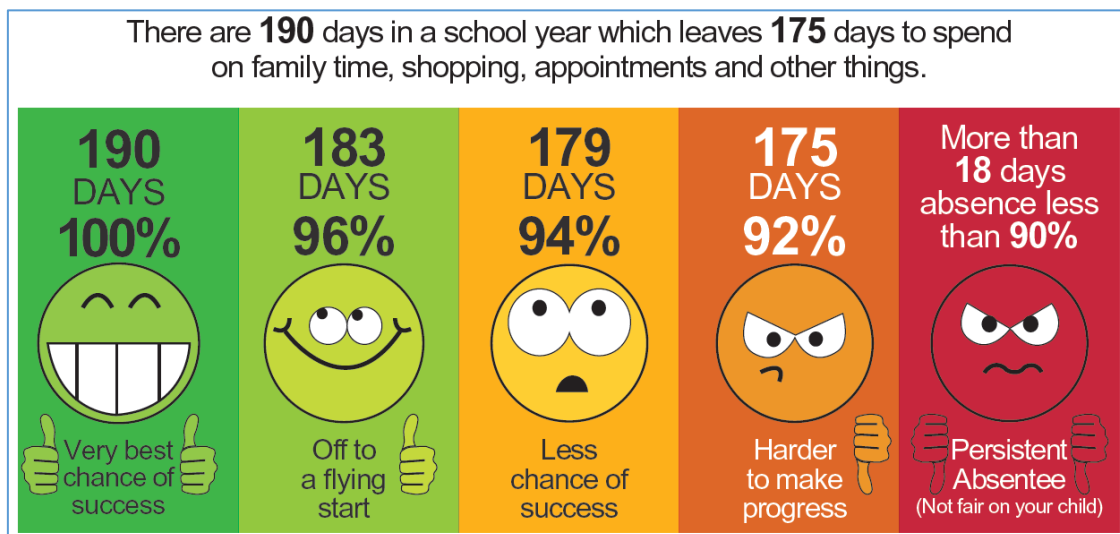
A normal school day is made up of two sessions; morning and afternoon, and a pupil receives a mark for both. For each session a pupil can be present or absent, and a pupil's overall attendance is the percentage of sessions for which they are present.

Authorised Absences

The number of sessions (AM and PM) where a pupil has been given an absent mark for authorised reasons (e.g. medical or dental appointments, illness, religious observance).

Unauthorised Absences

The number of sessions (AM and PM) where a pupil has been given an absent mark for unauthorised reasons (e.g. holiday not authorised by the school, no reason provided for absence).



Late Sessions

The number of sessions (AM and PM) where the pupil has been late to school before the register has closed. A late mark is still counted as statistically present but helps identify those whose punctuality is not good.

Did you know? **10 minutes late every day = hours lost learning each year.**

Targets, Predicted Grades and Effort




Target Grades

In each qualification, the target grade is a challenging but realistic goal that a pupil should aim for. It provides an indication of a pupil's potential and helps motivate them to be ambitious and aspirant in terms of their outcomes. Where a pupil makes better than expected progress in the academic year their target grade may be raised.

Predicted Grades

At the end of each half term class teachers use a range of information including evidence from summative assessments, the standard of class work and home work, rate of progress, effort, alongside their professional judgement to predict the grade a pupil is likely to achieve in a qualification at the end of Year 11 (or Year 10 if completing early). This grade is not guaranteed and may change over the academic year but is made using the evidence available at the time of reporting.

Predicted grades are shaded one of the three colours below to determine whether a pupil is on track to achieve their target grade.

	Predicted grade is equal to or above the target grade.
	Predicted grade is one grade below the target grade.
	Predicted grade is more than one grade below the target grade.

Effort Grades

Effort grades give an indication of whether a pupil's current attitude to learning, their level of interest, enthusiasm and standard of class work and homework, is good enough to ensure they reach their potential. Where effort is not good it is likely to affect a pupil's progress in learning.

Effort grades are **Outstanding**, **Good**, **Requires Improvement** and **Unsatisfactory**.

Grades Achieved

This section of the report lists the qualifications that have already been completed and the grades that have been achieved.

Qualification Grades

The table below lists the grades (highest to lowest) for the most common types of key stage 4 qualifications.

Type	Grades (highest to lowest)
GCSE (A*-G)	A*, A, B, C, D, E, F, G, U
GCSE (9-1)	9, 8, 7, 6, 5, 4, 3, 2, 1, U
BTEC First Award	Level 2 Distinction*, Level 2 Distinction, Level 2 Merit, Level 2 Pass, Level 1 Pass, Unclassified
IFS Certificates	A*, A, B, C, U
OCR Cambridge Nationals	Level 2 Distinction*, Level 2 Distinction, Level 2 Merit, Level 2 Pass, Level 1 Distinction, Level 1 Merit, Level 1 Pass, Unclassified
NCFE Certificates	Distinction, Merit, Pass, Unclassified