

ASSESSMENT · ADULT TEMPLATE

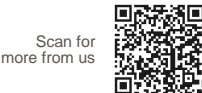
Assessment Calendar Template

What each year group does, when, and why

Why assessment calendars matter

Statutory assessment events — UK primary

When	What	Year group	Notes
Late Sept / Oct	Reception Baseline	Reception	First 6 weeks; statutory since 2021
May (Y1) / June (Y2)	Phonics Screening Check	Year 1 (re-take Year 2 if not passed)	20 real + 20 pseudo words
May	KS2 SATs	Year 6	4 mornings; Reading, SPaG, Arithmetic, Reasoning ×2
June	Year 4 Multiplication Tables Check	Year 4	On-screen, 25 questions, 6 seconds each
June (week 2)	EYFS Profile submitted to LA	Reception	Teacher-assessed; covers ELGs



When	What	Year group	Notes
End of summer term	Annual reports to parents	All years	Statutory minimum content

### School-based assessment — typical termly cycle

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### Suggested termly assessment windows

When	Activity	Lead
Sept (first 2 weeks)	New-cohort baseline (informal, observation)	Class teachers
Oct half-term	First data collection — early flags	All class teachers
End of autumn term	End-of-term assessment + parent reports	All class teachers
February half-term	Mid-year data collection	All class teachers
End of spring term	Spring assessment + Y6 SATs prep diagnostic	All class teachers
May	SATs / phonics / multiplication check	Y1, Y4, Y6 teachers
End of summer term	Final data collection + annual reports	All class teachers



**Parent communication windows**

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**Moderation events**

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**September setup — the assessment coordinator's first month**

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| ■ Print and update the school's assessment calendar with current year dates        | ■ Confirm statutory dates from DfE (these change slightly each year)         |
| ■ Book parent evenings into school diary   | ■ Schedule moderation slots with year groups                                 |
| ■ Brief new staff on the assessment system   | ■ Check assessment software (e.g. Target Tracker, ScholarPack) is up to date |
| ■ Run a Y1 phonics readiness check (informal — flagging children who need support) | ■ Identify Y6 children at risk for SATs and put intervention plan in place   |
| ■ Confirm any LA-led moderation visits for the year                                | ■ Save calendar as PDF and share with all staff                              |

