

Inspecting maintained schools and academies: a leaflet for maintained schools and academies

This guidance outlines what Ofsted will look at during an inspection of a maintained school or academy.

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Introduction

Ofsted's [education inspection framework](#) came into effect in September 2019.

Under the framework, for section 5 inspections, inspectors will make the following judgements about schools:

- overall effectiveness
- quality of education
- behaviour and attitudes
- personal development
- leadership and management.

If the school offers early years provision and sixth-form provision, inspectors will also make judgements on these areas.

When we have judged a school to be good or outstanding, we will then normally go into the school once every four years to confirm that the school remains good or outstanding and that safeguarding is effective. We call this a section 8 inspection of a good or outstanding school. We do not give graded judgements on a section 8 inspection.

Information to share with inspectors

Schools are not expected to prepare anything extra for inspectors, but the lead inspector will be in touch to ask for some information as early as possible to help them plan the inspection. This will include:

- a list of staff and whether any relevant staff are absent
- whether any teachers cannot be observed for any reason (for example, if they are subject to capability procedures)
- whether there is anyone working on site who is normally employed elsewhere in the multi-academy trust (if relevant)
- maps and other practical information, such as on whether the school uses interpreters or other specialist support
- access to the school's Wi-Fi, so that inspectors can connect to the internet.

The lead inspector will request that the following information is available at the start of the inspection:

- the single central record for the school
- the school timetable, current staff list and times for the school day
- any information about previously planned interruptions to normal school routines during the inspection

- records and analysis of exclusions, pupils taken off roll, incidents of poor behaviour and any use of internal isolation
- records and analysis of sexual harassment or sexual violence
- records and analysis of bullying, discriminatory and prejudicial behaviour, either directly or indirectly, including racist, disability and homophobic/biphobic/transphobic bullying, use of derogatory language and racist incidents
- a list of referrals made to the designated person for safeguarding in the school and those who were subsequently referred to the local authority, along with brief details of the resolution
- a list of all pupils who have open cases with children’s services/social care and for whom there is a multi-agency plan
- up-to-date attendance analysis for all groups of pupils
- documented evidence of the work of governors and their priorities, including any written scheme of delegation for an academy in a multi-academy trust
- a summary of any school self-evaluation or equivalent
- the current school improvement plan or equivalent, including any planning that sets out the longer-term vision for the school, such as the school or the trust’s strategy
- any reports from external evaluation of the school, including any review of governance or use of the pupil premium funding.

If any of this information is available before the inspection begins, you can upload it onto the inspection portal. We provide instructions for using the portal in the notification of inspection letter.

Inspectors will use a range of technology to gather evidence electronically, including mobile devices, tablets and laptops. They may also request to take photographic evidence, for example of pupils’ work and displays. Inspectors will not take photographs of pupils.

Seeking the views of parents, staff and pupils

Parents will give their views about their child’s school on [Ofsted Parent View](#), which they can access at any time. This includes at the point of inspection, when we will provide them with a link to the Ofsted Parent View website.

Staff and pupils will be encouraged to complete a voluntary online survey, available at the point of inspection.

More information about school inspections

The [school inspection handbook](#) explains how we carry out inspections and the judgements that inspectors make under section 5 inspections. It contains the grade

descriptors that inspectors use when making their judgements. The [school inspection handbook: section 8](#) explains how we carry out inspections of good and outstanding schools.

The [education inspection framework](#) sets out the statutory basis for schools inspected under section 5 of the Education Act 2005 (as amended).

Your views on the inspection

Following your inspection, we will invite you to complete an online inspection survey. The online survey asks for your views on the inspection process, including the impact that the inspection is likely to have in bringing about improvement. We value all survey responses. We use the outcomes to help keep us informed about the quality and impact of inspections and to help guide us in reviewing and improving the inspection process.

Privacy notice

Any information we gather during the inspection will be used as set out in [our privacy notice](#).

Contact us

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Online form: [contact Ofsted](#)



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