

Rochester and Canterbury Dioceses

Statutory Inspection of Anglican and Methodist Schools (SIAMS) Section 48 inspection

Guidelines for Schools and Inspectors from September 2016 based on the September 2013 Inspection Framework

NB: Scheduling of inspections

1. Denominational Inspections (Section 48 Inspections – known in the Church of England as Statutory Inspection of Anglican and Methodist Schools [SIAMS]) are not linked in any way to the school's OfSTED inspection timing or grading)
2. **From September 2013 the scheduling of S48 inspections will be on the following basis:**
 - For a school previously inspected for S48 as 'good' or 'outstanding', a 5 year cycle of SIAMS inspection is the norm.
 - For a school previously inspected for S48 as less than 'good, the next inspection will take place after 3 years from the date of the last Section 48 inspection, but no later than 5 school years from the end of the school year within which the last inspection took place.
 - Where a school chooses to convert to Academy status, the date and the outcome of the last Section 48 inspection for the predecessor school will be used to determine the timing of the first Section 48 inspection of the Academy. Where a new voluntary-aided or academy/free school opens, section 48 inspection should be scheduled no earlier than 2 years and no later than 3 years from the date of opening. Thereafter the timing of inspections should be in line with the general guidance above.
3. **Other information**
 - The school will receive a phone call from the SIAMS Manager. This will inform them that they are to be inspected, the date of the inspection and the name of the inspector. The notice period is **5 working days**.
 - The inspector will then contact the school within 24 hours to discuss the inspection, agree any documentation and outline required meetings etc. The school can then draw up a provisional timetable to share with the inspector.
 - The inspector will use the telephone conversation to discuss key aspects of the inspection process (allow 20-30 minutes for this conversation).
 - Please note that an inspector will not be allocated to consecutively inspect the same school.
 - Inspectors should have no or minimal links with the school to be inspected. For example, no relative or close friend at the school, no training in the school particularly if related to SIAMS inspections within the past 3 years.

- For the Canterbury Diocese, inspectors who have conducted a mid-term monitoring and review visit for the school will not inspect the school.

Before the inspection

1. The school makes sure that its self-evaluation documentation is completed and sent to the inspector. This will include the SIAMS School Self Evaluation document, SIAMS Self Evaluation Executive Summary, grade descriptor indicators, RE and Collective Worship policies and SIAMS action plan.
<http://www.rdbe.org.uk/schools/siams-inspections-2> - Rochester
<https://www.canterburydiocese.org/childrenschools/siams/> - Canterbury
2. The school also ensures that a copy of the most recent OfSTED inspection report and the previous SIAS/SIAMS report is provided for the inspector. As in most cases these will be on the school's website, it is quite acceptable to refer the inspector to the website. He/She will be looking at the website before the inspection, along with the Data Dashboard as part of the evidence he/she will draw on to complete the School's Inspection Briefing (SIB) document. The SIB will be sent to the headteacher at least 24 hours before the inspection day.
3. During the inspection, the school should provide documentation which supports their self –evaluation which should include information about achievement and progress. The inspector will provide guidance on what might be helpful when he/she contacts the school.
4. The school will receive a contract from the inspector. The headteacher should check and ask the chair of governors or a foundation governor to sign it. It can be returned to the inspector by e-mail or given to him/her on the day of the inspection.

The inspection day

1. The inspection will take place over a whole school day (two days for a secondary school). The timetable for the day will be drawn up by the school in close consultation with the inspector. The inspector has the right to change the inspection timetable in the light of developments during the inspection day.
2. The inspector will need to observe at least one act of worship, and talk to the headteacher, the worship co-ordinator, and a range of other involved parties, suggested by the content of the SIB. This will always involve talking to children such as the school council or alternative group. The inspector will also need to see the RE subject leader and usually at least two RE lessons (or parts thereof – a part lesson should be no less than 20 minutes). A lesson observation or learning walk can be done as a shared observation with the headteacher, other senior leader or the RE subject leader as applicable. The inspector will also need to discuss the school's assessment information with a representative of the senior management team who leads on progress and achievement.
3. Towards the end of the inspection day a verbal feedback on the findings will be given to the headteacher and up to 3 others, as agreed with the inspector.

4. Feedback should give a clear indication of the final judgments and gradings.
5. However please note that, at feedback stage, the judgements are both provisional and confidential to those in the feedback meeting. This is due to the quality assurance process that the report goes through before being made public (see below).
6. The inspector will ask if the school is happy with what has been said during feedback at the end of the meeting.

The Report

1. The inspector will send the draft report to the critical reader by email, normally within 5 working days.
2. The critical reader will check the report,
 - for consistency with the available evidence
 - to ensure its consistency with the National Society Framework and guidance for report writing.
3. Once the draft has been agreed between critical reader and inspector, the inspector will forward it to the school to be checked for factual accuracy. (Rochester Diocese) For Canterbury inspections the critically read report should also be sent to the SIAMS manager who will confirm that the report can be sent to the school.
4. The school will complete a factual accuracy check on the report and return it to the inspector within 2 working days. The inspector will consider making any factual changes to the report.
5. The inspector will send the final report to the school, normally within 10 working days, at which point it can be shared and made public.
6. The inspector will send the final report and related paperwork to the SIAMS manager and to the SIAMS administrator.
7. **Issues of Concern, Disagreement and Complaints**

Should a school wish to complain about an inspector and/or the judgements, the following process should be followed prior to publication of the report:

Step One: The School must raise the issue directly with the SIAMS inspector. This may involve re-consideration of evidence or consideration of evidence not already taken into account.

Step Two: If Step One fails to resolve the issue to the satisfaction of the school the governing body may ask the diocese to review the report and/or the inspection. The diocese will seek to determine whether the report is fair and judgements are supported by secure evidence. The diocese may also review the performance or conduct of the inspector. The diocese may, with the agreement of the inspector, amend the report (not necessarily in the school's favour).

Step Three: If the school remains dissatisfied with the findings the diocese may refer the case to the National Society. The Society will review the inspection and will either support the inspector's findings and/or conduct of the inspection or, after consultation with the diocese, arrange for a re-inspection to take place; The Society's decision will be final.

Please note: The National Society appeals process does not apply to inspectors who are not accredited to the Society or inspectors appointed by a governing body against the expressed advice of the diocese concerned. The National Society cannot address an appeal that is not submitted by the end of the school term following the term in which the Section 48 inspection took place.

After the inspection

1. The school will make the report available to the governing body and to all parents/carers.
2. The Diocesan SIAMS administrator will send the SIAMS Report and Judgement Recording Form (JRF) to the National Society.
3. The Diocese SIAMS administrators will send an evaluation form for the school to complete. In Rochester, this should be completed by the school and returned to the SIAMS administrator within **5 working days** of receipt. In Canterbury, this should be returned to the SIAMS manager.
4. The school will need to draw up an action plan based on the SIAMS report.

Detailed information about the SIAMS process is available on the Dioceses' websites;
<http://www.rdbe.org.uk/schools/siams-inspections-2> (Rochester)
<https://www.canterburydiocese.org/childrenandschools/siams/> (Canterbury)

Effective working with the Assistant / Deputy Director for Education prior to and following the SIAMS inspection is a key support in your school's development and improvement as a Church school.

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