

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

### Guidelines for Schools and Inspectors from January 2020 based on the April 2018 Inspection Framework

#### Scheduling of SIAMS inspections

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).

If a school receives a notification of an OfSTED inspection during the same day as the scheduled SIAMS inspection, they should ring the SIAMS Manager immediately.

#### From September 2018 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. This will normally take place in the long term in which the previous inspection was carried out.
- 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. This will normally take place in the long term in which the previous inspection was carried out.
- 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, a 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.

#### Section 48 Inspection notification to schools

- The school will receive a phone call from the SIAMS Manager or another designated person within the Diocese. 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. Although the school can then draw up a provisional timetable to share with the inspector based on their conversation, this is likely to be amended in the light of the Pre-Inspection Plan.
- The inspector will use the telephone conversation to discuss key aspects of the inspection process (allow up to an hour for this conversation). The school will have the opportunity to ask practical questions of the inspector.
- Please note that an inspector will not be allocated to consecutively inspect the same school.

- Inspectors should have no links or minimal links with the school to be inspected (for example, the inspector should have no relative or close friend at the school, and should not have carried out training in the school particularly if related to SIAMS inspections within the past 3 years)
- For the Canterbury Diocese, inspectors who have conducted a 'SIAMS ready' visit and review visit for the school will not inspect the school.

### Before the inspection

The inspector will request

- summary SIAMS self-evaluation\*\*
- school development plan (if not on website),
- current attendance and exclusion figures
- the school's IDSR (Inspection Data Summary Report)

You will normally send this information within 24 hours of your initial phone call with the inspector. The inspector will use the initial evidence to draft a Pre-Inspection Plan (PIP). The PIP will be sent to the headteacher at least 24 hours before the inspection day. The inspector will then speak to a Diocesan representative about the school as part of the inspection process.

#### Website

The school should also ensure that the most recent OfSTED inspection report and the previous SIAMS report are available on the school website for the inspector.

He/She will be looking at the website before the inspection, when drawing up the Pre-Inspection Plan. Therefore does your website clearly say who you are and share key information about daily school life and your vision in action?

#### Contract

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, and also the CEO in the case of a MAT. It should be signed and returned to the inspector by e-mail before the inspection day.

*\*\* Effective leadership will mean that schools have their own process in place for recording church school self-evaluation. These will have been developed for the benefit of the school not for the inspection. Strong leaders will want to share this with inspectors. Effective self-evaluation will be focused on impact and will not be overly descriptive. A short summary of the school's self-evaluation of approximately two pages is encouraged for SIAMS inspection purposes. Schools should recognise that there is no expectation that an inspector will analyse an excessively lengthy SEF in preparing a pre inspection plan (PIP). Self-evaluation may be submitted by the school in any format the school chooses.*

*(taken from the SIAMS handbook 2019)*

## The inspection day

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 consultation with the inspector. Although a provisional timetable may be drawn up following the initial phone call, this may need to be amended in the light of the inspector's lines of enquiry in the PIP. The inspector has the right to change the inspection timetable in the light of developments during the inspection day.

### Additional evidence on the day

The following, as well as other relevant evidence, may be requested to be available on the day(s) of inspection:

- an analysis of responses from parent and pupil surveys
- any policies not available on the school's website
- logs and analyses of records of exclusions, pupils taken off roll, incidents of poor behaviour, records of bullying, including racist, disability and homophobic bullying and attendance figures should be requested to be available on the day(s) of inspection. Inspectors must not request electronically or remove from the school any documents that contain pupil names.
- work samples. The Pre-Inspection Plan (PIP) should offer guidance about the nature and size of the sample, and the purpose of the scrutiny. This ensures that school leaders only spend time collecting work that is directly relevant to the inspection issues.
- records of visits from external consultants and advisers relevant to SIAMS, if available

On the inspection day, it is likely that inspectors will

- Have access to the school's detailed self-evaluation upon which the summary sent prior to the inspection was based
- Take account of the views of learners and pupil voice evidence.
- Hold discussions with staff, governors, clergy, parents and others (as needed), to verify the self-evaluation findings on the effectiveness of the school's distinctive Christian vision and how this enables pupils and adults to flourish.
- Undertake learning walks, observation of lessons and acts of worship, in whole or in part, and scrutiny of pupils' work. If appropriate, this may be undertaken in conjunction with members of the school leadership.

Dialogue with the school leadership team during the course of the inspection day(s) will ensure that leaders are aware of the picture that is emerging. This will enable school leaders to supply additional evidence where appropriate and prepares them for the final summary feedback.

1. Towards the end of the inspection day(s), a verbal feedback on the findings will be given to the headteacher and up to 4 others, as agreed with the inspector.
2. Feedback should give a clear indication of the final judgments and gradings.

3. 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).
4. The inspector will ask if the school is happy with what has been said and the conduct of the inspector 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 SIAMS evaluation schedule and guidance for report writing.
3. Once the draft has been agreed between the critical reader and the inspector, the inspector will forward it to the school to be checked for factual accuracy.
4. The school will complete a factual accuracy check on the report and return it to the inspector within 24 hours. 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 but no later than 15 working days following the inspection, at which point it should 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.

### Appeals and complaints

For details about Appeals and Complaints, see

[https://www.churchofengland.org/sites/default/files/2019-12/siams\\_appeals\\_and\\_complaints\\_procedure\\_september\\_2019.pdf](https://www.churchofengland.org/sites/default/files/2019-12/siams_appeals_and_complaints_procedure_september_2019.pdf)

or contact Derek Holloway, the School Character and SIAMS Development Manager for the Church of England Education Office, for the most current national protocols.

[derek.holloway@churchofengland.org](mailto:derek.holloway@churchofengland.org)

## After the inspection

1. The school will make the report available to the governing body and to all parents/carers on their website, alongside their OfSTED report.
2. The Diocesan SIAMS administrator will send the SIAMS Report and claim form to the Church of England Education Office which will then make the report available on their website.
3. The SIAMS administrators from Canterbury and Rochester Diocese will send an evaluation form for the school to complete. This should be completed by the school and returned to the SIAMS administrator within **5 working days** of receipt, if possible.
4. The SIAMS inspection is carried out as a national schedule which is locally administered. This means that the Diocese incurs considerable costs in scheduling the SIAMS inspection from start to finish in order that it is efficiently administered for your school. Therefore, following your inspection, the Diocese will issue an invoice for £50 + VAT to offset a small part of these costs.
5. The school will need to draw up an action plan based on the SIAMS report.

Effective working with the Deputy Director for Education or Schools' Officer (Christian Character) prior to and following the SIAMS inspection is a key support in your school's development and improvement as a Church school.

More information about the SIAMS process is available on the Rochester and Canterbury Diocesan website:

<http://www.rdbe.org.uk/>

<https://www.canterburydiocese.org/childrenandschools/siams/>

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#### Schools' Officer, Christian

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For more detailed information, see

<https://www.churchofengland.org/sites/default/files/2019>

[12/siams\\_handbook\\_september\\_2019.pdf](https://www.churchofengland.org/sites/default/files/2019/12/siams_handbook_september_2019.pdf)