



RADLEY

Internal Data Collection and External Reporting Policy

June 2026

Aims of progress data collection and reporting

Internal data collection

We collect data throughout the academic year, through testing and short quizzes, to identify how pupils are performing. The data measures “progress relative to ability” – roughly speaking, effort. Internal data on boys’ progress is collected each school session (approximately every three weeks) and communicated to each boy through his subject don and his Form Master. Where dons have concerns about a boy’s progress in a school session, they may put in place an intervention such as a Subject Clinic.

External reporting

We communicate regularly with parents about how their son is progressing through written reports, phone conversations from Form Masters, letters from Tutors or the Warden, and Parents’ Meetings. Full academic reports are written twice a year for each year group. They include individual subject reports, and Form Masters write a summary of academic, pastoral and co-curricular progress. The summer report for 6.1s also includes UCAS grades. Form Masters will discuss these reports with pupils.

External Reporting The following overall structure ensures regular touchpoints between the College and parents.

	Shell	Remove	Vth	6.1	6.2
MT1	Mentor Report Form Master Introduction	Form Master Introduction Parent Meeting	Form Master Introduction Tutor Letter	Form Master Introduction Form Master Parent Meeting	Form Master Introduction Tutor Letter
MT2	Form Master Parent Meeting Full Academic Report Tutor Letter	Full Academic Report Tutor Letter	Full Academic Report Warden Report	Full Academic Report Tutor Letter	Full Academic Report
LT1	Form Master Phone Call	Warden Report	Parent Meeting	Form Master Phone Call	Parent Meeting
LT2	Warden Report	Form Master Phone Call	Full Academic Report	Warden Report	Full Academic Report
ST1	Parent Meeting		Form Master Phone Call Tutor Letter	Parent Meeting	Form Master Phone Call Tutor Letter
ST2	Full Academic Report Tutor Letter	Full Academic Report Tutor Letter		Full Academic Report Tutor Letter	Warden Report