

Stuart Carlton
Corporate Director – Children and Young
People's Service

Louise Wilson
Assistant Director – Education & Skills
County Hall, Northallerton
North Yorkshire, DL7 8AE

Email: lindsay.miller@northyorks.gov.uk
Tel: 07970 051825

17th September 2025

Dear CEO/Head Teacher/Head of School

The Standards and Testing Agency have reported that in 2025/26 the primary school statutory assessments which will be taking place are the same as last academic year: Reception Baseline Assessment (RBA) in the first six weeks of this term, KS2 tests in May, and then in June, phonics screening checks, multiplication tables check and KS2 moderation of writing.

A key change for this year is that the Primary Assessment Gateway has been replaced by the National Curriculum Assessment Portal (NCA Portal) which will be launched on 23rd September 2025.

In order for the local authority to fulfil statutory duties, I am writing to confirm that if you are selecting North Yorkshire to provide monitoring and moderation this academic year, we do require certain information from you, as detailed within this letter.

Statutory Assessment Written Agreement Between Academies and Their Selected Local Authority (LA)

Academies that converted before 1st September 2025 must choose which LA they wish to select for their monitoring and moderation processes in 2025/2026. Academies will be presumed to be working with their geographical LA and there is a requirement to inform the Standards and Testing Agency (via the National Curriculum Assessment (NCA) Portal) before the 9th January 2026, if a different local authority has been selected.

Academies must have a written agreement in place with their chosen LA, and for North Yorkshire Council (NYC) the written agreement is our Primary Assessment and Moderation Service Level Agreement (PAMSLA) for 2025/26. If you purchased this SLA in 2024/25, it is on a rolling contract and will have automatically renewed to continue from the 1st September for this academic year (unless you cancelled it).

Whilst the decision to select a local authority does not need to be reported to the STA until the 9th January 2026, the PAMSLA includes access to courses running this term that your staff may wish to access (at no additional cost), so if you do wish to select NYC, we would encourage you purchase it as soon as possible in order that you are able to access the full offer (please see attached flyer for details of the PAMSLA and course information).

If your school, or a school within your trust, became an academy on or after the 1st September 2025 they will be included within North Yorkshire's arrangements for moderation and monitoring for 2025/26 and will be unable to select an alternate local authority until the 2026/27 academic year. There will be no requirement for a written agreement through the service level agreement; the PAMSLA is available to purchase if you choose to.

Planning for 2025/26 Statutory Assessment

In order that the LA can plan for monitoring and moderation of statutory assessment in 2025/26, we will require every academy selecting NYC as their chosen authority to **return the information requested on the attached excel document by Friday 26th September 2025**. This will ensure that we are able to plan for and fully support every school and academy with the required end of key stage statutory assessments, and in order to meet our statutory obligations. Instructions for the completion of the excel spreadsheet are included as appendix 1 within this letter.

Moderator Recruitment

Recruitment of high quality KS2 school-based moderators supports the LA to fulfil its statutory obligations for external moderation. Moderator feedback indicates that taking on this role provides the moderator with high quality CPD and their own school with in-depth experience of the statutory assessment process. Colleagues across North Yorkshire have always been extremely professionally generous and we have a high number of experienced moderators in our schools and academies. Detail regarding the expectations of this role, to support you to decide if you wish to submit an expression of interest for this academic year can be found in appendix 2.

Further Information

In order to support you with your planning for 2025/26 statutory assessment, I have also produced some further information that covers some of the key points schools and academies often ask me. For ease of sharing this information with appropriate staff, I have included this for you as an additional appendix (appendix 3).

Local Agreement

The 2025/26 North Yorkshire Local Agreement draft proposal is included within this letter as appendix 4. I would be grateful if you could read it and let me know if you have any feedback by **Friday 26th September 2025**. The final agreement will be sent out to schools and academies later in the autumn term, and in line with statutory guidance, the local authority will need each individual school/academy to 'sign up' to the final agreement once it has been shared. This will be done through a return email - please look out for the final version during October/November 2025. The local agreement is different to the written agreement (PAMSLA), which I know has caused some confusion with academies in the past.

Writing Moderation Service for Year 1, 2, 3, 4 and 5 teachers

Once again, we are supporting writing beyond Year 6 moderation, through the LA's Year 1 to 5 writing moderation service. Details of this offer can be found on the attached flyer. Due to the limited numbers, if you cannot access the service because the places have been filled up, please email Schoolimprovementservice@northyorks.gov.uk to request a place on the waiting list.

If you have any questions regarding any aspects of primary assessment and moderation, please do not hesitate to contact me directly via email.

Thank you for your continued support with this statutory requirement.

Yours sincerely



Lindsay Miller
Strategic Lead for Primary Assessment
KS2 moderation manager
NYC School Improvement Service
lindsay.miller@northyorks.gov.uk

APPENDIX 1: Actions and response required by Friday 26th September 2025

APPENDIX 2: For information only

APPENDIX 3: For information only

APPENDIX 4: Response to consultation by Friday 26th September 2025

APPENDIX 1

Please could you complete and return the attached excel spreadsheet by Friday 26th September 2025 to statutoryassessment@northyorks.gov.uk

The notes below are intended to provide the necessary context.

- 1) Dates
- 2) New head teachers, teachers in Y1 and Y6
- 3) Number of pupils and classes and teacher names/contact details
- 4) Moderation preference
- 5) KS2 writing moderator recruitment

1) Dates (column C on the spreadsheet):

For 2025/26 the majority of external LA KS2 writing moderation in North Yorkshire will take place between the 15th and 19th June 2026, following a hybrid model of remote and face-to-face at central locations.

Please **confirm if there are any planned/proposed school visits, visitors in school, or residential visits taking place during 15th – 19th June 2026**, in order that clashes with moderation can be avoided at the planning stage.

The LA will inform academies by email if they will be receiving external moderation in line with the Standards and Testing Agency guidelines (which is anticipated to be on the 15th May 2026). That email will provide detail of the moderation processes. There are a high number of moderations to arrange in North Yorkshire so letting me, as moderation manager, know of any school plans in advance, will limit the number of changes that need to be made once dates are shared with schools. Some leaders write the moderation dates into school diaries and then if a visit/visitor date is added to the school diary during the year, they can inform me at that time as well.

2) New head teachers, teachers in Y1 and Y6 information (columns D – H on spreadsheet):

The LA is obliged to collect information about staffing in order to support planning. Please complete the attached excel spreadsheet to let me know if you are a new head or if any teacher in year 1 or year 6 is an Early Career Teacher or new to year group.

3) Number of pupils and classes and teacher names/contact details (columns I - O on spreadsheet):

For year 1 and year 6, please complete the current number of pupils, number of classes and the names of the class teachers. For year 6, please could you also include a direct teacher school email address in order that we have that information to support remote moderation processes if your academy is selected for KS2 writing moderation in June 2026.

4) Moderation preference (column P on spreadsheet)

Please indicate your academy's preference for remote moderation or central location moderation, or if there is no preference and the LA will endeavour to meet that preference – Remote/Central/Either.

5) KS2 Moderator recruitment (columns Q - S on spreadsheet):

Please see appendix 2 for further information about this role.

APPENDIX 2

KS2 Moderator recruitment

Moderators must be qualified teachers with recent and relevant experience of assessment and internal or external moderation in KS2 writing.

'Approval to moderate' for 2025/26 will be granted by the DfE on successful completion of a standardisation exercise.

KS2 moderators for 2025/26 **MUST** be able to commit to the following:-

- Moderator training and the writing standardisation exercise on Tuesday 13th January 2026 (*there will be no charge to attend this training; schools will need to cover supply costs*).
- If approval to moderate is not granted during the first round, and the LA does not have sufficient number of moderators, there will be an opportunity to undertake a further standardisation exercise on 9th February 2026.
- Remote moderator training session on 18th May 2026 (afternoon) (*there will be no charge to attend this training; schools will need to cover supply costs*).
- Depending upon numbers, most moderators will be required for between 2 and 4 full days during the appropriate moderation week, although there may be a need and opportunity for some flexibility on the number of days (*a flat rate of £105 for each half day session will be provided to the school to cover time spent supporting moderation meetings, including travel if required*).
- Some moderators may also be asked to provide additional time for visits outside of the moderation week or to support re-moderation, if they have capacity (*a flat rate of £105 for each half day session will be provided to the school to cover time spent supporting moderation meetings, including travel if required*).

Once approval to moderate has been granted, we will also ask moderators if they would like to participate in and support the remote KS2 LA led group moderation sessions which will take place during March 2025 (see attached flyer). Once moderators have been identified, I will liaise with them directly to book them on the session at no cost to your academy – **please do not book them on through NYES** (*there will be no charge to attend this training; schools will need to cover supply costs*).

Year 6 statutory assessment training events will take place remotely during the autumn and spring terms - these sessions are not mandatory for moderators (although many do attend in order to be fully up to date with key messages). These courses can be booked via North Yorkshire Education Services (www.nyeducationalservices.co.uk) and are included in the cost of the PAMSLA (see attached flyer).

In the past we have always been fortunate that a high number of head teachers submit expressions of interest for teachers to support the moderation process in North Yorkshire and unfortunately, we are not always able to use everyone. Following the recruitment process, I will let teachers/head teachers know by the end of February if they will be a part of the North Yorkshire external moderation team for 2025/26.

APPENDIX 3

FURTHER INFORMATION

Statutory Assessment courses – autumn 2025/spring 2026

2025-26 Statutory Assessment Courses can be found on the attached flyer – all can be accessed through NYES - www.nyeducationsservices.co.uk

The LA will be running remote phonics, year 6, year 6 moderation, multiplication tables check and test readiness courses across the autumn and spring terms. As part of the PAMSLA, there is no additional charge to academies for attendance. The moderation sessions are limited in number and 'free' places need to be booked by the 19th December 2025. We ask for all bookings to be complete for the moderation sessions by 2nd March 2026 to allow for breakout room planning and communication with delegates.

EYFS Profile

The EYFS Profile remains statutory and the guidance recommends moderation within and between schools as a quality assurance process and a CPD opportunity. The LA will be running moderation sessions this academic year, with information about these sessions being released later in the year.

Please contact Elaine.Broadbent@northyorks.gov.uk (Early Years Adviser) if you have any queries about EYFS assessment.

Special Schools

Special schools **must** complete KS2 pupil registration even if no pupils in the cohort will take the tests. If any pupils who are registered at special schools are working at the standard of the tests and will be able to access them, the school must place test orders via the NCA Portal by the 14th November 2025.

If you have no pupils who will access the phonics screening check, you can inform the STA via the NCA Portal from the 13th October to the 14th November 2025.

If you wish to discuss any aspect of statutory assessment for pupils at special schools, please contact me directly by email.

The Engagement Model

The engagement model is the statutory teacher assessment tool for pupils working below the standard of the national curriculum and not engaged in subject-specific study. It should be used to assess pupils' learning regularly throughout the year, enabling these pupils' achievements and progress to be measured over time, and **schools must report which pupils are assessed using the engagement model at the end of KS2**. This is so the DfE is aware of how many pupils are not engaged in subject-specific study and where they are being educated.

Privacy Notices

Under the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA), schools and academies are responsible for ensuring that the collation, retention, storage and security of all personal information they produce, and hold meets the provisions of the Act. This includes:

- personal information appearing in a pupil's educational record
 - Any other information they hold which identifies individuals, including pupils, staff and parents.
- Schools and academies must consider the implications of the DPA, under which they are required to register as a data controller with the Information Commissioner's Office. Many schools consult their legal advisors for guidance on their responsibilities under the DPA and advice on developing their data policies. The DfE provides suggested text at [Data protection: privacy notice model documents - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Multiplication Tables Check (MTC) – June 2026

Schools and academies will have a 2-week window to administer the Year 4 multiplication tables check from the 1st June 2026, with flexibility to administer the check to individual pupils, small groups or the whole class at the same time. The third week (15th – 19th June 2025) can be used for any absent pupils or technical difficulties. The LA is running MTC training (see attached flyer).

Phonics Screening Check – June 2026

All pupils in Year 1, and those in Year 2 who did not meet the threshold in June 2025, should access the phonics screening check, which will take place during the week beginning 8th June 2026. If any pupil is absent during this week, they can take the check the following week. The LA has a statutory duty to monitor at least 10% of schools and academies during the check period. The LA is running phonics screening check training (see attached flyer). Schools and academies with no pupils working at the standard of the phonics screening check must decline PSC materials through the NCA Portal between the 13th October and 14th November 2025.

Moderation in North Yorkshire

The 2024/25 teacher assessment guidance states that the moderator does not have to meet with the teacher in person, and if this is the process that is followed, the moderator must be able to check the pupils' work, hold a professional discussion with the teacher, expand the sample if needed and ensure that forms are signed. The NYC hybrid model for statutory moderation ensures this consistency, whether undertaken remotely or face-to-face at a central location. The guidance also states, 'LAs not using a face-to-face model should be careful not to impose additional burdens on schools and must comply with General Data Protection Regulation (GDPR) when pupils' work is shared.' Considering teacher workload with regard to remote moderation, the LA will provide academies with the pupil sample two working days in advance of the moderation meeting to allow time to upload evidence. Feedback from previous years suggests that this provides sufficient time for teachers to prepare.

If an academy would prefer to access face to face moderation through central location moderation, the pupil sample will be shared the day before the moderation meeting, and some additional pupils will be selected in case the sample needs to be expanded. This will allow teachers time to gather the required evidence to bring to the central location moderation session.

There is no need for remote moderation or central location to be referenced in the local agreement as it falls within the statutory guidance.

APPENDIX 4

This is a draft proposal for consultation with all head teachers regarding statutory moderation processes in 2025/26.

North Yorkshire Local Agreement

Schools and academies who do not wish to enter this local agreement can instead revert to the statutory moderation arrangements set by the Standards and Testing Agency (STA). All schools and academies who adopt the local agreement should retain a signed copy of the agreement.

Statutory guidance from STA	NYC Statutory Assessment Local Agreement 2026
STA does not require LAs to ask schools for pupil data in advance of an external moderation visit. During the visit, we would expect details of pupils within the cohort to be provided, categorised by the standard awarded. (KS2 Teacher Assessment Guidance)	To support the moderation processes taking place remotely or via central location, the moderation manager will collect pupil data for KS2 writing in advance of an external moderation visit See information below.
Deadline to submit KS2 TA data on the PAG – <i>which is expected to be Friday 26th June 2026</i> (KS2 Assessment and Reporting Arrangements)	To support the local authority's data checking processes, the strategic lead for assessment asks for schools and academies to submit teacher assessment data by 9:00am on Wednesday 24 th June 2026, or sooner if the school or academy has accessed an external moderation before that date. See information below.
NYC Strategic Lead for Primary Assessment	Final version to be signed by Lindsay Miller
Date	
Head teacher	Final version to be signed by HT
School or academy	
Date	

NYC has a statutory duty under the Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 2004 to carry out moderation of key stage 2 writing. In order to carry out this duty as effectively as possible, and with consideration for teacher workload, we would like to give schools and academies the opportunity to have some advance notice of the chosen moderation sample.

This would require schools and academies to share pupils' teacher assessment data with us in advance of a moderation meeting so that our team can select the random sample of pupils and confirm that sample back to the school or academy before your moderation session.

What is the LA asking schools to share in advance?

A spreadsheet containing teacher assessment judgements in writing (GDS, EXS, WTS, pre key stage or engagement model) for each pupil in the year 6 cohort, for schools or academies selected for KS2 writing moderation in June 2026.

Why is the LA asking schools for this information and is it mandatory?

The LA wants to make the moderation process as effective as possible for teachers, and the advance notice will allow teacher's time to prepare writing moderation files electronically for the children selected in the sample only, or to gather the books required for the face-to-face central location moderation.

This is not mandatory, and the school or academy can choose not to share anything in advance. If a school chooses not to share data in advance, the LA will not be able to identify the sample selection in advance. This would mean:

For remote moderation: the teacher would need to upload writing samples at the start of the moderation session when the moderator has made the selection. Or the teacher will need to prepare writing moderation files for all pupils in year 6 in advance of the moderation session starting.

For face-to-face moderation: the teacher would need to bring evidence for every pupil to the central location moderation session where the moderator would make the selection.

How are the LA asking schools to share this?

The LA is asking school leaders to share this by sending it in a pre-prepared spreadsheet, securely through Head Teacher Confidential Files in Broadcast, which sits within Perspective Lite.

Why is the LA not using pseudonymised IDs?

The LA is unable to use pseudonymised data for this stage of the process because the LA has a duty to carry out the moderation as robustly as possible and needs to be able to evidence that the same pupil's data and evidence is scrutinised at each stage of moderation and data checking process.

What assurances is the LA able to provide schools with, regarding this processing of personal data?

The LA is asking schools to share the minimum pupil level data that is necessary for the LA to select the moderation sample and to make the school or academy aware of the chosen sample in advance. The data will only be used by the LA for the purposes set out above and it will be stored securely within Broadcast, which sits within Perspective Lite.

It is the same data that schools would be required to share with the LA if the sample were to be chosen in person on the day of the moderation.

Why is the LA asking for final teacher assessment judgements before the STA deadline of the 26th June 2026?

There are over 300 schools and academies in North Yorkshire submitting data for primary school aged pupils and the LA prides itself on a robust and thorough data checking exercise. For schools and academies that have been moderated, LA advisers check the submission of every pupil and undertake a sense check for other schools and academies. This process does support leaders, through the identification of anomalies and inaccurate submissions which can then be amended before the final submission date.

The sooner a school is able to submit KS2 writing teacher assessment data, the sooner LA advisers can undertake the required data checking. This local agreement requests for any data to be submitted to the Primary Assessment Gateway (KS2 writing) by 9:00am on Wednesday 24th June 2026.