**Self-assessment (SAR) and Quality Improvement Plans (QIP) (2024/2025)**

Self-assessment 2023/2024

The Hampshire Achieves (HA) Whole Organisation Self-Assessment Report (SAR) for 2023/2024 will be tabled for approval by the EIBMT on Tuesday 3rd December. The ratified report will be published on the VLE and shared with Ofsted by Thursday 18th December. Any relevant overarching actions will need to be added to our Service Wide QIP, alongside individual provision QIPs, which are already in progress.

Quality Improvement Plans 2024/2025

Please do double check your 2023/2024 SARs to ensure all QIP targets and actions have been transposed to your 2024/2025 QIP.

HA quality improvement plan progress will be reviewed and reported on monthly by Curriculum/Development Managers within their PMG reports, and we will continue to have focussed QIP support meetings, half termly, with Curriculum/Development Managers. The SAR/QIP is also an agenda item at alternate PMG meetings (Agenda B weeks).

ATL Partner Providers will update their QIP prior to Contract and Quality Management meetings, and at these meetings provide an update on progress of actions/activity to date.

Self-assessment 2024/2025

SAR timeline – working backwards from validation.

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| Send to Ofsted | By 18th Dec | Development Manager: Quality |
| Whole Org SAR Validation | 2nd December | EIBMT |
| Circulate final draft to EIBMT attendees | 17th November | Development Manager: Quality |
| Final review | Flexible between 10th-12th November choose a date | Head of Service/Programme Manager(s)/Development Manager: Quality |
| 2nd Review | Flexible between 3rd to 5th November | 2nd review Head of Service |
| 1st review | Flexible between 27-29th October | 1st review Head of Service/Programme Manager(s) |
| Draft Whole Org SAR | 13th October to 23rd October | Development Manager: Quality |
| Individual Provision SAR Moderation | 8th October | Internal PMG plus representation from PF |
| Crosscheck moderated SARs with final data for 2024/25 | ILR due date – 6th October | Development Manager: Planning, Funding & Performance / Development Manager: Quality |
| Individual reports sent to moderation panel | 1st October | Development Manager: Quality |
| Final pre-Moderation | 22nd – 26th September | Pre-moderation changes (ALL) |
| 2nd review | Flexible between 8th – 18th September | 2nd review Head of Service |
| 1st review | Flexible between 1st to 4th September | 1st review Head of Service/ Programme Manager(s)/ Development Manager - Quality |
| SI/TP/App/ATL | Cut-off 31st July – final report deadline 29th August | Curriculum/Development Managers |
| ATL reports (sub-contracted provision) | Cut-off 31st July – report deadline 1st August | Partner Provider Managers |
| During the year expectation is for Termly SAR input - all provision types | Autumn – 31st January  Autumn – 21st February  Spring – 24th April  Spring – 2nd May  Summer – as above | Partner Provider Managers  Curriculum/Development Managers  Partner Provider Managers  Curriculum/Development  Managers  All |
| Position statement | w/c 24th February | Programme Manager/Development Manager: Quality |

As per last year we suggest one ‘key’ named contributor (Curriculum/Development Manager) will write the self-assessment report, with other named staff having access to read and/or contribute to it.

We would like all Self-Assessment reports to be compiled on an MS Word template (see template in your SAR 2024/25 Teams folder). We will save the template in a shared area, where you will be able to add to it as and when relevant, and by the termly deadlines. Under each Key judgement area please respond to key questions, reporting on Strengths as well as Areas for Improvement, and do add any relevant evidence/data within your responses such as attendance and achievement statistics, survey results, and extracts from impact studies.

You do not need to wait for final data to be able to start to write your SAR, you should know your provision and how it is progressing. When the final data is available this can be added which should confirm your findings.

We have agreed the Autumn and Spring cut off (see table above) when all entries (internal & external) will be reviewed. Please notify [HAQuality@hants.gov.uk](mailto:HAQuality@hants.gov.uk) you’re your termly SAR is ready for review. The end of year SAR will contain the summer updates and will be your whole provision type SAR for 24/25 and will need to be finished and submitted for review by the stated deadline. Again, please notify [HAQuality@hants.gov.uk](mailto:HAQuality@hants.gov.uk) once your final SAR is ready for review.

**NB** Please can you add the above key dates to your diaries.