



SCHOOL INSPECTION SERVICE

Policy for drawing up the SIS work programme

1. During the Summer Term of the academic year preceding the one in which inspections are to take place, the Chief Inspector (CI) will liaise with the Department for Education (DfE) in order to determine which schools will be inspected according to Section 109(1) and (2).
2. The CI will draw up a programme for the year ahead which covers the planned inspections and also includes any commissioned BSO inspections and any other work requested by the FLT, SWSF or Cognita. In drawing up the work programme, the CI will endeavour, as far as possible, to observe the following principles:
 - the expertise of professional inspectors will be matched to the needs of the inspection team for the schools proposed for inspection;
 - every effort will be made to ensure that inspectors do not have to travel excessively in order to get to the school (other than for BSO work);
 - all inspectors should have the opportunity to lead at least one Section 109 inspection during the year, although, because of the small number of schools proposed in some years, this may not always be possible;
 - inspection teams will normally include at least two professional inspectors, one of whom will be from each gender where possible; and
 - contingency plans will be put in place to cover for illness and late withdrawal from inspection.
3. Once the inspection timetable has been agreed, the DfE and Ofsted will be informed. Every effort will be made to keep to this programme which will only be varied in exceptional circumstances, although it will be adjusted to include ad hoc inspections to cover monitoring of progress, material changes or emergency inspections as they are commissioned by the DfE.
4. During the academic year, some Section 109(1) and (2) inspections conducted by the School Inspection Service will be monitored by Her Majesty's Inspectors from Ofsted, on behalf of the DfE, as stated in the Memorandum of Understanding in Section A. Should changes have to be

made to the dates in the work programme, therefore, Ofsted and DfE will be informed accordingly.

5. The CI will also draw up separate work programmes for the year which include SIS inspections of independent colleges and the commissioned inspections of British schools overseas. These will include experienced RI and other team inspectors who have been trained on the respective frameworks for inspection.

Policy review

6. This policy will be reviewed annually, unless changes in circumstances require an earlier review. Its next review is due in August 2016.

Jane Cooper, Chief Inspector, SIS
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