



Getting started: ideas for building your evidence base

If you're anything like most leaders, the evidence is already there, it's just spread across folders, inboxes, shared drives and meeting minutes.

This document includes a set of prompts to help you think about the kinds of documents **you already produce** day to day that demonstrate the work happening in your school, mapped to the areas of the ISI Framework.

You won't need all of it. Some items will feel more relevant than others, and some will only apply if your school has early years or boarding provision. The aim is to help you spot what you already have, upload it, and begin to see how it fits together.

Over time, this becomes less about "inspection prep" and more about building a clear, shared picture of your school's strengths, priorities and impact as part of normal leadership.

Start small: upload what you have already and build from there.

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Throughout the Year							
Anonymised complex case studies	✓	✓	✓	✓	✓	✓	Shows multi-agency support and its impact for individual pupils
Admission and attendance register, with half-termly attendance summaries	✓		✓				Shows the register is maintained as required and tracks attendance trends
Behaviour, bullying, sanctions and incident logs			✓			✓	Shows incidents and serious sanctions are recorded and dealt with promptly
Pastoral support and wellbeing records			✓			✓	Shows support is matched to pupils' needs
Records of each use of seclusion or restraint, and reports to parents	✓		✓			✓	Shows each use is recorded, reported and reviewed

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Medical, health and first aid records	✓		✓			✓	Shows pupils' health needs are met and first aid is given competently
Risk assessments and risk registers	✓	✓	✓			✓	Shows risks of harm are identified and reduced, including for activities
Fire drill and evacuation records			✓			✓	Shows fire safety arrangements are tested regularly
Complaints log and data protection complaints log	✓					✓	Shows complaints are recorded and resolved as the ISSR require
Boarders' feedback records (e.g. boarders' council minutes, suggestion logs)	✓		✓			✓	Shows boarders' views are sought and acted on
Records of multi-agency working and external agency correspondence	✓				✓		Shows effective links with external agencies
Records of information provided to parents, the	✓						Part 6 ISSR: provision of information

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Chief Inspector or the Secretary of State on request							
Records of visiting speakers				✓			Shows a balanced presentation of political issues
EYFS learning and development records					✓		Children's progress in the prime and specific areas
Headteacher's report to the proprietor	✓	✓	✓	✓	✓	✓	Summary of progress, priorities and impact
Proprietor / governance minutes and assurance records	✓	✓	✓	✓	✓	✓	Evidence of proprietor monitoring, challenge, review and action
External reviews and award documentation	✓	✓	✓	✓	✓	✓	Independent validation of the school's work

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Autumn Term							
Statement of aims and ethos	✓		✓	✓		✓	Shows how the school's aims are communicated and reflected in its work
School self-evaluation documents	✓	✓	✓	✓	✓	✓	Leaders' view of strengths and areas for development
School development / improvement plan	✓	✓	✓	✓	✓	✓	Improvement priorities, actions and review points
Previous ISI inspection reports and action plan	✓	✓	✓	✓	✓	✓	Shows progress since the last inspection, including on any unmet standards
Policy register and ISSR-required policies	✓	✓	✓	✓			Shows required policies are current and consistently implemented
Staff, pupil and parent handbooks	✓		✓				Shows how expectations and policies are communicated

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Staff and pupil induction records	✓		✓			✓	Shows the behaviour policy and routines are understood
Professional learning / CPD plan and training needs analysis	✓	✓					Links staff training to whole-school and individual priorities
Staff training records (e.g. first aid, de-escalation, restrictive interventions, anti-bullying)	✓		✓			✓	Shows staff are trained for their responsibilities
Curriculum policy, long-term plans and subject overviews		✓	✓	✓			Shows curriculum breadth and how it meets pupils' needs
Schemes of work and lesson plans		✓	✓	✓			Shows planning informed by assessment and upholding British values
PSHE, RSE and PE curriculum plans			✓	✓			RSE in line with statutory guidance; physical and personal health education
Careers programme and guidance plan				✓			Impartial careers guidance for secondary-age pupils

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Assessment policy and framework		✓					Framework for evaluating pupils' performance
SEND policy, register and identification records	✓	✓					How needs are identified and support is planned
EHC plans and individual support plans		✓			✓		Shows plans inform provision for pupils with SEND
Accessibility plan and equality, diversity and inclusion policy	✓	✓					Equality Act 2010 duties and reasonable adjustments
Behaviour, anti-bullying, mobile phone and reasonable force policies			✓			✓	Sets out expectations and consequences in line with statutory guidance
Political impartiality policy				✓			Shows political issues are presented in a balanced way
Prefect system policy and role descriptions			✓				Shows prefect roles are defined and appropriately managed
Staff deployment and supervision rotas			✓			✓	Shows pupils and boarders are properly supervised

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Health and safety policy and fire risk assessment	✓		✓			✓	Shows health, safety and fire safety requirements are met
Recreation and activities programme and timetable		✓	✓			✓	Range of activities and free time, including for sixth form pupils
School website and published information for parents	✓	✓					Part 6 ISSR information and published examination results
Early years programme of activities and planning		✓	✓	✓	✓		Communication and language, personal, physical and social development
EYFS on-entry / baseline assessments		✓			✓		Children's starting points and early identification of needs
Ofsted registration details and latest Ofsted report for any registered early years setting					✓		Applies where early years provision is registered separately with Ofsted
Boarding policies, procedures and principles and practice statement	✓					✓	Shows boarding meets the National Minimum Standards

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Boarding induction, travel and contact with parents records						✓	Evidence of NMS compliance for new and current boarders
Boarding accommodation and possessions storage records			✓			✓	Shows accommodation is suitable and boarders' possessions are secure
Catering and menu records			✓			✓	Food and drink for boarders, including help at mealtimes where needed
Headteacher's report to the proprietor	✓	✓	✓	✓	✓	✓	Summary of progress, priorities and impact
Proprietor / governance minutes and assurance records	✓	✓	✓	✓	✓	✓	Evidence of proprietor monitoring, challenge, review and action

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Spring Term							
Lesson observations / learning walks	✓	✓					Leaders' monitoring of teaching, use of time and management of behaviour
Work scrutiny / book looks		✓	✓				Shows the quality of pupils' work, engagement and progress
Progress and attainment data, including mock examination analysis		✓					Shows pupils make good progress and identifies gaps
Pupil voice and surveys		✓	✓	✓		✓	Pupils' views on teaching, behaviour, wellbeing and boarding
Parental surveys	✓	✓	✓	✓	✓	✓	Parents' views across all areas
Staff survey (including wellbeing and workload)	✓						Shows leaders consider staff views and wellbeing



Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Appraisal / performance management updates	✓						Links staff development to school priorities
EAL report		✓					Support for pupils learning English as an additional language
Records of reasonable adjustments for pupils with a disability	✓	✓					Shows pupils with a disability are not disadvantaged
Seclusion, restraint and restrictive intervention analysis	✓		✓			✓	Shows intervention is a last resort and patterns are reviewed
Work experience, careers guidance and applications tracking				✓			Shows pupils are supported towards their next steps
Proprietor policy reviews and ISSR compliance checks	✓						Shows proprietor assurance that the standards are met
Headteacher's report to the proprietor	✓	✓	✓	✓	✓	✓	Summary of progress, priorities and impact

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Summer Term							
Published examination results and analysis (e.g. GCSE, A level)	✓	✓					Academic performance published to parents
Annual academic reports to parents		✓					Shows how pupils' performance is reported to parents
End-of-year assessment outcomes broken down by key groups		✓					Progress of pupils with SEND, EAL and other groups
EYFS profile outcomes		✓			✓		Children's development at the end of the Reception year
Transition records (e.g. EYFS to Year 1)		✓			✓		Shows information is shared for a smooth move between phases

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Assembly lists and enrichment and citizenship records			✓	✓			Coverage of British values, SMSC and preparation for life in British society
Community contribution and volunteering records				✓			Shows pupils take on responsibility and contribute to society
Visitors and trips		✓		✓			Evidence of wider opportunities and experiences
Club and activity attendance		✓	✓			✓	Shows pupils and boarders take part in recreation and wider opportunities
Behaviour and bullying analysis over the year	✓		✓				Identifies patterns and the impact of behaviour strategies
Attendance analysis over the year	✓		✓				Shows attendance trends and actions taken
Complaints analysis	✓						Shows lessons learned from complaints are acted on

Suggested documents	Leadership and management, and governance	Pupils' education, training and recreation	Pupils' physical and mental health and emotional wellbeing	Pupils' social and economic wellbeing, and contribution to society	Early years	Boarding	Notes
Leavers' destinations				✓			Shows pupils move on to suitable education, employment or training
Careers programme evaluation				✓			Impact of careers guidance on pupils' choices
Professional learning evaluation	✓	✓					Impact of training on teaching and pupils
Boarding self-evaluation and boarders' survey	✓					✓	Leaders' and boarders' view of the boarding provision
Early years self-evaluation	✓				✓		Leaders' view of the early years provision
Premises and accommodation review and maintenance plans			✓			✓	Shows premises and accommodation continue to meet the standards
Proprietor training and monitoring records	✓						Shows the proprietor's knowledge of their duties and its impact

