



St Jérôme C E Bilingual School

Progress in Writing

This document identifies the key objectives for 7 stages of development in writing. Teaching staff use these stages to assess children's progress and identify areas for development. It is helpful for parents to be able to support their children at home.

Stage 1 (Reception)

1. Can draw recognisable letters of the alphabet.
2. Can write their own name.
3. Can write things using a mix of appropriate and random letters.
4. Can sequence most of the letters of the alphabet.
5. Can write their own name with the correct letter formation, although the size and shape maybe slightly inconsistent.
6. Can name the purpose of different texts/types of writing (at least three).
7. Can read what he/ she has written.
8. Can hold and use a pencil effectively.
9. Can spell some of the words from the Year R High-Frequency Wordlist.
10. Can spell CVC words usually correctly.
11. Can write simple labels and captions.
12. Can usually leave a space between emerging words.
13. Can show some control over word order, producing short logical statements, trying to use emergent phonics for spellings not known.
14. Can produce two or more logical statements on the same subject.
15. Can spell many words on the Year R High-Frequency Wordlist.
16. Is beginning to attempt to write simple known stories.
17. Can say what they want to write, speaking in clearly defined statements or sentences
18. Can spell many common, single syllable words correctly in writing, including most of the words in the Year R High-Frequency Wordlist and the Early Years Outcomes.
19. Can write three or more simple statements on a given subject that can be read without the child's help and that makes sense, although letter shapes and spelling may not be fully accurate.

Stage 2 (Year 1)

1. Can write their own first name with appropriate upper and lower case letters (may not be totally accurate).
2. Can form letters clearly, although size and shape may be irregular.
3. Writes simple regular words, some spelt correctly.
4. Almost always leaves spaces between words
5. Makes sensible phonic attempts at words.
6. Can spell all CVC words correctly
7. Confidently writes some captions and labels and attempts other simple forms of writing (e.g. lists, stories, retellings).
8. Can show some control over letter size, shape and orientation in writing.
9. Can say what their writing says and means.
10. Can retell known stories in writing.
11. Can produce their own ideas for writing (not retelling).
12. Can show some control over word order, producing logical statements.
13. Can spell most of the Year R and 1 High Frequency Words and the Year 1 words in the National Curriculum, Appendix 1.
14. Can make recognisable attempts at spelling words not known (almost all the decodable without the child's help) or can spell all words correctly.
15. Can write simple texts such as lists, stories, reports, recounts (of a paragraph or more).
16. Begins to show awareness of how full stops are used in writing. (may be in the wrong places or only one final full stop).
17. Can usually give letters a clear and regular size, shape and orientation (ascenders and descenders and use of upper and lower case are usually accurate).
18. Can use ANY connective (may only ever be 'and') to join two simple sentences, thoughts, ideas etc.
19. Can use appropriate vocabulary (should be coherent and sensible) in more than three statements.
20. Can always use logical phonic strategies when trying to spell unknown words in more than three statements.
21. Can usually use a capital letter and full stop, question mark or exclamation mark to punctuate sentences.
22. Can produce a paragraph or more of developed ideas independently that can be read without help from the child (may be more like spoken than written language but must not be retelling).

Stage 3 (Year 2)

1. Can communicate ideas and meaning confidently in a series of sentences of at least a paragraph in length. (may not be accurate, but mainly 'flows' as it has lost the 'list like' form typical of some early writing).
2. Can control the use of ascenders/ descenders and upper/lower case letters in handwriting.
3. Can write in three or more text forms with reasonable accuracy. (If the writing is a narrative, simple report or recount of a known story, this cannot be ticked as they should already know these three text forms. If it is another genre, it can be ticked).
4. Can provide enough detail to interest the reader. (e.g. is beginning to provide additional information or description beyond a simple list).
5. Can vary the structure of sentences to interest the reader (e.g. questions, direct speech or opening with a subordinate clause, etc).
6. Can sometimes use interesting and ambitious words (they should be words not usually used by a child of that age, and not a technical word used in a taught context only e.g. 'volcano' in geography or 'evaporate' in science).
7. Can usually sustain narrative and non-narrative forms (can write at length – close to a side of A4 at least – staying on task).
8. Can match organization to purpose (e.g. showing awareness of the structure of a letter, openings and endings, the importance of the reader, organizational devices, beginning of paragraphs, etc).
9. Can usually maintain the use of a basic sentence punctuation (full stops followed by capital letters) in a piece close to a side of A4 in length. (May be on a shorter piece or may not be accurate to achieve the 'Developing' category).
10. Can spell most common words correctly and most of the Years R 1 & @ High Frequency Words, and the Year 1 & 2 words in the National Curriculum Appendix 1.
11. Can use phonetically plausible strategies to spell or attempt to spell unknown polysyllabic words. (If all spelling is correct in a long enough piece to provide secure evidence, tick this criterion).
12. Can use connectives other than 'and' to join two or more simple sentences, thoughts, ideas, etc. (e.g. but, so, then, or when, if, that, because).
13. Can use a range of punctuation, mainly correctly, including at least three of the following: full stop and capital letters, exclamation mark, question mark, comma (at least in lists), apostrophes for simple contraction and for singular possession (at least), e.g. 'John's dog...', 'The cat's bowl...'
14. Can make their writing lively and interesting (e.g. provides additional detail, consciously uses humour, varies sentence length or uses punctuation to create effect, etc).
15. Can link ideas and events, using strategies to create 'flow' (e.g. Last time, also after, then, soon, at last, and another thing...).
16. Can use adjectives and descriptive phrases for detail and emphasis (consciously selects the adjective for purpose, rather than using a familiar one, e.g. a title: 'Big Billy Goat Gruff').
17. Structures basic sentences correctly, including capitals and full stops in a longer piece (one error is acceptable).
18. Can use accurate and consistent handwriting (in a print at a minimum, can show consistent use of upper/lower case, ascenders/descenders, size and form).
19. Begins to show evidence of joined handwriting.
20. Uses past and present tenses correctly.
21. Can produce close to a side (or more) of A4 writing that is clear and coherent with one or more strong features.

Stage 4 (Year 3)

1. Can produce work which is organized, imaginative and clear (e.g. simple opening and ending).
2. Can usually join their handwriting.
3. Can use a range of chosen forms appropriately and consistently. (If the writing is a narrative, simple report or recount of a known story, this cannot be ticked. If it is another genre, it can be ticked).
4. Can adapt their chosen form to the audience (e.g. provide information about characters or setting, make a series of points, use brackets for asides, etc).
5. Can sometimes use interesting and ambitious words (they should be words not usually used by a child of that age, and not a technical word used in a taught context only e.g. 'volcano' in geography or 'evaporate' in science).
6. Can develop and extend ideas logically in sequenced sentences (but they may still be overly detailed or brief).
7. Can extend sentences using a wider range of connectives to clarify relationships between points and ideas (e.g. when, because, if, after, while, also, as well).
8. Can usually use correct grammatical structures in sentences (nouns and verbs generally agree).
9. Can use pronouns appropriately to avoid the awkward repetition of nouns.
10. Can use most punctuation accurately, including at least three of the following: full stop and capital letters, exclamation mark, question mark, comma, apostrophe.
11. Can structure and organize work clearly (e.g. beginning, middle, end; letter structure; dialogue structure).
12. Is beginning to use paragraphs.
13. Can adapt form and style for purpose (e.g. there is a clear difference between formal and informal letters; use of abbreviated sentences in notes and diaries, etc.).
14. Can write neatly, legibly and accurately, mainly in a joined style.
15. Can use adjectives and adverbs for description.
16. Can spell phonetically regular or familiar common polysyllabic words accurately (sometimes for the 'Developing' category) and most or all of the Year 3 High Frequency Words and the Year 3 words in the National Curriculum Appendix 1.
17. Can develop characters and describe settings, feelings and/or emotions, etc.
18. Can link and relate events, including past, present and future, sensibly (afterwards, before, also, after a while, eventually, etc.).
19. Can attempt to give opinion, interest or humour through detail.
20. Can use generalizing words for style (e.g. sometimes, never, always, often, mainly, mostly, generally, etc.) and/or modal verbs/the conditional tense (e.g. might do it, may go, could rain, should win).
21. Is beginning to develop a sense of pace (writing is lively and interesting).

Stage 5 (Year 4)

1. Can write in a lively and coherent style.
2. Can use a range of styles and genres confidently and independently. (If the writing is the narrative, simple report or recount of a known story this cannot be ticked. If any other genre it can be ticked as they will already know these three text forms).
3. Can sometimes use interesting and ambitious words (they should be words not usually used by a child of that age, and is not a technical words used in a taught context only e.g. 'volcano' in geography or 'evaporate' in science)
4. Can organize ideas appropriately for both purpose and reader (e.g. captions, headings, bullets, fonts, chapters, letter formats, paragraphs, logical sequenced events, contextual and background information etc.).
5. Can use a wide range of punctuation mainly accurately including at least three of the following: full stop and capital letter, question mark, exclamation mark, apostrophe and comma.
6. Can write neatly, legibly and accurately, usually maintaining and joined style.
7. Can use more sophisticated electives (e.g. although, however, nevertheless, despite, country to, as well as, etc.).
8. Can use links to show time and cause.
9. Can open sentences in a wide range of ways for interest and impact.
10. Can use paragraphs, although they may not always be accurate.
11. Can produce thoughtful and considered writing (uses simple explanation, opinion, justification and deduction).
12. Can use or attempt grammatically complex structures (e.g. expansion before and after the noun: 'The little old man who lived on the hill...' '...by the lady who taught me the guitar...'; subordinate clauses: 'I felt better when...' etc.).
13. Can spell unfamiliar regular polysyllabic words accurately and most or all of the Year 4 High Frequency Words and the Year 4 words in the National Curriculum. Appendix 1.
14. Can use nouns, pronouns and tenses accurately and consistently throughout.
15. Can use apostrophes and/or inverted commas, mainly accurately. (If direct speech is not appropriate to the task, apostrophes alone can score the tick).
16. Can select from a range of known adventurous vocabulary for purpose, with some words being particularly well chosen.
17. Can select interesting strategies to move a piece of writing forward (e.g. asides, characterization, dialogue with the audience, dialogue, etc.)
18. Can advise assertively, although not confrontationally, in factual writing (e.g. 'An important thing to think about before deciding...' '... we always need to think about...' etc.).
19. Can develop ideas in and creative and interesting ways.

Stage 6 (Year 5)

1. Can produce well-structured and organised writing using a range of conventions in layout.
2. Can use appropriate informal and formal styles and confidence (e.g. conversational, colloquial, dialect, Standard English).
3. Can select the correct genre for audience and purpose, and use it accurately
4. Can select from a wide range of known imaginative and ambitious vocabulary (they should be words that age) and use them precisely (All spelling including that of complex word is almost always correct.)
5. Can use paragraph consistently and appropriately.
6. Can group things appropriately before and after a main verb (e.g. 'the books, the pens and the pencils were already on the table').
7. Can you use all grammar accurately except when consciously using dialects or colloquialism for purpose and audience.
8. Can use different techniques to open or conclude work appropriately (e.g. opinion, summary, justification, comment, suspense or prediction).
9. Can you complex sentence structures appropriately.
10. Can use the wider range of punctuation, almost always accurately, to include three or more of the following (as appropriate to text): comma, apostrophe, bullets, inverted commas, hyphen, brackets, colon or semi-colon.
11. Can use punctuation appropriately to create effect (e.g. exclamation mark, dash, question mark, ellipsis).
12. Can write neatly, legibly and accurately in flowing, joined style.
13. Can adapt handwriting for a range of tasks and purposes, including for effects.
14. Can spell accurately in all but the most complex words (e.g. paraphernalia, quintessential etc.) and most of all of the Year 5 High Frequency Words and the Year 5 words the National Curriculum. Appendix 1.
15. Can use the passive voice for variety and to shift focus (e.g. 'the cake was eaten by the child').
16. Can use a range of narrative techniques with confidence, interweaving elements where appropriate (e.g. action, dialogue, quotation, formal or informal style, aside, observation, suspense).
17. Can vary sentence length and word order confidently to sustain interest (e.g. 'Having achieved your goal at such an early age, what motivates you to continue? Why fight on?')
18. Can use a range of devices to adapt writing to the needs of the reader (e.g. headings, subheadings, bullets, underlining, parenthesis, introduction providing context, footnotes, contents, bibliography).
19. Can use literary features to create effects (e.g. alliteration, onomatopoeia, figurative language, dialect, metaphor, simile etc.).
20. Can interweave implicit and explicit links between sections.
21. Can use punctuation to show division between clauses, to indicate, to vary pace, to create atmosphere or to sub-divide (e.g. commas, colons, semicolons, dashes, ellipses).
22. To show confidence and established 'voice'.

Stage 7 (Year 6)

1. Can spell all vocabulary correctly apart from rare technical or obscure words. (Must have used unusual, ambitious vocabulary that is spelt correctly).
2. Can open and close writing in interesting, unusual or dramatic ways, when appropriate.
3. Can use the full range of punctuation accurately and precisely, including for sub-division, effect, listing, direct speech, parenthesis etc.
4. Can write neatly, legibly, accurately and fluently, in joined style.
5. Can vary font for effect and emphasis when appropriate (print, italics or capitalization). There may only be one example.
6. Can use a wide range of conventions appropriately to the context e.g. paragraphs, sub and side headings, addendum, footnote, contents etc.
7. Can use a wide range of sophisticated connectives, including conjunctions, adverbs and prepositions, to show time, cause, sequence and mode, including to open sentences sometimes.
8. Can use clauses confidently and appropriately for audience and purpose.
9. Can use implicit links within a text e.g. referring back to a point made earlier or forward to more information or detail to come.
10. Can use complex groupings for effect, before or after the verb. (for example: 'How I love the warmth of the summer breeze, the lapping of the waves and the soft swishing of the sand beneath my sandals')
11. Can use a range of techniques to interact or show awareness of the audience, e.g. action, dialogue, quotation, aside, suspense, tension, comment.
12. Can write with maturity, confidence and imagination.
13. Can adapt writing for the full range of purposes, always showing awareness of audience and purpose.
14. Can consciously vary levels of formality according to purpose and audience.
15. Can sustain a convincing viewpoint throughout the piece of writing, e.g. authoritative, expert, convincing portrayal of character, opposing opinions etc.
16. Can use a wide range of ambitious vocabulary accurately and precisely (they should be words that are not usually used by a child of that age).
17. Can use two or more stylistic features to create effect within the text, e.g. rhetorical questions, repetition, figurative language, passive voice, metaphor, simile, alliteration, onomatopoeia, groupings, elaboration, nominalization, impersonal voice.
18. Can use creative and varied sentence structures when appropriate, intermingling with simple structures for effect.
19. Can always construct grammatically correct sentences, unless using dialect or alternative constructions consciously for effect.
20. Can use pertinent and precise detail as appropriate.
21. Can demonstrate a wide range of the criteria in standard 7 (Year 6) effectively and in a well-managed and mature way, within a single piece of totally independent writing (of at least one and a half sides of A4).