

7th April 2019

**Department:** Chief Executive's  
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Dear Headteacher/Assessment Coordinator

**END OF KEY STAGE GUIDANCE NOTES 2018/19**

Please find accompanying this letter, the 2018/19 Capita SIMS key stage guidance for schools.

This guidance should assist you with all your data entry needs. However, the Capita Helpdesk is always at hand to offer support should you encounter any technical difficulties and officers at Slough LA are available should there be further issues.

Key stage assessment data is input into the SIMS Assessment area of SIMS.net. The information you input should allow you to provide the LA with the returns it requires and will also provide your senior management with access to all the information they require for internal reporting and analysis purposes.

Whenever a pupil leaves a school, it is a statutory requirement that a CTF is transferred to the destination school. One of the key components of the CTF is the inclusion of previous attainment data. It is essential that this information is available to schools which children have transferred to in order to assist them with target setting and analysis. For this and the reasons above, it is essential that you record all assessment data accurately within SIMS.net.

**Important dates for the submission of assessment data collections**

The table below shows some of the important dates for the 2018/19 assessment collections:

Key Stage	Dates Due	Guidance
<a href="#"><u>Early Years Foundation Stage</u></a>	25/06/2019 Early returns encouraged	All pupils relevant to Early Years Foundation Stage in your school up to and including 25/05/2019 must be assessed and their results submitted. Pupils joining your school after this date should be returned by their previous school and should not be included in your return to Slough LA.  Your EYFS data return must be submitted to the Performance Team at Slough LA by the 25/06/2019 via <a href="#"><u>DfE S2S</u></a> website.  Having received your data return by the final submission date of 25/06/2019, we will process and validate your data return to ensure that there are no data discrepancies. We will upload a series of useful reports via <a href="#"><u>Perspective Lite</u></a> for you to verify that the data to be submitted to the DfE is aligned with your schools/settings own records.  Data files received after the deadline will be processed; however it cannot be guaranteed that the data will be verified with the school/setting prior to being submitted to the DfE.
	28/06/2019	EYFS reports will be available for schools to review via <a href="#"><u>Perspective Lite</u></a> .
	From 28/06/2019 to 03/07/2019	Schools to review the EYFS reports and notify the Performance Team if there are any errors with the assessment data being reported.

<p><a href="#">Phonics Screening</a></p>	<p>19/06/2019</p> <p>Early returns encouraged</p>	<p>Schools have to test every pupil on roll in Year 1 and any pupils in Year 2 who requires re-checking for Phonics Screening Check during the week of 10/06/2019.</p> <p>If children move school during the check week the Standard and Testing Agency (STA) recommend the following:  <i>The Phonics check for this child would be completed by the school the child is leaving. The child is likely to be most comfortable with the previous school and therefore is likely to be the fairest reflection of their ability.</i></p> <p>Your Phonics data return must be submitted to the Performance Team at Slough LA by the 19/06/2019 via <a href="#">DfE S2S</a> website.</p> <p>Having received your data return by the final submission date of 19/06/2019, we will process and validate your data return to ensure that there are no data discrepancies. We will upload a series of useful reports via <a href="#">Perspective Lite</a> for you to verify that the data to be submitted to the DfE is aligned with your schools/settings own records.</p> <p>Data files received after the deadline will be processed; however it cannot be guaranteed that the data will be verified with the school/setting prior to being submitted to the DfE.</p> <p>The Phonics threshold mark will be published by the DfE on 24/06/2019.</p>
	<p>24/06/2019</p>	<p>Phonics reports will be available for schools to review via <a href="#">Perspective Lite</a>.</p>
	<p>24/06/2019 to 26/06/2019</p>	<p>Schools to review the Phonics reports and notify the Performance Team if there are any errors with the assessment data being reported.</p>
<p><a href="#">Key Stage 1 Teacher Assessments</a></p>	<p>From 24/06/2019 to 27/06/2019</p> <p>Early returns encouraged</p>	<p>All pupils relevant to Key Stage 1 in your school up to and including 24/05/2019 must be assessment and their results submitted. Pupils joining your school after this date should be returned by their previous school and should not be included in your return to Slough LA.</p> <p>For all pupils, schools must submit KS1 TA judgements in English reading, English writing, mathematics and science.</p> <p>Your KS1 TA's data return must be submitted to the Performance Team at Slough LA by the 27/06/2019 via <a href="#">DfE S2S</a> website.</p> <p>Having received your data return by the final submission date of 27/06/2019, we will process and validate your data return to ensure that there are no data discrepancies. We will upload a series of useful reports via <a href="#">Perspective Lite</a> for you to verify that the data to be submitted to the DfE is aligned with your schools/settings own records.</p> <p>Data files received after the deadline will be processed; however it cannot be guaranteed that the data will be verified with the school/setting prior to being submitted to the DfE.</p>
	<p>03/07/2019</p>	<p>KS1 TA reports will be available for schools to review via <a href="#">Perspective Lite</a></p>
	<p>03/07/2019 to 05/07/2019</p>	<p>Schools to review the KS1 TA reports and notify the Performance Team if there are any errors with the data being reported.</p>

<a href="#">Key Stage 2 Teacher Assessments</a>	From 20/05/2019 to 27/06/2019  Early returns encouraged	Key Stage 2 Teacher assessment judgements must be uploaded directly to the DfE using the <a href="#">NCA tools</a> website by 29/06/2019 at the very latest.  Schools must submit KS2 TA judgements in English writing, and science.  English reading and mathematics only required for pupils who are: <ul style="list-style-type: none"> <li>• working at the pre key stage standard (PK1 to PK6);</li> <li>• working below a level (BLW with p-scales)</li> </ul>
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### Entering your data into SIMs

Please refer to the attached [End of Key Stage Data Processing Slough Schools Guidance 2018/19](#) for information and guidance on entering your assessment data into SIMS.net.

### Entering P Scales into SIMs

P Scales are to be used when the Teacher Assessments in KS1 or KS2 are graded as *BLW* for Reading, Writing and Mathematics or as *HNM* for Science. The NOTSEN grade can be used for English as Additional Language pupils, where a SEN Need is not the reason for them being graded as BLW or HNM.

### Submitting your assessment data returns to Slough LA

Once you have entered your 2019 assessment data into SIMS.net, you will need to create a CTF files. Please refer to page 32 of the attached report for further guidance.

To submit your assessment data return please ensure the following:

- Ensure that you are using the most recent SIMS software, Version 7.186 onwards.
- Export your 2019 assessment results as at CTF file
- SIMS will automatically name the file as per return table below:

Assessment return	Filename	Upload file onto DfE S2S
EYFS	871XXXX_FSP_871LLLL_00*.xml	CTF (export from SIMS.net)
Year 1 & 2 Phonics	871XXXX_PHO_871LLLL_00*.xml	CTF (export from SIMS.net)
KS1	871XXXX_KS1_871LLLL_00*.xml	CTF (export from SIMS.net)

XXXX This will be inserted with your school's DfE number.

\* This will be automatically generated when the CTF file is created.

- Locate the CTF file
- Upload your file via the DfE School to School (S2S) website in [Secure Access](#).

Please note the following before uploading you CTF file onto S2S:

- When exporting a CTF, you must include all relevant leavers who gained key stage results whilst at your school but have subsequently left.
- Once the CTF has been successfully generated, you will receive a message containing the filename. The message will include the number of pupils exported in the CTF. Double check this number with the number of pupil's eligible to ensure that all pupils eligible have been included in your CTF file.
- Please check through your assessment return to ensure that pupils do not have either a missing or invalid value.
- Please notify us if you upload your phonics returns in two files (i.e. one for Year 1 and one for Year 2).

It is important to note that the pupils and their results submitted in your CTF assessment data return file will be taken as FINAL. The Performance Team will process your assessment data file using DfE software. This software will identify any issues with the assessment data that cannot be accepted by the DfE but it will not identify any issues with regards to the pupils submitted or the number of pupils submitted. Therefore it's vital that when submitting your assessment data return to Slough LA, you are satisfied it is correct and that your Headteacher has authorised its release.

### **Once your assessment data return has been submitted**

The Performance Team at Slough LA will:

- Download your CTF file from DfE S2S and check it is in the correct file format.
- Check the assessment data in your file against the data quality standards required of Local Authorities by the DfE.
- Contact you if any issues are identified to discuss any necessary amendments.

The School/Setting is expected to:

- Check that your file has successfully uploaded onto DfE S2S.
- Log onto [Perspective Lite](#) to download the summary reports to ensure that the submitted data aligns with the data help in your schools/settings MIS.
- Contact the Performance Team immediately if any amendments are required. Where changes have been agreed, you will be asked to make the amendments in your SIMS system and resubmit the amended file via S2S. This ensures the assessments at your school are consistent with those submitted by the Performance Team to the DfE.
- Re-check reports on Perspective Lite where agreed amendments have been made with LA Officers.

Please contact the Performance Team at Slough LA on the numbers detailed below if you need a reminder of your login details to access [Perspective Lite](#).

#### Useful contacts:

If you experience any difficulties with the recording of information within SIMS.net, please contact the Capita SIMS Helpdesk on tel: 0844 8938000 or email: [esd@capita.co.uk](mailto:esd@capita.co.uk) (or your equivalent support provider).

Enquiries regarding specific key stage assessment returns to the LA should be directed to:

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Yours sincerely

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