

25th April 2022

**Department:** Corporate Operations  
**Contact Name:** Aman Gill  
**Contact No:** 01753 875731  
**Email:** [aman.gill@slough.gov.uk](mailto:aman.gill@slough.gov.uk)

Dear Headteacher/Assessment Coordinator

**End of key stage assessment return: guidance notes 2021/22**

Please find accompanying this letter, the 2021/22 Capita SIMS key stage guidance for schools.

This guidance should assist you with all your assessment 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 Slough 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 2021/22 assessment collections:

Key Stage	Dates Due	Guidance
Early Years Foundation Stage	By 22/06/2022 at the latest via <a href="#">Egress</a>  Early returns encouraged	The <a href="#">Early years foundation stage profile 2022 handbook</a> has been published by the Department for Education.  To ensure enough time for the data and insight team to support you with submitting and checking your return, we ask that all schools submit their EYFS CTF file to Slough LA via <a href="#">Egress</a> FOA <a href="mailto:aman.gill@slough.gov.uk">aman.gill@slough.gov.uk</a> and <a href="mailto:charlie.watson@slough.gov.uk">charlie.watson@slough.gov.uk</a> by <b>Wednesday 22 June 2022</b> .  Here is <a href="#">more information about the EYFS profile</a>
	28/06/2022	EYFS reports will be available for schools to review via <a href="#">Perspective Lite</a> .
	From 28/06/2022 to 01/07/2022	Schools to review the EYFS reports and notify the data and insight team if there are any errors with the assessment data being reported.
Phonics Screening	By 22/06/2022 at the latest via <a href="#">Egress</a>  Early returns encouraged	The normal Year 1 and Year 2 phonics screening check is planned to be resumed in summer 2022. This includes pupils on roll in Year 1 and any pupils in Year 2 who requires re-checking for Phonics Screening Check. Check week will be 6 - 10 June, with the second week for absent pupils following on 13 - 17 June.  We ask that schools submit their return to Slough LA as soon as possible after the second check week closes. To ensure enough time for the data and insight team to support you with submitting and checking your return, we ask that all schools submit their Phonics CTF file via

		<p><b>Egress</b> FOA <a href="mailto:aman.gill@slough.gov.uk">aman.gill@slough.gov.uk</a> and <a href="mailto:charlie.watson@slough.gov.uk">charlie.watson@slough.gov.uk</a> by <b>Wednesday 22 June 2022</b>.</p> <p>More information can be found in the <b>Key stage 1: phonics screening check administration guidance</b> and additional guidance will be published in the Spring 2022 term.</p> <p>The Phonics threshold mark will be published by the DfE on 20/06/2022.</p>
	28/06/2022	Phonics reports will be available for schools to review via <a href="#">Perspective Lite</a> .
	28/06/2022 to 01/07/2022	Schools to review the Phonics reports and notify the data and insight team if there are any errors with the assessment data being reported.
<b>Key Stage 1 Teacher Assessments</b>	By 22/06/2022 at the latest via <a href="#">Egress</a>	<p>KS1 statutory assessments are planned to be collected as normal in the summer of 2022.</p> <p>The <b>2022 key stage 1 assessment and reporting arrangements (ARA)</b> have been published by the Standards Testing Agency (STA).</p> <p>Schools must submit KS1 TA judgements in English reading, English writing, mathematics and science.</p> <p>For pupils working below the standard of the national curriculum assessments in English reading, mathematics and English writing:</p> <ul style="list-style-type: none"> <li>• pre-key stage standards (PK1 to PK4) or</li> <li>• Working below the level of the national curriculum and not yet engaged in subject-specific study</li> </ul> <p>To ensure enough time for the data and insight team to support you with submitting and checking your return, we ask that all schools submit their KS1 teacher assessments CTF file via <b>Egress</b> FOA <a href="mailto:aman.gill@slough.gov.uk">aman.gill@slough.gov.uk</a> and <a href="mailto:charlie.watson@slough.gov.uk">charlie.watson@slough.gov.uk</a> by <b>Wednesday 22 June 2022</b>.</p>
	Early returns encouraged	
	28/06/2022	KS1 TA reports will be available for schools to review via <a href="#">Perspective Lite</a>
	From 28/06/2022 to 01/07/2022	Schools to review the KS1 TA reports and notify the data and insight team if there are any errors with the data being reported.
<b>Key Stage 2 Teacher Assessments</b>	<p>Directly to Standards &amp; Testing Agency (STA) via <a href="#">Primary Assessment Gateway</a> from 16/05/2022 to 21/06/2022</p> <p>Early returns encouraged</p>	<p>Key Stage 2 teacher assessments and statutory tests will resume in summer 2022. <b>There will be no KS2 performance tables published until 2023.</b></p> <p>The <b>2022 key stage 2 assessment and reporting arrangements (ARA)</b> have been published by the Standards Testing Agency (STA).</p> <p>Schools must submit KS2 TA judgements in English reading, mathematics, English writing, and science.</p> <p>For pupils working below the standard of the national curriculum assessments in English reading, mathematics and English writing:</p>

		<ul style="list-style-type: none"> <li>• pre-key stage standards (PK1 to PK6) or</li> <li>• Working below the level of the national curriculum and not yet engaged in subject-specific study</li> </ul> <p>To ensure enough time for the data and insight team to support you with checking your return, we ask that all schools submit their KS2 teacher assessments on the <a href="#">Primary Assessment Gateway</a> by <b>Tuesday 21 June 2022</b>.</p>
<b>Key Stage 2 Multiple Tables Check (MTC)</b>	Directly to Standards & Testing Agency (STA) via <a href="#">Primary Assessment Gateway</a> from 06/06/2022 to 24/06/2022	<p>The <a href="#">multiplication tables check</a> (MTC) is a new online assessment, designed to determine whether pupils can fluently recall their multiplication tables up to 12, through a set of 25 timed questions. It will identify pupils who have not yet mastered this mathematical skill so schools can give them additional support.</p> <p>Schools can access the MTC service via the STA <a href="#">Primary Assessment Gateway</a> from Monday 21 March, alongside publication of the multiplication tables check guidance. This will allow schools to review their pupil register and use the try it out area with their pupils.</p> <p><b>The check window opens on Monday 6 June for a 3-week period. All participating pupils must complete the check in this 3-week period.</b></p> <p>Schools are strongly encouraged to administer the check within the first 2 weeks, leaving the final week for pupils who were absent during the first 2 weeks or in case of any delays due to technical difficulties.</p>

### Entering your data into SIMs

Please refer to the attached [End of Key Stage Data Processing Slough Schools Guidance 2021/22](#) for information and guidance on entering your assessment data into SIMS.net.

### Submitting your assessment data returns to Slough LA

Once you have entered your 2022 assessment data into SIMS.net, you will need to create a CTF files. Please refer to page 28 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 7.204 onwards.
- Export your 2022 assessment results as at CTF file
- SIMS will automatically name the file as per return table below:

Assessment return	Filename	Upload file onto Egress
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 to Slough LA via [Egress](#).

Please note the following before emailing your CTF file via [Egress](#):

- 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. We will process your assessment data file using DfE software. This software will identify any issues with the assessment data that cannot be accepted by STA 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, we will:**

- 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 is securely sent via [Egress](#).
- 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.
- Email me 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 [Egress](#). This ensures the assessments at your school are consistent with those submitted to DfE.
- Re-check reports on [Perspective Lite](#) where agreed amendments have been made with LA Officers.

Useful contacts:

If you experience any difficulties with the recording of information within SIMS.net, please log a support call with ESS (or your equivalent support provider) at [https://customer.support-ess.com/csm?id=csm\\_index](https://customer.support-ess.com/csm?id=csm_index)

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

Aman Gill  
Email: [aman.gill@slough.gov.uk](mailto:aman.gill@slough.gov.uk)  
Tel: 01753 875731

Charlie Watson  
Email: [charlie.watson@slough.gov.uk](mailto:charlie.watson@slough.gov.uk)  
Tel: 01753 476589

Yours sincerely

Aman Gill  
Insight Lead  
Data and insight team