Primary assessments – statutory returns, summer 2025

Contents

1.   DfE Links, Frameworks, and Guidance

Much of the information shared in this LA-written document has been lifted directly from DfE publications. Although the LA will do their best to support schools, the DfE remains the final decision-maker for all queries. To visit any of the comprehensive DfE assessment and reporting documents please follow the links below:

Early Years handbook: *Early years foundation stage profile handbook*

Phonics: *2025 phonics screening check assessment and reporting arrangements - GOV.UK*

Phonics administration guidance: *2025 phonics screening check: administration guidance - GOV.UK*

Key Stage 2: *2025 key stage 2 assessment and reporting arrangements - GOV.UK*

Key Stage 2 teacher assessment guide: *Key stage 2 teacher assessment guidance 2025 - GOV.UK*

2.   **Submission deadlines**

The deadlines for schools in the table below are final. The Key Stage 2 deadline is set by the Standards and Testing agency and failure to meet will result in escalation directly to the STA.

Key Stage	Deadline	How to submit
Key Stage 2 Teacher Assessments	**Friday 27 June**	Export a KS2 assessment CTF from your MIS and upload to **Primary Assessment Gateway**
Phonics (Year 1 and Year 2 resits)	**Friday 4 July**	Export a Phonics results CTF from your **MIS** and **upload to S2S.**
Early Years Foundation Stage Profile	**Friday 4 July**	Export a EYFSP results CTF from your **MIS** and **upload to S2S.**

3.   **Key Stage 2 assessment 2025**

By now, your pupils will have been registered for summer KS2 tests. Any pupils not able to sit this year's tests (for example those working below curriculum standard) will have been registered as a 'B'. Any eligible pupils who arrive at your school after initial registration should be added before test week. Section 2.3 of the Key Stage 2 ARA shows a timetable of this year's examinations (scheduled for between May 12th and May 15th). Each test must be taken on the scheduled day. As usual, recently arrived pupils (without English as a primary language) can be removed during Tables Checking in September. However, until then, they must be included in your data return.

4. <u>Key Stage 2 teacher assessment codes</u>

Alongside tests, <mark>all pupils will need to be assessed by teachers and given an assessment code for **Writing** and **Science**</mark>. In addition, <mark style="background-color:cyan">any pupils registered as a 'B' for testing, will need to be given a teacher assessment code for **Reading** and **Mathematics.**</mark> The codes available for teachers to use in 2025 are as follows:

Code	Description
GDS	Working at greater depth
EXS	Working at the expected standard
WTS	Working towards the expected standard
HNM	Has not met the expected standard *(*Science only)*
PK6	Pre-key stage standard 6
PK5	Pre-key stage standard 5
PK4	Pre-key stage standard 4
PK3	Pre-key stage standard 3
PK2	Pre-key stage standard 2
PK1	Pre-key stage standard 1
EM	Working below the level of the national curriculum and not yet engaged in subject-specific study
A	Absent for long periods, recently arrived, or not enough information to provide a TA judgement
L	Pupil has left the school
P	Pupil completed the key stage in a previous year and a TA judgement has already been submitted

*The deadline for submitting teacher assessment data on to the **[Primary Assessment Gateway](#)** is Friday 27th June. However, due to website traffic on deadline day, we advise schools to upload as soon as they are able.*

5.   Exporting CTFs from your MIS system

If you are unfamiliar with **exporting assessment CTFs from your MIS** – or will be doing your school's assessment returns for the first time – we strongly advise allocating some time prior to June to make sure you understand the process.

Each school will have their own methods, timelines, and staff members responsible for updating their MIS (SIMS, Arbor, ScholarPack, Bromcom etc...) with pupil assessment outcomes. The local authority does not have access to your internal school systems – or use anything similar – so it is up to schools to ensure their systems are upgraded and that they have the right knowledge and skills in school to enter this data.

If you are unsure of how to do this then we would suggest contacting your MIS provider as soon as possible. All providers will likely have training courses or webinars during the summer term. We encourage you to get in touch with them in plenty of time ahead of the returns period.

No matter what your school's process is for exporting assessment data from your MIS, the last step will be to **export a results CTF file.** When you have exported a CTF file, it is important that it is named correctly:

The **first part** of the file name is the sender, i.e. your school. The "307SSSS" should show as with school's DfE number replacing SSSS.

The **middle part** should read **FSP, PHO,** or **KS2** depending on the key stage data you have exported. *(If the middle part is **CTF** you will not have exported a results file, please refer to your MIS guidance notes or support provider for further guidance on this)*

The **third part** of the file name should read 307LLLL – this is the destination for the file (for the local authority, use LLLL as below).

Examples (replace the first part with your own school number!)
- **3072058_PHO_307LLLL_001**
- **3072166_FSP_307LLLL_001**
- **3072179_KS2_307LLLL_001**

6.   Phonics data submission

You are statutorily responsible for submitting your Phonics data to Ealing local authority. The local authority is then responsible for submitting the data to the DfE on your behalf. We will support (and chase!) you for your Phonics data up until our deadline of **Friday 4th July**. If we fail to here from you by term end, we will have to report your school to the DfE as having no Phonics data for this academic year. You must upload your Phonics CTF results files to the School-to-School (S2S) portal (available through DfE sign-in) by Friday 4th July.

Who to include?

All Year 1 pupils on roll at Phonics check week must be included in your results file. Failure to do so may result in the DfE rejecting your school's upload file. Data will not be expected for any pupils joining after Phonics check week. Data will not be expected for any pupils who left your school before it was possible to administer a Phonics check.

Additionally, it remains at teachers' discretion to disapply a pupil from Phonics assessment. This would usually be due to no or very low understanding or fluency of English. However, even when disapplied, all pupils must be present in your school's CTF file. Pupils who do not take the check should be marked as 'D' (headteacher decided it was inappropriate for the pupil to take the check).

Important: Year 2 pupils – check who to include

All Year 2 pupils who have not already passed a Phonics check (whether they have sat once before or not at all) must be assessed this summer. The LA can provide a list of Year 2 pupils we would expect to be included for your school. However, it is best practice to wait until after summer census to ask for your school's LA expected list.

Every year we see a handful of issues with missing Year 2 pupils. Please spend some time identifying which pupils in Year 2 are required to sit a Phonics check.

Below is an example of what submission of a CTF file on S2S will look like.
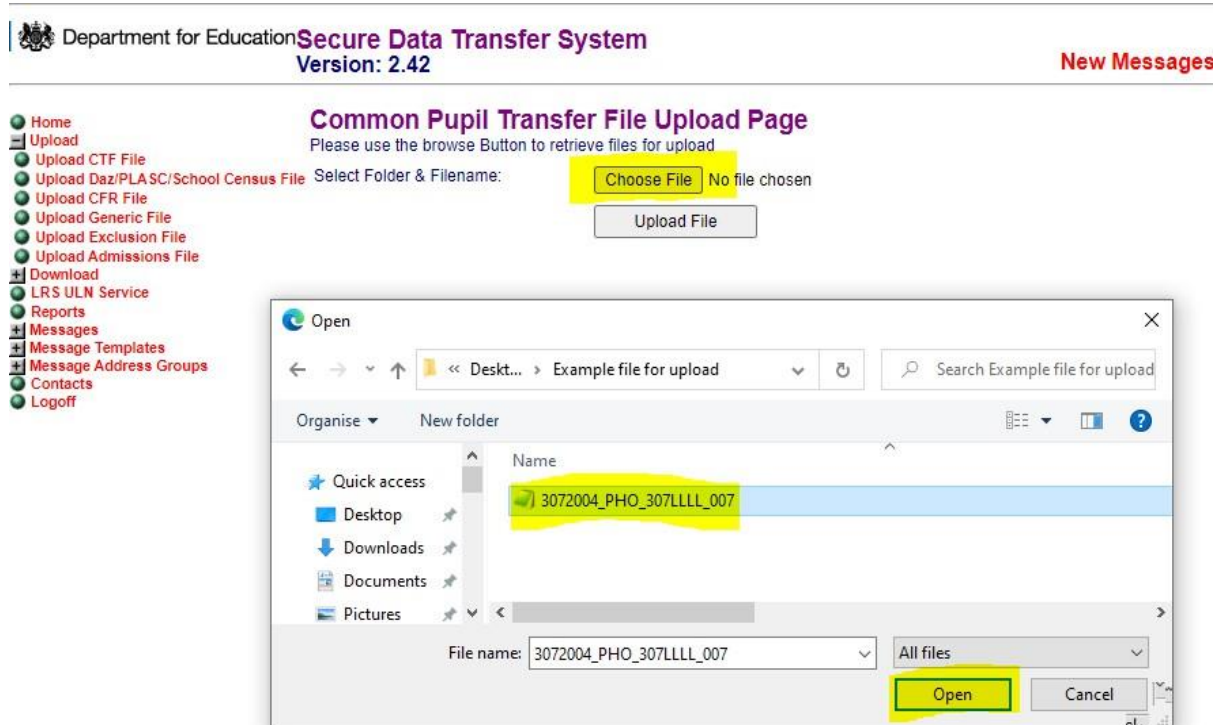
7.   Early Years Foundation Stage Profile

The process of uploading your EYFSP CTF file to School-to-School is very similar to Phonics. The main difference is that the EYFSP is assessed against 17 early learning goals and it worth checking that this data is logged correctly on your MIS system (usually provided by Reception teachers). You

==will then export an EYFSP results CTF, ensure the file is named correctly, and upload to S2S.==

Who to include?

EYFSP data is expected for all pupils in reception at your school. This includes those on roll at summer census, and any pupils who may join shortly after (before May half-term).

The DfE writes that "*If a child moves schools during the summer term, the schools must agree which of them will complete the Profile. When deciding this, it is important to consider what would best benefit the child's education and their transition into year 1. In general, if a child starts at a new school on the first day of the second half of the summer term (or any time after that), then the previous school should submit the data*".

The only reception-aged pupils who do *not* need to be included are those who will not progress into Year 1, and will instead complete reception year again in 2025/2026 (they will be assessed next year).

8. **Contact the team**

For enquiries, please email **schoolsdatateam@ealing.gov.uk**. Mike Franchetti will once again lead on the assessment collections this summer and can be emailed on franchettim@ealing.gov.uk.

Please note that if the answer to your question is not in this document, it is likely that the team will direct you to the Standards and Testing Agency (STA) support channels. If your question concerns your MIS system – please go directly to your school's IT support agents (or similar).