

Primary assessments – Data returns to the local authority in summer 2022

Primary assessments are resuming in summer 2022 after two years where they were not statutorily required due to COVID. The return of statutory testing also means the return of the requirement for schools to submit much of this data to the local authority.

This guidance will explain the process for returning your data to the local authority and the timelines by which you are required to do so.

(The guidance only relates to data returns which the local authority is directly involved in, which does not include the multiplication tables check or the reception baseline assessment.)

Information contained in this document is correct as at the date of publication, Monday 23 May 2022.

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1. Timelines for data submission

Key Stage	LA due date*	DfE submission deadline**	How to submit
EYFSP (Early Years Foundation Stage Profile)	Thursday 23 June 2022	Thursday 30 June	Export an FSP assessment CTF from your MIS and upload to S2S.
Phonics (Year 1 and 2)	Thursday 23 June 2022	Tuesday 28 June	Export a Phonics assessment CTF from your MIS and upload to S2S.
Key Stage 1 Teacher Assessments	Thursday 23 June 2022	Tuesday 28 June	Export a KS1 assessment CTF from your MIS and upload to S2S.
Key Stage 2 Teacher Assessments	Tuesday 21 June 2022	Tuesday 28 June	Export a KS2 assessment CTF from your MIS and upload to Primary Assessment Gateway

***LA Submission date** = if you would like the local authority to check your data for you then you need to submit by this date. If you submit after this date, then we cannot guarantee that we will be able to check the data as thoroughly for you before submitting it to the DfE.

****DfE submission deadline** = date set by the DfE for data to be returned by. **It is your statutory and legal responsibility to ensure data has been submitted by this date** – either directly via the primary assessment gateway or by the local authority on your behalf.

2. Exporting CTFs from your MIS system

Each school will have their own process, timelines, and staff members responsible for updating their MIS (SIMS, Arbor, ScholarPack, Bromcom etc.) with assessment outcomes for their pupils. The local authority does not have access to your internal school systems, or use anything similar centrally, 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 (SIMS, Arbor, ScholarPack, Bromcom etc.), who will likely publish step by step guidance on the process as it is a statutory requirement for all schools. For those of you who buy in support, your MIS Technical Support provider (3BM, Strictly Education, etc.) will also be able to provide help and support.

Whatever the in-school process for getting this data input into your MIS is for your school, the last step will be to export a CTF file from the system and then submit this either to the local authority (for EYFSP, Phonics and KS1) or directly to the DfE via the primary assessment gateway (KS2).

When you have exported your file/s they should be named as follows:

The **first part** of the file name is the sender, i.e. yourselves. So, the “307SSSS” should show as your school’s DfE number

The **middle part** should read **PHO, FSP, KS1** or **KS2** depending on the key stage of data you have exported. If it says **CTF** you have exported the incorrect 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 (the local authority)

The **last part** of the file name is a randomly generated number by your MIS system.

Examples:

- 307SSSS_PHO_307LLLL_001
- 307SSSS_FSP_307LLLL_001
- 307SSSS_KS1_307LLLL_001
- 307SSSS_KS2_307LLLL_001

The local authority can only accept CTF files in the XML format as exported from your MIS system. This will also likely be the case for the primary assessment gateway.

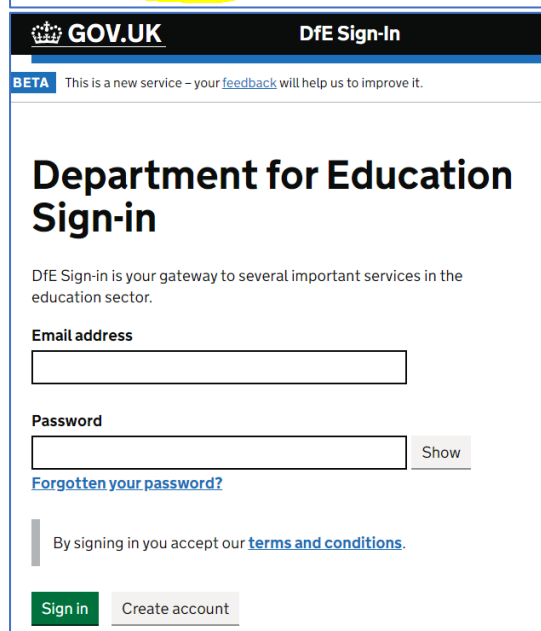
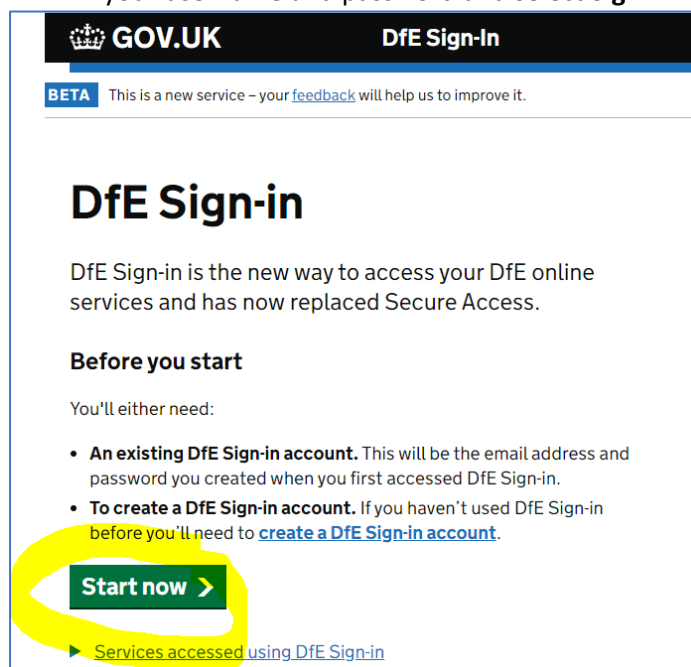
It is important to keep in touch with the local authority if you are having any issues with this step of the process which may result in delays to your submission – schoolsdatateam@ealing.gov.uk.

3. Uploading your data files

3.1. School to School (S2S) to send to the local authority – FSP, Phonics and KS1

For FSP, Phonics and KS1 data returns you should upload the CTF files you have exported from your MIS (as per section 2) to the School to School (S2S) system in order to send them securely to the local authority. To do this, you must have a DfE Sign in account, and your school approver must have granted you access to the School to School (S2S) service. The following screenshots show the upload process step by step:

1. Log in to DfE Sign in - <https://services.signin.education.gov.uk/> and select **start now**. Enter your username and password and select **Sign in**



2. Choose School to School from your list of services

GOV.UK DfE Sign-In
Services Organisations Manage users Requests Profile Help Sign out

BETA This is a new service – your [feedback](#) will help us to improve it.

My services

Here you can access services associated with your account.

We recommend reviewing your users and their permissions.
[Review users](#)

Related actions

- [Add services to my account](#)
- [Edit services on my account](#)
- [Remove service from my account](#)
- [See approvers at an organisation](#)
- [Help with services](#)

Service	Description
Analyse school performance	Analyse school performance (ASP) is a secure system where DfE users, schools, academies, MATs, LAs, Dioceses, Ofsted and governors can access detailed performance data to help support school improvement.
Collect	COLLECT (Collections Online: Learners, Education, Children and Teachers) allows users to see and submit data collections and censuses to the Department for Education.
Get Information About Schools	Access information on establishments, local authorities, trusts, federations and governors, and update your organisation's details.
School to School	Share pupil records and related information securely between schools and local authorities.

If you can't see School to School on your list of services, then click "Add services to my account" to request it be added by your school approver (you can see who your approvers are by clicked on "See approvers at an organisation").

My services

Here you can access services associated with your account.

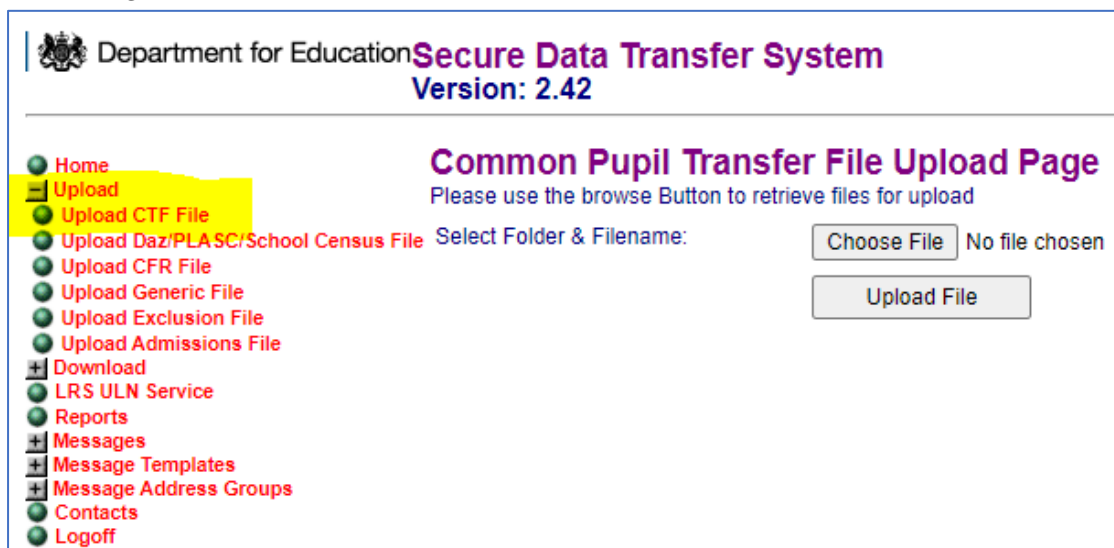
We recommend reviewing your users and their permissions.
[Review users](#)

Related actions

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- [Edit services on my account](#)
- [Remove service from my account](#)
- [See approvers at an organisation](#)**
- [Help with services](#)

If you don't have any approvers listed, or the approver that is listed but has left then you need to raise a request via the DfE data services form (<https://form.education.gov.uk/service/Data-collections-service-request-form>) as soon as possible to provide them with the name of a new approver for your school for the DfE to set up for you.

- Once you have opened School to School (S2S) you will see a screen that looks like this. To upload your file, select the "Upload" option on the left-hand side menu, then "Upload CTF file".



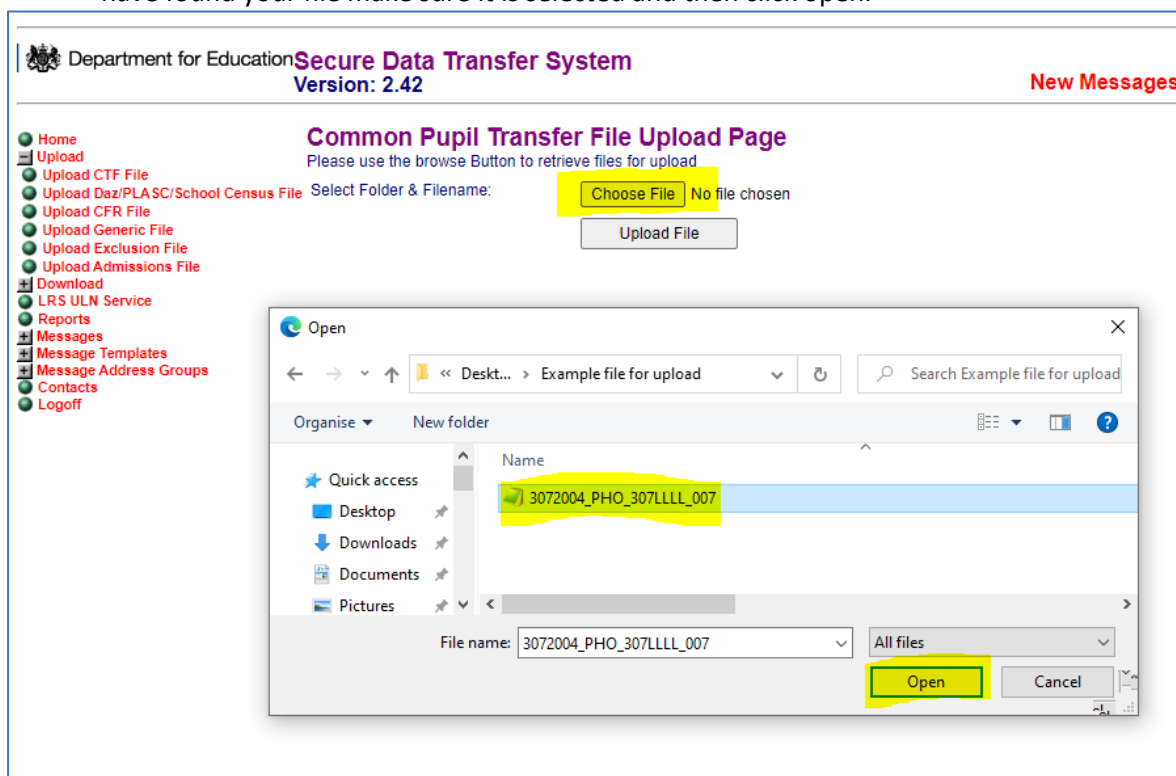
Department for Education **Secure Data Transfer System**
Version: 2.42

Common Pupil Transfer File Upload Page
Please use the browse Button to retrieve files for upload

Home
Upload
Upload CTF File
Upload Daz/PLASC/School Census File
Upload CFR File
Upload Generic File
Upload Exclusion File
Upload Admissions File
Download
LRS ULN Service
Reports
Messages
Message Templates
Message Address Groups
Contacts
Logoff

Select Folder & Filename: No file chosen

- Next select choose file and navigate to where you have saved the relevant files on your PC and select them (if you have multiple file you will need to do them one by one). Once you have found your file make sure it is selected and then click open.



Department for Education **Secure Data Transfer System**
Version: 2.42

Common Pupil Transfer File Upload Page
Please use the browse Button to retrieve files for upload

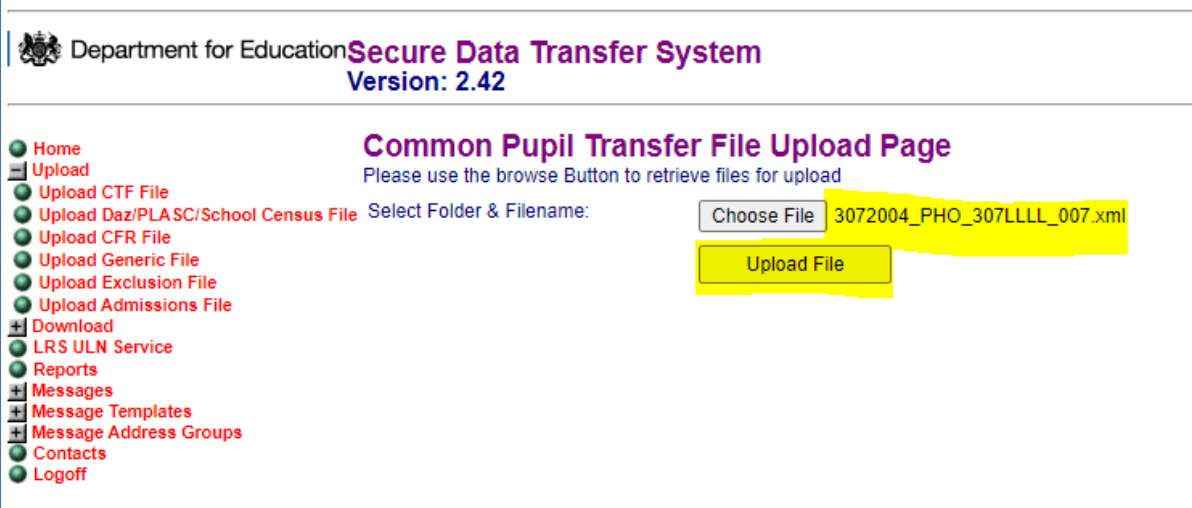
Home
Upload
Upload CTF File
Upload Daz/PLASC/School Census File
Upload CFR File
Upload Generic File
Upload Exclusion File
Upload Admissions File
Download
LRS ULN Service
Reports
Messages
Message Templates
Message Address Groups
Contacts
Logoff

Select Folder & Filename: No file chosen

Open

File name: 3072004_PHO_307LLLL_007

5. You should then be able to see your chosen file on the screen. Now you just need to click upload to send it to the local authority.



The screenshot shows the 'Secure Data Transfer System' interface. At the top, it says 'Department for Education Secure Data Transfer System Version: 2.42'. The main heading is 'Common Pupil Transfer File Upload Page' with the instruction 'Please use the browse Button to retrieve files for upload'. On the left is a navigation menu with links like Home, Upload, Upload CTF File, Upload Daz/PLASC/School Census File, Upload CFR File, Upload Generic File, Upload Exclusion File, Upload Admissions File, Download, LRS ULN Service, Reports, Messages, Message Templates, Message Address Groups, Contacts, and Logoff. The main area has a 'Select Folder & Filename:' label, a 'Choose File' button, and a text box containing '3072004_PHO_307LLLL_007.xml'. Below this is a yellow 'Upload File' button.

6. You should then get a message telling you the file has been uploaded:

The file 307LLLL_PHO_307LLLL_007.xml has been transferred to the web site. The file will shortly be uploaded to the database. If any errors are identified at this point you will be notified by email.

Please use the **Back button** to return to the Upload Page.

7. Once you have completed this process for the files you plan to upload, please email schoolsdatateam@ealing.gov.uk to let the LA know which files you have uploaded.

3.3. Submitting KS2 teacher assessments via the primary assessment gateway.

The process in Ealing for primary schools to submit their teacher assessments is different to FSP, Phonics and KS1. Ealing schools submit their KS2 teacher assessments directly to the DfE via the primary assessment gateway <https://www.primaryassessmentgateway.education.gov.uk/>

Each school has a super user for the gateway who can set up new accounts if you do not already have one.

If you are not sure who this is in your school, then you should contact the national curriculum helpline as soon as possible to request support in getting set up with an account:

National curriculum assessments helpline:

0300 303 3013

assessments@education.gov.uk

There is additional guidance from the DfE available online on submitting these teacher assessments here: <https://www.gov.uk/government/publications/key-stage-2-submitting-teacher-assessment-data>

The following guidance is taken from the above linked document:

1. Log in to the Primary Assessment Gateway and go to the 'My activity' tab.
2. Schools will find the 'Submit teacher assessment' form in the 'Outstanding activity' section and should select 'Edit' on the form tile.
3. To submit your data using a CTF generated by your school's MIS, ensure the file is saved to your computer with the file name in the format 'DfENumber_KS2_NAALLL_001.XML' - click 'Select file' under the 'Upload teacher assessment file' heading. Next you need to browse and find the location where you have saved your file (CTF, XLSX, ZIP). Select the data file and click 'Open.'
4. Select 'Submit'.
5. You will now see a confirmation screen advising that your data has been submitted and will advise on next steps.
6. You will receive two emails. The first will advise that your data has been received and will now be processed and the second will advise if your upload was successful or if further action is required.

When you have completed this process, please email schoolsdatateam@ealing.gov.uk to let the team know that you have submitted your data. If you submit your data ahead of the LA due date (21 June) we will process and check your data in a similar way as we do for FSP, Phonics and KS1 (see section 4).

Ealing schools must upload their final KS2 teacher assessment data to the primary assessment gateway by 4pm on Thursday 28 June. If you need an extension beyond this date the local authority has no ability to grant this, you need to contact the national curriculum assessments helpline directly using the above contact details.

(If you fail to make your KS2 teacher assessments submission, from the DfE's perspective none of your pupils will be able to achieve the expected standard in Reading, Writing and Mathematics – as none of them will have a reported Writing teacher assessment outcome.)

4. Local authority data checks

Once you have submitted your data to the local authority via S2S or to the DfE via the primary assessment gateway the LA will check your data (if you have submitted by the LA due date).

There are 2 steps to our checking process where we may contact you to resolve errors or queries:

1. We run the data through an LA system which helps us check and clean the data (NCER). At this stage we will let you know if our system identifies any **queries, errors** or missing children in your data.
Once these queries have been resolved we will send you a summary table of the data you have submitted. We ask that you **please check this summary to make sure all the data is as expected**. If you have any queries or concerns about the data summary you should contact the school's data team as soon as possible so we can investigate it for you.
2. Once step 1 has been completed we then submit your data to the DfE, at which stage there are sometimes additional errors or queries which we need to address for the DfE to authorise your return. The LA will let you know if this is the case and if we need any additional information from you. However, after step 1 no news is good news and means we have made a successful submission on your behalf.

During this period of submission and data checks the team are coordinating returns from every primary school in the borough. We are grateful for your patience whilst we respond to queries. We appreciate your quick response when we follow up enquiries which make this process much quicker.

5. KS2 tables checking exercise

Although the DfE have confirmed that there will be no KS2 performance tables for 2022, they will still be going ahead with the KS2 tables checking exercise which enables schools to remove pupils from their data who meet a set of specific criteria.

The website has yet to be updated for 2022, but if you do not already have an account we would advise getting one set up as soon as possible in preparation -

https://tableschecking.education.gov.uk/Web22/User_Management/

Based on previous years, the tables checking exercise close in the first or second week of September.

The following may change in 2022 guidance once it has been published, but as at 2019 pupils could be removed from DfE performance measures if:

- they were admitted to an English school for the first time on, or after, the start of the previous school year; and
- they arrived from overseas prior to their admission; and
- English is not an official language of the country they came from; and English is not their first language.
- Pupils could also be removed if they joined on or after the first day of the summer term (regardless of language or where they were prior to joining your school).

Once the guidance for 2022 has been published by the DfE an article will be published via EGfL gatekeeping (<https://www.egfl.org.uk/elp-services/gatekeeping-news>) which is circulated weekly.

If this information is published early enough before the end of term, we will run an LA collection of this data so that we can remove any pupils you plan to remove via the tables checking exercise from the first version of your local authority Key stage 2 attainment report (available for ELP schools, and non ELP schools who buy directly into the data team's service). We will publish details of this data collection when we have the update from the DfE.

6. School Reports

For schools who are part of the Ealing Learning Partnership (ELP) a provisional Key Stage 2 attainment report will be available early in the Autumn term (once the DfE have published the 2022 progress score methodology and data to schools and LAs). In previous years (2019 and prior) this usually happened by mid to end September.

The team will publish the usual Early Years Foundation Stage Profile (EYFSP) report and Key Stage 1 and Phonics report for ELP schools – we aim to have these available for schools by the time you return to school for the Autumn 2022 school term.

These reports are available as standard for all ELP schools as part of your buy in.

School reports are available to download from EGfL at www.egfl.org.uk when logged in. Once you are logged in go to **My account** > select your **school name**


The screenshot shows the EGfL website interface. At the top left is the EGfL logo with the tagline 'Ealing Grid for Learning'. To the right is a search bar and a 'My account' button. Below the header is a navigation bar with links: Home, Ealing Learning Partnership, Facilities, Finance and data, Human resources, and Services for children. The main content area shows a user profile for 'Kerry' with a placeholder for a profile picture. The profile details include: E-mail address: @selborne.ealing.sch.uk, Groups: Selborne Primary School (highlighted with a yellow box), and ELP status: ELP member.

Under the **School reports** section the academic years will display.

The screenshot shows the 'School reports' section of the website. It lists the school details: Acton, W3 0JL, United Kingdom, with contact information: admin@west-acton.ealing.sch.uk, www.westactonprimaryschool.org, and 020 8992 3144. Below this, the 'School reports' section is highlighted with a yellow box. It displays a list of academic years: 2021/22, 2020/21, and 2019/20. Each year has a dropdown arrow next to it, with the 2021/22 dropdown arrow highlighted by a yellow circle.

If you see the following message on your school contacts page, then you are either not logged on or do not have the correct permission level to view the reports.

School reports

Reports are available for certain school staff and LA officers. Login with your account details to access these. If you don't have an account and you think you require access, contact us: egflwebteam@ealing.gov.uk .

Only your headteacher can grant you permission to review school reports, so ask them to email EGFLWebTeam@ealing.gov.uk to authorise this for you if needed.

There have been some technical issues with this part of the EGFL recently, so if you are looking for a school report in this section and can't find it, please contact schoolsdatateam@ealing.gov.uk and we will provide the required report to you via Outlook encrypted email.

School reports access for non ELP schools

Non ELP schools can buy into support from the schools' data team on an annual basis or pay as you go for the reports you require. This information was circulated to all no-ELP schools in March/April 2022, if you would like to follow up, please contact the team - schoolsdatateam@ealing.gov.uk.

7. Further Guidance

End of key stage assessments page on the **EGFL** - <https://www.egfl.org.uk/finance-and-data/data-collection/end-key-stage-assessment-data-collections>

National curriculum assessments: **early years foundation stage** - <https://www.gov.uk/government/collections/national-curriculum-assessments-early-years-foundation-stage>

Guidance about the EYFS profile and reporting requirements for under 5s for use by schools, nurseries, childminders, and local authorities.

Phonics screening check: administration - <https://www.gov.uk/government/collections/phonics-screening-check-administration>

Check administration guidance for headteachers and teachers administering and scoring the phonics screening check.

National curriculum assessments: **key stage 1** tests & teacher assessments, phonics tests - <https://www.gov.uk/government/collections/national-curriculum-assessments-key-stage-1-tests>

Guidance for headteachers, teachers and test administrators involved in administering the national curriculum tests for key stage 1.

National curriculum assessments: **key stage 2** tests - <https://www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests>

Guidance for headteachers, teachers and test administrators involved in administering the key stage 2 national curriculum tests.

National curriculum assessments helpline:

Telephone number: 0300 303 3013

Email: assessments@education.gov.uk

DfE sign-in <https://services.signin.education.gov.uk/>
<https://help.signin.education.gov.uk/contact-us>

DfE Data collections service request form <https://shorturl.at/cvxQZ>

Ealing **Schools Data Team** contact details:

- Team email – schoolsdatateam@ealing.gov.uk
- Primary assessment data lead – Mike Franchetti, 020 8825 5275

Moderation information:

- <https://www.egfl.org.uk/elp-services/teaching-and-learning/assessment-and-moderation>
- Primary Assessment Lead – Jo Heffer, hefferj@ealing.gov.uk, 020 8825 6482

Ealing Learning Partnership:

- Visit www.egfl.org.uk/elp-services
- Email elp@ealing.gov.uk