

Key Stage Data Collection Guidance Notes - Bromcom

May 2025

Management Information

Kent
County
Council
kent.gov.uk



This guidance sheet explains how to create your XML (CTF) results file for each key stage and how to return the file to Management Information.

Please refer to Bromcom's own guidance for details on how enter your pupil level outcomes on your MIS, these can be found here:

[Assessment Sheets List – Bromcom](#)

For information, these are the eligible outcomes/grades for each key stage:

Early Years Foundation Stage

Assessment Rating	EYFS judgement
1	Indicates a child who is at the "emerging" level at the end of the EYFS
2	Indicates a child who is at the "expected" level at the end of the EYFS
A	Indicates a child who has an exemption – see below

"A" Code

The EYFS Profile must be completed for all children registered at the school, including children with SEND and those who have not spent a long time in the setting (for example due to illness, arriving from abroad or not starting at the setting until a substantial part of the year has gone by). The A code (the assessment rating for a child who has an exemption) should only be used for children who have an individual exemption on grounds of religious or philosophical beliefs. **Schools who submit it for any other reason would not be meeting the statutory requirements of the EYFS.**

Please refer to the [EYFSP 2025 Handbook](#) for further details.

Phonics – Year 1 and Year 2

Eligible Entries
0 to 40
A or D

Key Stage 2

Reading	Writing	Maths	Science
	GDS – Working at greater depth within the expected standard		EXS – Working at the expected standard
	EXS – Working at the expected standard		HNM – Has not met the expected standard**
	WTS – Working towards the expected standard		
PK1 to PK6 – Pre-Key Stage Standards	PK1 to PK6 – Pre-Key Stage Standards	PK1 to PK6 – Pre-Key Stage Standards	
EM – Engagement Model	EM – Engagement Model	EM – Engagement Model	
A – Absent	A – Absent	A – Absent	A – Absent

Additionally, for **Writing** and **Science**:

- Please use the code L if the pupil has left your school since the Test period in May.
- Please use the code F if the pupil's outcome in these subjects will be reported in a future year – e.g. if they are not going on to study KS3 in September.
- Please use the code P if the pupil's outcome in these subjects has been reported in a previous year – e.g. if they have completed the KS2 programme of study before 2025.

When all of the End of Key Stage or Early Years Foundation Stage Profile results have been entered, you can export the results via CTF.

Please ensure that you return outcomes/scores for all the pupils you need to. Below is DfE guidance explaining the eligible periods for each key stage.

EY FSP

- If a child starts a new school or provider 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 to the LA.
- If a child moves school or provider any time before the half term, then the new school should submit the data.
- If half term dates differ between schools and LAs, it is the school or provider where a child attends (or will attend) for the longest period of time that submits the data.

Phonics – if a pupil changes school:

- before the check period – the receiving school should assess the pupil and submit data for them.
- during the check period – the receiving school should find out whether the pupil has already taken the check (if not, they should assess the pupil and submit data for them).
- after taking the check – their result should be submitted by the school where they took the check and provided to the new school.

KS2

- If a pupil changes school before test week, the receiving school must submit TA data for them.
- If a pupil changes school during test week, the school where the pupil was registered at the beginning of test week must submit TA data for them.
- If a pupil changes school after test week, the school where the pupil was registered during test week must submit TA data for them.

Creating your CTF - from the **Menu** on the left go to **Students** to open the **Students List Page**. There are three selection options, individually, by group, or select all:

- Select individual **Students**: Select the **Students** that you are producing a **CTF** for by clicking on each individual **Student** record; or

Last Name	First Name	Admission Number
Adams	Thomas	8467
Addison	David	08371
Addison	Harry	08372
Addison	Karen	00822
Addison	Oliver	08294
Addy	Makoto	08373
Ahmed	Burcu	08295
Ahmed	Lesley	08376

- Select by **Groups**: if the Year Group column is not already displayed, click on the 3 vertical blue bars to **Add/Remove Additional Columns**. Tick **Year Group** and **Save** to add it as a column to the **Student List Page**. Now you can filter by this Group.

Add/Remove Additional Columns

☐ Service Children
☐ Spring Born
☐ Student ID
☐ Summer Born
☐ Thirty Hour Code
☐ Tutor Group
☐ UCI
☐ ULN
☐ UPN
☒ Year Group

Year Group

☐ Select All
☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ N2
☒ R

1 items selected

Save

Cancel

Filter

Clear

- Click on the Year Group you want to create a CTF for and click **Filter**
- For Phonics – please ensure you create a CTF for **all** Year 1 pupils and **only** those pupils in Year 2 who have re-taken the screening check in June 2025.

- Once you have selected the required **Students**: from the **Actions** dropdown scroll down and select **CTF Export**. Change the **Export Type** to **the relevant key stage for this return/CTF**.
- Choose **KENT** in the Local Authority drop-down for EYFSP and Phonics.

CTF Export

Use this option to export data via CTF for the selected student(s).

Export Type:

EYFS Return




LA Return

Local Authority:

BROMLEY

 Export

 Cancel

- Click **Export** to complete the process.



How to transfer your EYFSP and Phonics XML files to Management Information

As in previous years, files for EYFSP and Phonics will be transferred via Perspective Lite. This is the website you use to transfer your School Census files to us.

Firstly, open **Internet Explorer** or another internet browser.

Type the website address in the address line <https://perspective.angelsolutions.co.uk> and press return.

- **Login to Perspective Lite** using the login details you use to transfer your census file to us.

 **Perspective** &  **Lite**


Management and improvement toolkit for schools, academies & MATs.

Useful tools, resources and reports for schools & teachers.

Username or Email:

Password:

[Forgotten password?](#)

LOGIN 

By logging in, you are agreeing to the [Terms & Conditions](#) of use.
(Last updated on 20/10/2022)

If you need help with your login details please e-mail Angel Solutions at perspectivesupport@angelsolutions.co.uk or call them on **0845 129 7196**.

Alternatively, if you click on the **Forgotten password?** link you can enter either your username (this is normally the school URN) or your e-mail address and a reminder of your login details will be e-mailed to you. The e-mail address that you enter will need to be the address that is assigned to your Perspective Lite login or the password retrieval will not work.

Once logged in Click the **File Returns** option in the **LA Services/Services** menu and select the **File Requests** tab.

You will see a list of File Requests for your school (example below).

SEND FILES TO ANGELDALE

SEND STANDALONE FILE

BACK

File Requests 1

Standalone Files

Deadline

Current academic year

Issued by

Any

Status

5 selected

Search

NAME OF REQUEST	ISSUED BY	DATE ISSUED	DEADLINE	STATUS	INFO	FILE
KS1 File Request	Andy Kent	27/07/23 10:21	31/07/23	File Required	<div></div>	<div>UPLOAD & SEND</div>

The request issue date and deadline will be displayed here, along with the current status of the collection.

If you have multiple available requests, use the filters at the top of this section to refine your search.

Click **Upload and Send** when you are ready to return your file to us. Search for your file via File Explorer or drag and drop it into the upload section – only files of the correct type will be available for selection.

You can add any additional details or information by typing them in the Comment box.

NOVEMBER COLLECTION

Deadline: 13/11/24

Status: File Required

Issued by: George Seers on 06/11/2024 at 11:46

PDF November files

Required File Type(s): PDF, Zip

UPLOAD YOUR FILE(S)

KS2 Report.pdf

KS1 Report.pdf

KS4 Report.pdf

Phonics.pdf

Drag & Drop files here or click to explore...

Files will be automatically zipped upon sending:

November Collection.zip

Comment:

CANCEL


CONFIRM & SEND FILES

You can add multiple files to a request and send them in one go (these must be for the same data collection).

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Once you are happy with your selection, click **Confirm & Send Files**.

The status of your file will now be marked as Submitted.

DEADLINE	STATUS	INFO
31/07/23	Submitted	

Once all files have been uploaded and sent you can exit Perspective Lite.

Please transfer your XMLs for all relevant Key Stages by no later than:

Tuesday 24 June 2025 – Phonics (All Year 1 and Year 2 Retakes ONLY)
Friday 27 June 2025 - EYFSP

How to transfer your KS2 Teacher Assessment XML file to the Primary Assessment Gateway

The DfE have written detailed guidance notes on how to submit KS2 TA data – this document should be found here once the Primary Assessment Gateway (PAG) has opened:

<https://www.gov.uk/government/publications/key-stage-2-submitting-teacher-assessment-data>

Your teacher assessment data needs to be uploaded to the PAG by **Friday 27 June**.

Please email MIEducation&WiderEH@kent.gov.uk if you have any queries relating to KS2 TA submission.

Management Information Contacts

If you have any problems returning your XML file please contact:

Early Years Foundation Stage

Ben Murray 03000 413156
Matt Ashman 03000 417012

Year 1/2 Phonics

Bethan Jarrett 03000 423200
Brittany Onraet 03000 417245

Key Stage Two

MIEducation&WiderEH@kent.gov.uk