

## **How to transfer your EYFSP, Phonics and KS1 XML files to Management Information**

As in previous years, files for EYFSP, Phonics and KS1 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:

Password:

[Forgotten password?](#)

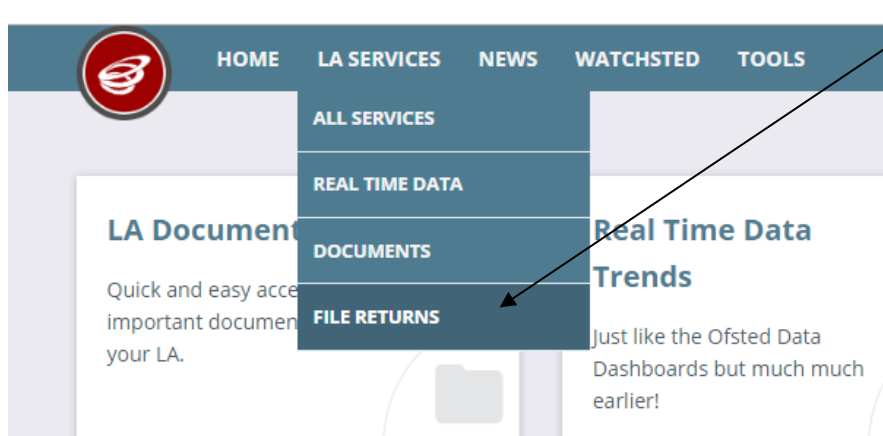
**LOGIN** →

By logging in, you are agreeing to the [Terms & Conditions](#) of use.  
(Last updated on 22/08/2018)

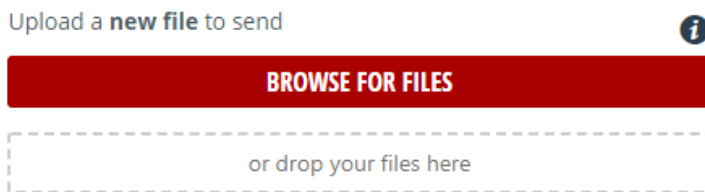
If you need help with your login details please e-mail Angel Solutions at [perspectivesupport@angelsolutions.co.uk](mailto:perspectivesupport@angelsolutions.co.uk) or call them on **0845 129 7196**.

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.

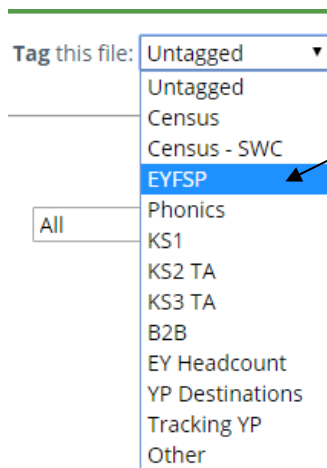
- Once logged in hover the mouse over **LA Services** and click on **File Returns**



- To locate the file, you will need to click on the **Browse For Files** button. You need to navigate to the path on your network/PC where your export file from the system you use has been saved.




- Once your chosen file is displayed, select the **correct file tag** to correspond with the file you are uploading.



- When the file is correctly tagged, you can then click **Upload & Send** to start the secure upload process for adding the file to Perspective Lite and sending to the LA.

- When the file has uploaded/sent you will receive a message on screen to let you know if this process has been successful.

 Your file has been uploaded and sent to Kent. x

Once Kent receives your file a copy is available for you to download in the Previously Sent section (see below) for the following 30 days. If you wish to keep the file we suggest you store it on your computer or network.

**Unfortunately, you can only upload one file at a time, so if you need to, repeat the above process for the other file/s you wish to send us.**

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 21 June 2022 – Phonics (Year 1 and Year 2 Retakes) – *for SIMS schools these must be 2 different files using the 2 options available***

**Tuesday 28 June 2022 – Key Stage 1**

**Thursday 30 June 2022 - EYFSP**

- All sent files are visible in the **Files Previously Sent** section at the bottom of the page.
- You will be able to see the name of the file, who uploaded it and the date it was sent.
- You can also see if the file has been received by the LA, when they have received it and who downloaded it.
- There are three options available to you when you are viewing the **Files Previously Sent**. These are:
  - All
  - Sent and Not Yet Received
  - Received
- You will only be able to recall a file that has not yet been received by your LA. You can do this by simply clicking on the **Recall** button next to the document that you want to recall. This will remove the file from Perspective Lite and mean that this file can no longer be accessed by the LA.

**If you have any problems with any of the procedures outlined in this guide please contact:**  
[MIEducation&WiderEH@kent.gov.uk](mailto:MIEducation&WiderEH@kent.gov.uk)

## **Management Information Contacts**

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

### Early Years Foundation Stage

Rebecca Hewitt	03000 419404
Matt Ashman	03000 417012

### Year 1/2 Phonics

Bethan Jarrett	03000 423200
Claire Webber	03000 414355
Imogen Thompson	03000 417043

### Key Stage One

Yanni Stavroulakis	03000 421983
Brittany Onraet	03000 417245