



Management Information

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Our ref: EYCP/MI/2016 Data Collection

Date: 17 May 2016

Dear Colleague

Foundation Stage, Phonics, KS1 and KS2 Teacher Assessment Data Collection 2016

I am writing to inform you of the data processing and collection arrangements for the above statutory assessment returns.

All necessary scores and outcomes will be collected by Management Information at pupil level. These should be entered into the relevant marksheets within Assessment Manager and returned to us via Perspective Lite (the online transfer system used for the School Census) in the form of XML files (by creating a Common Transfer File (CTF)). We will also accept XML files created by eProfile (FSP) and the SOLAR system used by Special schools but we will not be able to offer any technical support on either of these systems.

If you do not use Capita SIMS you will need to create an XML file that contains all the assessment data for each pupil from your school's system. Any support you may need must come direct from your supplier.

All Information Notices for Capita SIMS users are now available on our KELSI web page for each of the data collections. Go to:

<http://www.kelsi.org.uk/school-management/data-and-reporting/management-information/key-stage-data-collections>

(www.kelsi.org.uk then School Management | Data and Reporting | Management Information | Key Stage Data Collections)

Please note that if you are an academy or free school you only need to return your results to us, you do not need to upload to the DfE/STA separately.

As in previous years we will not be able to accept results in any other format than XML.

The deadlines for the return of your results files are as follows:

Foundation Stage – Friday 24 June

Year 1 Phonics and Year 2 Retakes – Friday 24 June

Key Stage One – Thursday 30 June

Key Stage Two TA – Friday **17** June (earlier DfE deadline)

If you have any queries please contact the following:

FSP or Phonics: Abi Maunders
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KS1: Ed Lacey
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KS2: Matt Ashman
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Yours sincerely,

A handwritten signature in cursive script that reads "A Maunders".

Abi Maunders
Management Information Officer – Education & Young People's Services