



«Addressee»
«School_Name»
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Management Information

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Our ref: CYPE/MI/2017 Data Collection
Date: 11 May 2017

Dear Colleague

Foundation Stage, Phonics, KS1 and KS2 Teacher Assessment Data Collection 2017

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 – Thursday 29 June
Key Stage One – Thursday 29 June

Year 1 Phonics and Year 2 Retakes – Friday 23 June
Key Stage Two TA – Friday **16** June (earlier DfE deadline)

We appreciate that the KS2 deadline is two weeks before the final DfE date for submission. This is to ensure we have enough time to clean the data and to chase non-respondents. If you believe you will have difficulty in meeting this date, please email management.information@kent.gov.uk with the likely/approximate date of your submission. We are also aware that some schools have a late KS2 moderation date – again, please email us to let us know if you are affected by this.

It is our intention to provide schools with a pupil level report of the data they have submitted before the final DfE deadlines. This is to ensure that there are no data entry errors that will be carried forward into your new Making Figures Speak for Themselves profiles and the replacement Raise Online data (ASP).

However, due to the volume of files we receive in a short space of time, we would appreciate it if schools submit their results to us **at least** a few days before the deadline dates given on the previous page. Once we have processed your data a pupil level file will be transferred to you via Perspective Lite. We will email you at the same time to let you know the file has been uploaded. The email address we will use is

«Perspective Email»

Please let us know if you would like another email address to be used. Any amendments to your preferred email address can be sent to management.information@kent.gov.uk

This service is free of charge if your results are returned to us by the deadline. If they arrive after this date the provision of the reports will be provided on a discretionary basis by Management Information.

If you have any queries please contact the following:

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Phonics: Abi Maunders
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KS1: Ed Lacey
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OR Cheryl Prentice
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Yours sincerely,



Abi Maunders
Management Information Officer – Children, Young People & Education