

## Key Stage Data Collection Guidance Notes – Pupil Asset

May 2024

### 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 Pupil Asset's own guidance for details on how enter your pupil level outcomes on your MIS, these can be found here:

<https://pupilasset.com/help/how-to-guide/national-data/how-to-export-return-statutory-pupil-results/>

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.

### **SEND Pupils**

- you [cannot use code A for children with SEND unless an exemption has previously been applied](#)
- you should only use code A where an [exemption has been granted for the setting or an individual child](#)

Please refer to the [EYFSP 2024 Handbook](#) for further details.

### **Phonics – Year 1 and Year 2**

Eligible Entries
0 to 40
A or D

## **Key Stage 2**

<b>Reading</b>	<b>Writing</b>	<b>Maths</b>	<b>Science</b>
	<b>GDS</b> – Working at greater depth within the expected standard		<b>EXS</b> – Working at the expected standard
	<b>EXS</b> – Working at the expected standard		<b>HNM</b> – Has not met the expected standard**
	<b>WTS</b> – Working towards the expected standard		
<b>PK1 to PK6</b> – Pre-Key Stage Standards	<b>PK1 to PK6</b> – Pre-Key Stage Standards	<b>PK1 to PK6</b> – Pre-Key Stage Standards	
<b>EM</b> – Engagement Model	<b>EM</b> – Engagement Model	<b>EM</b> – Engagement Model	
<b>A</b> – Absent	<b>A</b> – Absent	<b>A</b> – Absent	<b>A</b> – 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 2024.

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

All returns must be in the form of a CTF (XML) – we cannot accept CSV file exports from Pupil Asset.

Navigate to **Admin > Export** and select **CTF**.

As per the instructions on the page, choose the pupils you wish to export by using the **Filter**.

For EYFSP and Phonics returns please choose **My LEA** and then Kent in Step 2.

For KS2 choose NAA/LLLL (**DfE**) to create an export for upload to the Primary Assessment Gateway (PAG).

### File Options

My school (for import into your own systems)

My LEA

NAA/LLLL (NCA tools)

MMM/MMMM (Going to non-maintained school)

XXX/XXXX (Destination Unknown)

Another school

**Step 2:** Who is this export for?

LEA:

Estab No:

**Step 3:** What would you like to export?:

The **What would you like to export?** dropper will allow you to choose which statutory results you wish to include in the CTF.

**Please ensure that you select "Normal CTF" in Step 3 when you are creating your EYFSP return file and that "Include address details" is selected.**

This will automatically tick the matching box in the **Result Options** box further down the page.

Finally, click the **Generate CTF** button at the bottom of the page. The CTF containing the data you require will be saved to the Downloads folder on your computer.

**Please note for Phonics you need to create a file for all your Year 1 pupils and only those Year 2 pupils who retook the screening check in June 2024.**



## **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](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 Click the **File Returns** option in the **LA Services/Services** menu and select the **Standalone Files** tab before clicking **Send Standalone File**.

Browse for your file or use the drag-and-drop functionality to add it to the upload area.

### SEND STANDALONE FILE

**UPLOAD YOUR FILE**

2004\_KS1\_Data.XML

**TAGS**

LA based Tag to test tag migration in v40

Census

EYFSP

Phonics

**KS1**

KS2 TA

KS3 TA

Other

No tag

**COMMENT**

Key Stage 1 Results File

**Please ensure you “tag” the file with the correct type.**

Add a comment if needed and then click **Confirm & Send File**.

**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 25 June 2024 – Phonics (All Year 1 and Year 2 Retakes ONLY)**  
**Friday 28 June 2024 - 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 28 June**.

Please email [MIEducation&WiderEH@kent.gov.uk](mailto: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

Caine Stevens	03000 410702
Matt Ashman	03000 417012

#### Year 1/2 Phonics

Bethan Jarrett	03000 423200
Brittany Onraet	03000 417245

#### Key Stage Two

[MIEducation&WiderEH@kent.gov.uk](mailto:MIEducation&WiderEH@kent.gov.uk)