

# Key Stage 1 LA submission Guidance

## Key stage 1: Teacher Assessments

May 2023



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## Introduction

### Key Points

This guidance is for schools submitting their key stage 1 Teacher Assessment outcomes for the summer term 2023.

Head teachers have a duty to ensure that the National Curriculum assessment arrangements are implemented in their school. Head teachers must ensure their schools, teachers and other staff comply with all aspects of the [2023 Key Stage 1: Assessment and Reporting Arrangements](#) (March 2023) and to comply with the data collection processes conducted by the LA Data and Intelligence Team.

### Deadline

Please submit your KS1 return by **Friday 23<sup>rd</sup> June 2023**. The recommended LA submission dates are slightly in advance of the ARA final deadline date to allow us to support schools that may be experiencing difficulties, to give time for any moderation tasks to be completed and to work with schools to ensure that the data is fully representative of the achievements of their children.

Please submit the [online Confirmation form](#) at the same time as submitting the assessment file.

## Key Stage 1 – Data Entry

For those pupils working within the KS1 teacher assessment framework in Reading, Writing and Maths, the target for every child is to be working at least at the Expected Standard (EXS). However, there are categories for those working at greater depth (GDS), and those working towards the expected standard (WTS).

For pupils not yet working within the KS1 teacher assessment framework but still accessing subject level study the Pre-KS1 standards should be used (PK4, PK3, PK2, PK1).

If a pupil has SEND and is working below the pre-key stage standards and not engaged in subject-specific study, they should be reported as being assessed using the engagement model (EM).

Pupils who are working below the lowest standard in one of the TA frameworks because they have not yet completed the KS1 programmes of study or they cannot communicate in English, should be assessed using the pre-key stage standards.

When reporting Science outcomes these options are simplified to Working at the Expected Standard (EXS) or Has Not Met the expected standard (HNM). Pre-KS1 standards and the engagement model do not apply.

These outcomes are further represented visually by the chart on the following page.

|                          | Writing   | Reading | Maths | Science   |   |
|--------------------------|---|---------|-------|---|---|
| <b>High Attaining</b>    | <b>GDS</b><br>Working at Greater Depth within the expected Standard |         |       | N/A   | <b>KS1 Teacher assessment framework codes</b> |
| <b>Expected Standard</b> | <b>EXS</b><br>Working at the expected Standard                      |         |       |   |   |
| <b>Lower Attaining</b>   | <b>WTS</b><br>Working Towards the expected Standard                 |         |       | <b>HNM</b><br>Has Not Met the expected standard |   |
|                          | <b>PK4</b><br>Standard 4  |         |       |   |   |
|                          | <b>PK3</b><br>Standard 3  |         |       |   |   |
|                          | <b>PK2</b><br>Standard 2  |         |       |   |   |
|                          | <b>PK1</b><br>Standard 1  |         |       |   |   |
|                          | <b>EM</b><br>Engagement Model                                       |         |       |   | <b>Pre-KS1 standards codes</b>                |
| <b>Other Values</b>      | <b>A / Q</b><br>Absent / Maladministration                          |         |       |   | <b>Non subject specific study</b>             |

## Key Stage 1 - Submission of results

You will need to submit a single file and complete the [online Confirmation form](#).

This year, all data files must be sent to the LA via the secure file transfer system known as **AnyComms+**.

This file will be a Common Transfer File (CTF) containing the key stage 1 teacher assessment outcomes for each child. Test results can also be submitted but these will not be passed on to the DfE. The LA is then required to submit individual pupil level data to the DfE and it is the data from your CTF file that will be used to make the required LA submission.

### SIMS.Net users

SIMS guidance is available on the Entrust knowledge base

[This is the link - https://link2ict.service-now.com/serviceportal](https://link2ict.service-now.com/serviceportal)

Search on the following document number:

SIMS.Net Guidance: **KB0011883**

If you require assistance using Entrust Knowledge Base or have any queries about their guidance please call the Entrust schools' helpline on **0121 303 5100** or email [edtech@entrust-ed.co.uk](mailto:edtech@entrust-ed.co.uk)

## Facility/CMIS or Cloud users

Support for Facility (CMIS) and Cloud School will come directly from **Advanced Learning**. If you are having trouble inputting your KS1 results or generating the required CTF you should contact Advanced Learning directly.

Support Portal: <https://customers.oneadvanced.com>

## Users of other software

For schools using systems other than those described above, please contact your own IT support and produce the necessary CTF file for submission to the LA.

## Sending assessment file back to LA

**All** schools should send their CTF file containing the assessments, to the LA using AnyComms+

Please ensure that your school can log in to this *before* the collections begin, during the second half of the 2023 Summer term.

All schools regardless of ICT provision will have access to Anycomms+. If you have not yet been set up, please submit a Service request [by using this link - https://www.birmingham.gov.uk/school\\_support\\_service](https://www.birmingham.gov.uk/school_support_service).

AnyComms+ Guidance [see this link - https://www.birmingham.gov.uk/primarydata](https://www.birmingham.gov.uk/primarydata), see section 'Anycomms+'

The web address for Anycomms+ is:

[See this link - https://anycomms.birmingham.gov.uk/Login.aspx](https://anycomms.birmingham.gov.uk/Login.aspx)

## Perspective Lite

This website will be used to feed back your results as submitted to us. Please ensure that your school can log in to this *before* the collections begins, during the second half of the 2023 Summer term.

This is the link - <https://perspective.angelsolutions.co.uk>

Perspective has a built in 'forgotten password' feature. Note: the Head account username is likely to be your school's 6-digit URN number (Ofsted reference).

For assistance, please e-mail [educationdata@birmingham.gov.uk](mailto:educationdata@birmingham.gov.uk).

## Verification of your assessments

Each year we carry out various checks on the key stage 1 results that you submit. It may be necessary to contact you concerning clarifications and corrections.

Once your data has been validated, we will feed back your summary results as downloadable PDF files via Perspective Lite. Once these are available, an email with guidance on finding and downloading these reports will be sent to your school's main email address.

If your report has not been posted by the last week of the Summer term contact [educationdata@birmingham.gov.uk](mailto:educationdata@birmingham.gov.uk) as a matter of urgency to ensure accurate data is submitted to the DfE.

## Online Confirmation form

As part of the process of finalising your assessments, you should make sure that all internal moderation processes have been completed and that the assessments have been agreed by the head teacher and the teacher(s) and member(s) of staff responsible for key stage 1. This is to avoid problems with schools requesting changes to their results after they have been submitted to the DfE.

Once approved by the Head teacher, please complete the [online Confirmation form](#) to confirm that your key stage 1 results have been checked and agreed by the Head teacher. This should be completed at the same time as you submit the results.

***Head teachers will also need complete a separate head teacher's declaration form (HDF) for the Summer check via the Primary Assessment Gateway.***

## Pupils Moving Schools

| Scenario   | Action  |
|--|---|
| A pupil starts at a new school <b>before</b> Tuesday 2 <sup>nd</sup> May           | The receiving school must administer KS1 tests and submit TA data for the pupil to the LA   |
| A pupil starts at a new school <b>during</b> the KS1 test period                   | The receiving school must find out which tests have already been administered to the pupil and administer any remaining tests. The school where the child was registered for the greater number of days in May should submit TA data to the LA. |
| A pupil starts at a new school <b>after</b> Tuesday 30 <sup>th</sup> May           | The school where the pupil was registered during KS1 test period must submit TA data for that pupil to the LA   |
| If a pupil arrives from a non-participating school or was electively home educated | The receiving school should assess the pupil and submit data.<br>If the pupil arrives on, or after, Monday 5 <sup>th</sup> June 2023 data is not required.  |

## General enquiries

Data Collection queries:

Data and Intelligence Team please e-mail [educationdata@birmingham.gov.uk](mailto:educationdata@birmingham.gov.uk)

For technical issues around recording the assessments in your MIS or tracking software or creating the final file for the LA containing your assessments, contact your support provider.

AnyComms+ support - please contact:

[Please select this link - https://www.birmingham.gov.uk/school\\_support\\_service](https://www.birmingham.gov.uk/school_support_service)

## Links to DfE publications

Schools should also refer to the STA guidance available from:

**Standards and Testing Agency Key Stage 1 assessment and reporting arrangements** (March 2023)

[Select link - https://www.gov.uk/government/publications/2023-key-stage-1-assessment-and-reporting-arrangements-ara](https://www.gov.uk/government/publications/2023-key-stage-1-assessment-and-reporting-arrangements-ara)

**Key stage 1 teacher assessment guidance**

[Select link - https://www.gov.uk/government/publications/key-stage-1-teacher-assessment-guidance](https://www.gov.uk/government/publications/key-stage-1-teacher-assessment-guidance)

**Information concerning the use of Common Transfer Files**

[Select link - https://www.gov.uk/government/collections/common-transfer-file](https://www.gov.uk/government/collections/common-transfer-file)