File Request - Perspective Guidance

For the secure submission of statutory/optional attainment CTF files to the LA

May 2024

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Overview

As part of the statutory collections process that Local Authorities undertakes on behalf of state-funded schools and academies, we are instructed by the DfE to provide a secure method of data transfer. For this task Birmingham City Council will now be using File Request available via Perspective Lite. All state funded schools and academies within Birmingham must submit their annual Early Years Foundation Stage Profile, Phonics and optional Key stage 1 results to the LA using this online portal.

[Please select this link - Perspective](#)

Access to File Request

The use of this system is provided for all state funded establishments that have a statutory obligation to submit their Early Years Foundation Stage Profile, Phonics and optional Key Stage 1 results to the LA.

Forgotten Password

If you have forgotten your password, please try '**Forgot password'** option available on the login page:

For step-by-step instructions please see this guidance, [Resetting Your Password – Perspective](#)

How to submit a File

File Request module is available via Perspective, see link below:

[Please select this link - Perspective](#)

Enter your username and password.
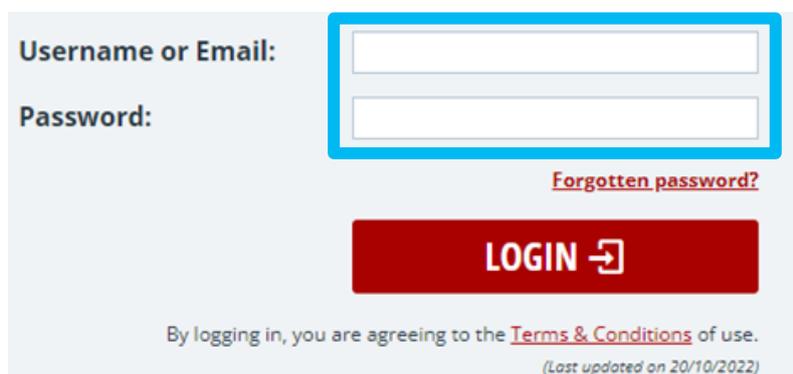
Once logged in, you should see the main menu screen, select "**LA Services**" option located on the main toolbar:
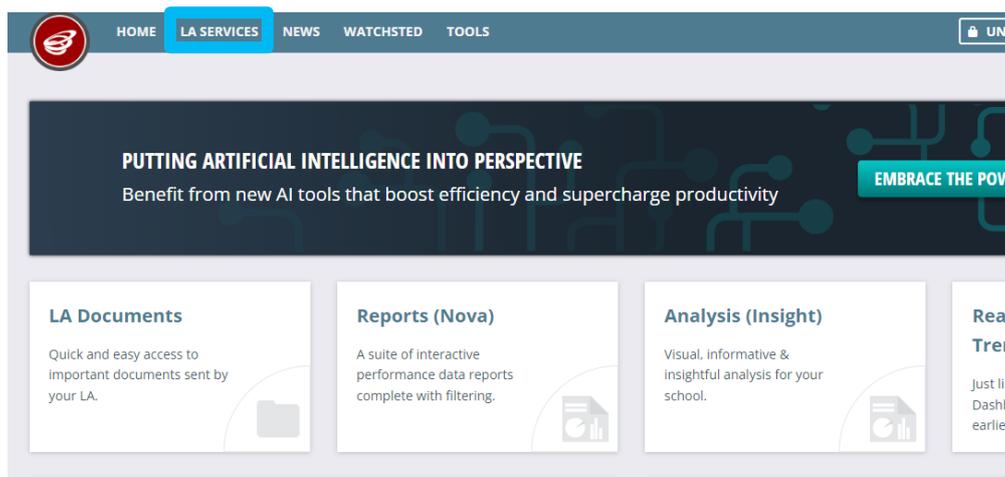
Then select "**File Returns**" option:
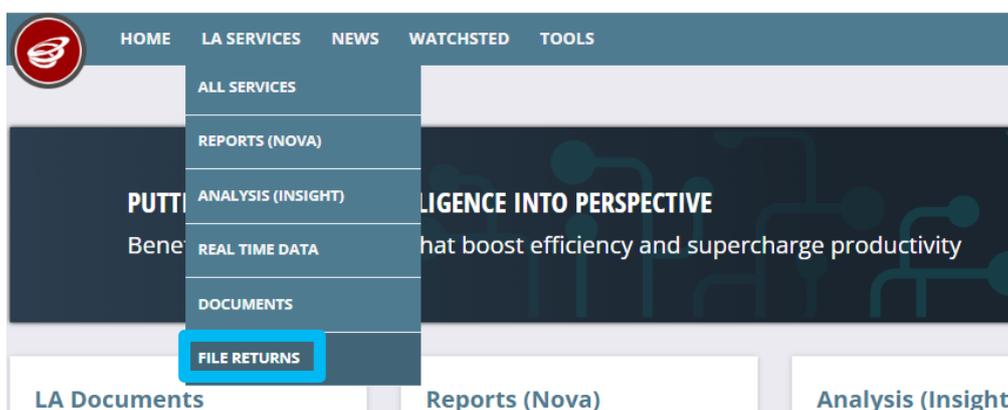
Next, you will be able to see the following screen, this is where you will be able to see the different key stage data collections i.e. Eary Years Foundations Stage Profile

(EYFS), Phonics and optional Key stage 1. Each row in the section 'name of request' represents a data collection where we require a submission from your school. The example below currently is only showing EYFS, but this is where Phonics and optional KS1 data collections will also be listed.

To send a file, please select the relevant key stage collection and select **Upload & Send**:

Next, you will need to browse to the location that contains the results file for your chosen assessment results (you should have previously made a note of the filename). Ideally, this will be a CTF file generated from your establishments MIS system. For guidance on how to generate this file, please contact your MIS provider direct.

Please note, currently you can only upload one file per data collection, if more the one file is required for submission i.e. for Phonics some schools usually submit a Year 1 and Year 2 re-check CTF, you will need to zip these files and upload the zipped file.

Search for your file via File Explorer or drag and drop the file into the upload section.

You can then add any additional details by typing in the Comment box, see below:

Once the correct files have been uploaded and comments have been added, select **Confirm & Send File**.

Once the CTF has been sent, the status of your key stage collection will be marked as **Submitted**.

How to resubmit a File

When a file is required to be resubmitted and the original CTF has already been downloaded by the LA, the status will be shown as 'complete'. You can resubmit a file by selecting the **Update File** option, see below:

Next you will follow the same steps as described on Page 5, you will also need to add the reason for resubmission in the Comments section, once completed select **Confirm & Send File**:

If schools have difficulty sending files using the above process, schools can still use '**Standalone Files**' to upload files to the LA.

Online Confirmation Forms

In addition to submitting your school's CTF for each key stage, please ensure the LA Confirmation Form(s) are completed and submitted. Please see link - www.birmingham.gov.uk/primarydata, see section '**Confirmation Forms**'. The forms will need to be completed for the Early Years Foundation Stage Profile, Phonics and optional Key Stage 1 results.

Contact Information

Any queries regarding submitting assessments or access to Perspective, please contact Data and Intelligence Team – Children & Families Directorate via e-mail educationdata@birmingham.gov.uk