

# **File Request - Perspective Guidance**

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

April 2026

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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 uses 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.

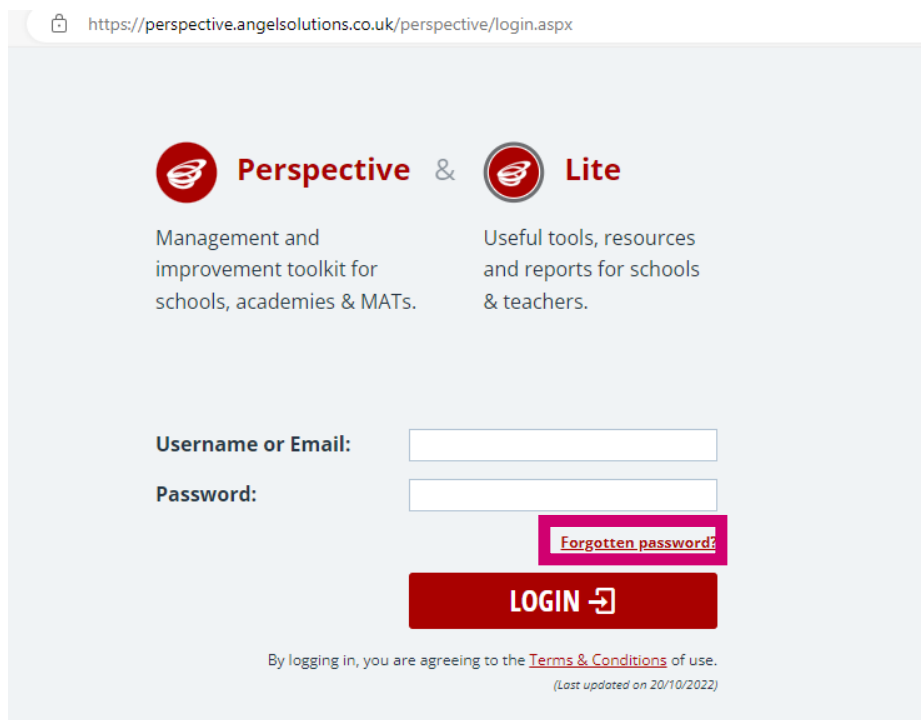
[Please select this link to navigate to Perspective Lite](#)

## 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 **'Forgotten password'** option available on the login page:



The screenshot shows the login page for Perspective Lite. At the top, the URL is <https://perspective.angelsolutions.co.uk/perspective/login.aspx>. Below the URL, there are two logos: 'Perspective' and 'Lite', separated by an ampersand. Under 'Perspective' is the text 'Management and improvement toolkit for schools, academies & MATs.' Under 'Lite' is the text 'Useful tools, resources and reports for schools & teachers.' Below the logos, there are two input fields: 'Username or Email:' and 'Password:'. To the right of the 'Password:' field is a red button with the text 'Forgotten password?'. Below the input fields is a large red button with the text 'LOGIN' and a right-pointing arrow. At the bottom of the page, there is a small line of text: 'By logging in, you are agreeing to the [Terms & Conditions](#) of use. (Last updated on 20/10/2022)'

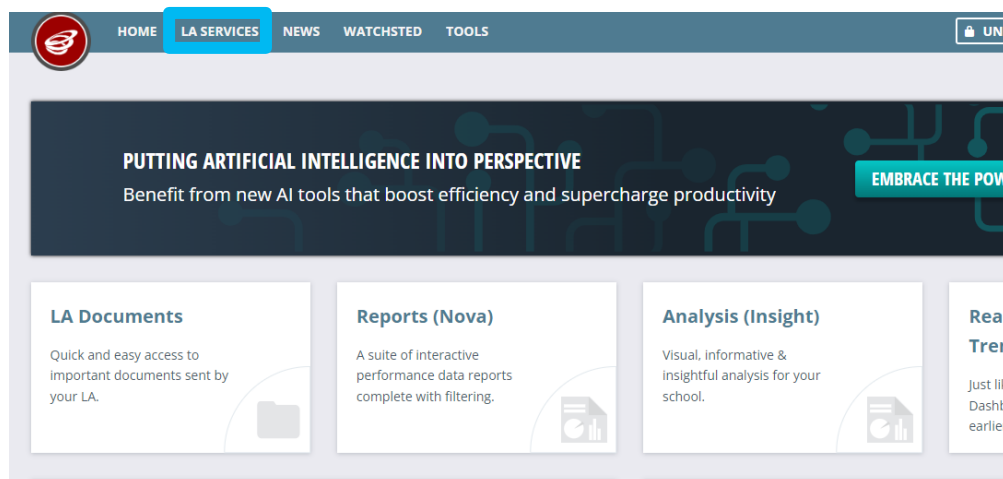
For step-by-step instructions please see this guidance, [Resetting Your Password - Perspective](#)

## How to submit a File

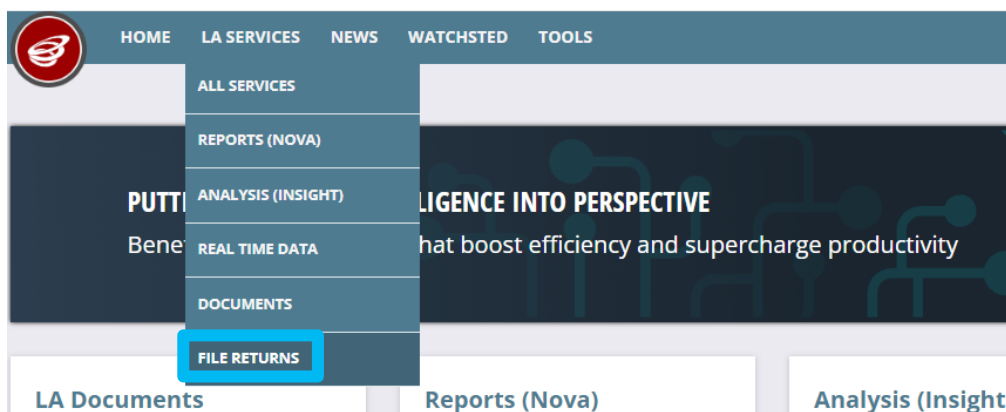
The File Request module is available via Perspective Lite.

[Please select this link - Perspective](#)

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. Each row represents an open data collection where we require a submission from your school.

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

## SEND FILES TO BIRMINGHAM

[SEND STANDALONE FILE](#)
[BACK](#)

File Requests <span style="color: red; font-weight: bold;">3</span>		Standalone Files	
Deadline	Issued by	Status	
Current academic year	Any	8 selected	Search


  

NAME OF REQUEST	ISSUED BY	DATE ISSUED	DEADLINE	STATUS	INFO	FILE
<a href="#">Key Stage 1 (Optional) - 2025</a>	James Killan	07/05/25 11:15	30/05/25	<span style="background-color: #4a7ebb; color: white; border-radius: 10px; padding: 2px 5px;">File Required</span>	<span style="background-color: #4a7ebb; color: white; border-radius: 50%; padding: 2px 5px;">i</span>	-
<a href="#">Phonics - 2025</a>	James Killan	07/05/25 11:14	30/05/25	<span style="background-color: #4a7ebb; color: white; border-radius: 10px; padding: 2px 5px;">File Required</span>	<span style="background-color: #4a7ebb; color: white; border-radius: 50%; padding: 2px 5px;">i</span>	-
<a href="#">EYFSP - 2025</a>	Russ Travis	25/04/25 12:43	30/05/25	<span style="background-color: #4a7ebb; color: white; border-radius: 10px; padding: 2px 5px;">File Required</span>	<span style="background-color: #4a7ebb; color: white; border-radius: 50%; padding: 2px 5px;">i</span>	-

The next screen will allow you either **drag & drop** or **browse & upload** your results file/s for your chosen assessment. Ideally, this will be a CTF file generated from your MIS system. *For guidance on how to generate this file, please contact your MIS provider direct.*

**Please note** in cases where you have multiple files to send to us e.g. Phonics, please ensure that **all** files are uploaded **before** moving onto the next step.

Once you have uploaded your files you can then add any additional details by typing in the Comment box, see below:

 **EYFS - TEST**

Issued by: **Shagufta Anwar** on **18/04/24**

Deadline: **24/06/24**      Status: File Required

i EYFS - see <https://www.birmingham.gov.uk/primarydata> for guidance on how to complete the returns

**UPLOAD YOUR FILE**

3309999\_FSP\_330LLLLL\_001.xlsx
🗑️

Comment:

Notes can be added to this section

✖️ CANCEL
✔️ CONFIRM & SEND FILE

When you have uploaded the files and added the optional comments, click **Confirm & Send File**.

Once the CTF has been sent, the status of the file return will be marked as **Submitted**.



## SEND FILES TO BIRMINGHAM

[SEND STANDALONE FILE](#)
[BACK](#)

**File Requests**
Standalone Files

Deadline

Issued by

Status

NAME OF REQUEST	ISSUED BY	DATE ISSUED	DEADLINE	STATUS	INFO	FILE
<a href="#">EYFS - Test</a>	Shagufta Anwar	18/04/24 13:10	24/06/24	Submitted		<a href="#">Download</a> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">RECALL FILE</span>

## Recall Files

This may be undertaken when the file return status shows as **Submitted**. This indicates that the LA has not yet downloaded your uploaded file.

If you need to amend your return at this point you can do so without contacting the LA direct. Just click on Recall File(s) and this will remove the file from the LAs downloads.

NAME OF REQUEST	ISSUED BY	DATE ISSUED	DEADLINE	STATUS	INFO	FILE
<a href="#">Key Stage 1 (Optional) - 2025</a>	James Killan	07/05/25 11:15	30/05/25	File Required		<a href="#">UPLOAD &amp; SEND</a>
<a href="#">Phonics - 2025</a>	James Killan	07/05/25 11:14	30/05/25	File Required		<a href="#">UPLOAD &amp; SEND</a>
<a href="#">EYFSP - 2025</a>	Russ Travis	25/04/25 12:43	30/05/25	Submitted		<a href="#">Download</a> <span style="float: right; border: 2px solid #007bff; padding: 2px 5px;">RECALL FILE(S)</span>

### RECALL FILE

You're about to **recall** the file:  
**"EYFSP - 2025"**

The Local Authority will no longer be able to download the file. Are you sure?

✖ CANCEL
✔ YES, RECALL

If you get a message saying **File could not be removed**, please contact the LA.

Otherwise, the status of your return will be reset and you will need to re upload your return with any updates.


## Update Files

If the status of your return says **Complete**, this indicates that the LA as downloaded your file and will be processing it.

NAME OF REQUEST	ISSUED BY	DATE ISSUED ▼	DEADLINE	STATUS	INFO	FILE
<a href="#">Key Stage 1 (Optional) - 2025</a>	James Killan	07/05/25 11:15	30/05/25	File Required		- <a href="#">UPLOAD &amp; SEND</a>
<a href="#">Phonics - 2025</a>	James Killan	07/05/25 11:14	30/05/25	File Required		- <a href="#">UPLOAD &amp; SEND</a>
<a href="#">EYFSP - 2025</a>	Russ Travis	25/04/25 12:43	30/05/25	Complete		<a href="#">Download</a> <a href="#">UPDATE FILE(S)</a>

In this case you can still amend your file, but it is crucial that you inform the LA. To do so click on **Update Files(s)** and follow the process on page 5 but clearly state the reason for the new file in the comments box.

### UPLOAD YOUR FILE(S)

  
**Drag & Drop files here or [click to explore...](#)**

Comment:

Add reason for resubmission here

CANCEL
 CONFIRM & SEND FILE

## Rejected Files

There may be instances where the LA cannot process the file they have received, or it is otherwise incomplete.

In this case you will receive a notification and the status of the return will change to **Rejected**.

The basic reason for the rejection will show when hovering the cursor over the file return Status. It is likely that the LA will also contact you via email or phone in these instances to provide more clarity.

NAME OF REQUEST	ISSUED BY	DATE ISSUED ▾	DEADLINE	STATUS	INFO	FILE
<a href="#">Key Stage 1 (Optional) - 2025</a>	James Killan	07/05/25 11:15	30/05/25	File Required		- <b>UPLOAD &amp; SEND</b>
<a href="#">Phonics - 2025</a>	James Killan	07/05/25 11:14	30/05/25	File Required		- <b>UPLOAD &amp; SEND</b>
<a href="#">EYFSP - 2025</a>	Russ Travis	25/04/25 12:43	30/05/25	Rejected		Download <b>REPLACE FILE(S)</b>

Once the reasons for the rejection have been rectified you can upload your new reprocessed file via the **Replace File(s)** button.

## 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 the links for the 2025 return are below.

[EYFSP Confirmation Form Link](#)

[Phonics Confirmation Form Link](#)

[Key Stage 1 Confirmation Form](#)

## 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](mailto:educationdata@birmingham.gov.uk)