

Optional Key Stage 1 LA submission Guidance

Key stage 1: Teacher Assessments

May 2025



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Introduction

Key Points

This guidance is for schools choosing to submit their non-statutory Key Stage 1 Teacher Assessment outcomes to the LA for the summer term 2025.

We would encourage all schools, whether maintained or academy, to submit their **optional Key stage 1 assessment results** to the Local Authority. This will allow Birmingham City council to continue to monitor performance as per the statutory duties for the **Director for Children's Service** to promote Education Excellence and tackle underperformance; and would help to inform the priorities for school improvement across the city. The data submitted will be used as a data set within the Children and Families directorate to inform school improvement activity, resourcing and support and would allow Birmingham to continue to monitor performance/attainment.

One benefit for schools submitting their teacher assessment outcomes to the LA is that we will be able to continue to provide back to schools the same annual reports we do currently which shows your overall school and pupil level summaries. In addition, and dependent on the number of schools agreeing to submit their assessments locally and nationally, we could provide our schools with an emerging national figure for your own internal benchmarking purposes, this will be available from NCER (National Consortium for Examination Results) which most local authorities already currently use for primary data collections.

Deadline

Please submit your KS1 return by **Friday 27th June 2025**

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

Submission of results

You will need to submit a single file to the Data and Intelligence Team together and complete the online [Confirmation form](#) - see 'Online Confirmation form' section below.

This year all files must be sent to the LA via the secure file transfer system File Request (Perspective Lite).

This file will be a Common Transfer File (CTF) containing the optional key stage 1 teacher assessment outcomes for each child.

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 **0333 003 7071** or email 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

File Request - Perspective Lite

This year we are requesting that data submissions are sent to us through the new “**File Request**” module within Perspective Lite. For specific guidance on how to do this follow this link:

[This is the link to Perspective File Request guidance](#)

Please ensure that your school can log in to this before the collections begin during the second half of the 2025 Summer term.

[This is the link - https://perspective.angelsolutions.co.uk/](https://perspective.angelsolutions.co.uk/)

If you have difficulties logging in, 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.

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.

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.

Once finalised, please complete the online [Confirmation form](#). This should be completed at the same time as you submit the results.

[Link to confirmation form: https://forms.office.com/e/PVdQQEQiSQ](https://forms.office.com/e/PVdQQEQiSQ)

Pupils Moving Schools

Key stage 1 Teacher Assessment submission is no longer statutory, however, to help avoid duplicate records we recommend that you use the following guidance.

Scenario	Action
A pupil starts at a new school during the KS1 test period	The receiving school 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 after the KS1 test period	The school where the pupil was registered during KS1 test period 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.

Enquiries

Data and Intelligence Team please e-mail
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.

Links to DfE publications

Schools should also refer to the STA guidance available from:

Key stage 1 (optional) teacher assessment guidance

Select link - <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>