

Optional Key Stage 1 LA submission Guidance

Teacher Assessments

April 2026

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Introduction

Key Points

This guidance is for schools that choose to submit their non-statutory Key Stage 1 Teacher Assessment outcomes to the Local Authority for summer term 2026.

We strongly encourage all schools—maintained and academy—to submit their optional KS1 outcomes. Doing so enables Birmingham City Council to continue monitoring attainment and performance in line with the Director of Children’s Services’ statutory duties to promote educational excellence and address underperformance. The data will be used within the Children and Families Directorate to inform school improvement activity, targeting of support, and resourcing across the city.

Schools that submit data will continue to receive the annual reports currently provided, including school-level and pupil-level summaries. Depending on local and national participation levels, schools may also receive emerging national benchmark figures for internal comparison, sourced via NCER (National Consortium for Examination Results), which is widely used by local authorities for primary data collections.

Deadline

Please submit your KS1 return by **Friday 26th June 2026**

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

Key Stage 1 – Data Entry

For pupils assessed within the KS1 Teacher Assessment framework for Reading, Writing and Maths, the expected outcome is **Expected Standard (EXS)**. Where appropriate, pupils can also be assessed as **Working at Greater Depth (GDS)** or **Working Towards the Expected Standard (WTS)**.

Pupils who are not yet working within the KS1 framework but are still accessing subject-specific study should be assessed using the **Pre-KS1 standards (PK4-PK1)**.

If a pupil has SEND and is working below the Pre-KS1 standards and is not engaged in subject-specific study, they should be assessed using the **Engagement Model (EM)**.

Pupils working below the KS1 standards because they have not yet completed the KS1 programmes of study, or because they cannot yet communicate in English, should be assessed using the **Pre-KS1 standards**.

For *Science*, outcomes are reported more simply as either **Working at the Expected Standard (EXS)** or **Has Not Met the Expected Standard (HNM)**. The Pre-KS1 standards and Engagement Model do not apply.

Submission of results

File Creation

You will need to submit a single file to the Data and Intelligence Team together with an online [Confirmation form](#).

This file should be a **Common Transfer File (CTF)** containing an outcome for each child for Reading, Writing, Maths and Science.

Before submitting your assessments, you should make sure that all final assessments have been entered.

SIMS.Net users

SIMS guidance is available on the Entrust knowledge base

This is the link -> [Entrust EdTech Service Portal Login - Entrust EdTech Service Portal](#)

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 EYFSP results or generating the required CTF, you should contact Advanced Learning directly.

This is the link -> [One Advanced Login](#)

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 to LA

File Creation

You will need to submit a single file to the Data and Intelligence Team together with an online [Confirmation form](#).

This file should be a **Common Transfer File (CTF)** containing an outcome for each child for Reading, Writing, Maths and Science.

Before submitting your assessments, you should make sure that all final assessments have been entered.

File Request - Perspective Lite

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

[File request submission guidance for schools May 2026 | Birmingham City Council](#)

Please ensure that your school can access Perspective Lite and have users with permission to use the File Request module before the collections begin during the second half of the 2026 Summer term.

This is the link - [Perspective Lite Login Page](#)

If unable to log 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, please 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 and submitted to the Data and Intelligence team at the same time as you submit the results.

Link to Confirmation Form: [KS1 Confirmation Form](#)

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:

Optional key stage 1 teacher assessment guidance

Select link - [Optional key stage 1 teacher assessment guidance - GOV.UK](#)

Information concerning the use of Common Transfer Files

Select this link - [Common transfer file \(CTF\) and co-ordinated admissions data - GOV.UK](#)