



	For action	For information	Meeting
To: Head Teachers of Primary and Special Schools with KS1 and Phonics Pupils	✓		
Copies to: School Office	✓		

14th May 2018

Dear Colleague,

Key Stage 1 Collection - 2018

I am writing with regard to the collection of 2018 Key Stage 1 data. Please share this information with your Year 2 teacher/s, your bursar and/or any other staff involved in the reporting of Key Stage 1 data.

The DfE require all schools to complete their KS1 assessments for eligible pupils and notify the Local Authority of the results by **Thursday, 28th June, 2018** at the latest.

As soon as your school is happy with the Key Stage 1 collections please send in your results.

Data Collection Requirements

Collection of the 2018 Key Stage 1 data will be done via WSCC Applications (AVCO). Schools will use SIMS to enter and export KS1 results in Common Transfer File (CTF) XML format.

Schools will be required to report teacher assessment (TA) results only for National Data Collection, but can also record test results in SIMS if they wish (as parents can ask for these results). Schools will have an option in their SIMS to include test results in the CTF that is passed to the LA.

National Curriculum Teacher Assessments

Teachers should enter teacher assessments using the standards in the 2018 KS1 Teacher Assessment Frameworks. For reading, writing and mathematics, children can be judged to be working towards (WTS) the expected standard, working at the expected standard (EXS), or working in greater depth within the expected standard (GDS). For assessments in science, pupils can be judged to

be working at the expected standard (EXS), or not to have met the expected standard (HNM).

Children working below the KS 1 National Curriculum can be assessed using the 2018 KS 1 Pre Key Stage Framework for reading, writing and mathematics. If pupils achieve the objectives in these frameworks, they would be judged to have attained the foundations for the expected standard and would be assessed as working within pre key stage foundations (PKF).

Table of reportable teacher assessment judgements

English Reading	English Writing	Mathematics	Science
BLW	BLW	BLW	HNM
PKF	PKF	PKF	
WTS	WTS	WTS	
EXS	EXS	EXS	EXS
GDS	GDS	GDS	

If a pupil is working below the pre-key stage standards, their statutory outcome should be reported as below (BLW) and they should be assessed and their attainment should be submitted using P scales or NOTSEN.

Using P scales for teacher assessments of pupils with special educational needs

The use of performance scales (P scales) is statutory when reporting attainment for pupils with special educational needs who are working below the pre key stage foundation standard of the National Curriculum. They should be used at the end of Key Stage 1 for reporting teacher assessments in reading, writing and mathematics. P scales can also be used for reporting teacher assessment to parents in other National Curriculum subjects.

P scales must only be used when assessing and reporting on pupils with special educational needs who are performing below the pre key stage standards of the National Curriculum. Where a pupil is performing below the National Curriculum standards, but does not have special educational need, s/he needs to be recorded as 'NOTSEN'.

The performance descriptions for P1–P3 are the same across English, Mathematics and Science. The descriptions show the range of overall performance that pupils at this stage might demonstrate.

English

- If a pupil is at P1i–P3ii level in English, reading, writing or speaking & listening scales would not be used.
- If a pupil is at a stage higher than P3ii in English, then separate scales (P4–P8) can be given in reading, writing or speaking & listening and an overall English level is not expected.

Mathematics

- If a pupil is at P1i–P3ii stages in mathematics, separate judgements for different aspects of mathematics would not be used.
- If a pupil is at a stage higher than P3ii in mathematics, then separate scales (P4–P8) can be given in number, using & applying mathematics and shape, space and measures and an overall mathematics judgement is not expected.

Science

For science, a single scale from P1–P8 should be given.

Only under exceptional circumstances can a pupil be judged to be at P1i–P3ii in English and/or mathematics, but at P4–P8 in a particular element of the subject. The school management information system should allow these different scales to be recorded and will transfer all scales entered for each pupil.

Table of reportable P-Scales

Subject	Reportable scales
<ul style="list-style-type: none"> • English 	P1i, P1ii, P2i, P2ii, P3i, P3ii
<ul style="list-style-type: none"> • Reading • Writing • Speaking & listening 	P4, P5, P6, P6, P7, P8
<ul style="list-style-type: none"> • Mathematics 	P1i, P1ii, P2i, P2ii, P3i, P3ii
<ul style="list-style-type: none"> • Number, using and applying mathematics • Shape, space and measures 	P4, P5, P6, P6, P7, P8
<ul style="list-style-type: none"> • Science 	P1i, P1ii, P2i, P2ii, P3i, P3ii, P4, P5, P6, P6, P7, P8

Further information regarding KS1 assessments can be found on the Department for Education’s website in the [KS1 Assessment Section](#). For a full explanation of P Scales, see the P Scales page on the Website. If you have any queries on making the assessments please contact the National Curriculum Assessment Helpline on 0300 303 3013.

<https://www.gov.uk/government/publications/p-scales-attainment-targets-for-pupils-with-sen>

If it is not possible for teachers to make a teacher assessment judgement the following codes should be entered.

A	Absent for long periods or recently arrived, or not enough information to provide a TA judgement.
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D	To be used in the exceptional circumstances when a pupil has been disapplied from the national curriculum, including statutory assessment requirements.
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Children who transfer to a new school – Responsibility for reporting Key Stage 1

Change of school before KS1 test period

If a pupil arrives at your school before 1 May 2018, you must administer the KS1 tests to the pupil and submit TA data for the pupil.

Change of school during KS1 test period

If a pupil arrives at your school during the KS1 test period (May), you must find out which tests have already been administered to the pupil and administer any remaining tests. You must reach an agreement with the previous school as to who submits TA for the pupil.

Change of school after the KS1 test period

If a pupil arrives at your school in June, after the KS1 test period, the school where the pupil was registered during the KS1 test period must submit TA data.

Confirmation of Pupil Numbers

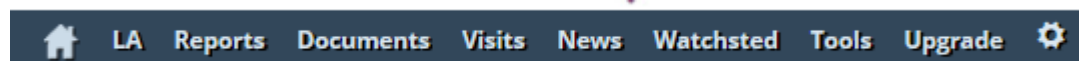
Schools are asked to complete and return a Confirmation of Pupil Numbers form. This year the form will record pupil numbers in Year 1 and Year 2 (for Phonics) with a total; numbers in Year 2 (for KS1 TA data); and numbers in Reception (for EYFSP pupils).

This form will assist us in ensuring that we have received the correct number of results by gender from your school as well as providing contact details in the event of any queries arising. This year the form can be downloaded from Perspective Lite.

The link to Perspective Lite is:

<https://perspective.angelsolutions.co.uk/perspective/login.aspx>

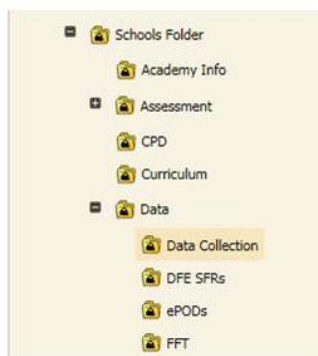
Once logged on to Perspective Lite, click on "DOCUMENTS/DOCUMENTS POOL",



then open the "School Folder", as shown below:



The Confirmation Of Pupil Numbers form will be found in School folder/Data/Data Collection:



Click on “view” alongside the form to open and view, or save the form locally.



Please then complete the form and return it by email to eriu@westsussex.gov.uk after **14th May 2018** and before **25th May 2018**.

If your pupil numbers change after you have submitted the form amendments should be sent to the above e-mail address.

Equipment/Software

Schools will need to record and submit KS1 results. Results will be recorded in SIMS and submitted using the WSCC Application (AVCO) icon on your bursar’s desktop.

Schools will use SIMS Assessment for the recording and reporting of Key Stage 1 results. SIMS .net will then be used to create a CTF. Guidelines are available to schools in the Documentation Centre of SIMS.net. There is also a half-day training course which covers all Data Collection arrangements. Before results are entered into SIMS Assessment, it is essential to check that the pupil information held in SIMS.net is accurate and complete.

In particular your school should check the following information for all eligible pupils:

- Surname
- Forename
- Date of Birth
- Gender
- UPN

When the CTF is created it needs to be renamed and sent to the LA via WSCC Applications (AVCO). Many schools will already be familiar with the procedure which is accessed via the WSCC Applications icon, as it is used for financial data transfers and Fischer Family Trust estimates. Detailed guidance on the renaming process and transfer of the file is attached to this letter.

Deadline for submission of CTFs

The deadline for submission of the results to the LA is **Thursday, 28th June, 2018**. You do not need to wait for the deadline to submit your return. If it is ready before this date the team would appreciate its early submission.

Please advise your school contact if for any reason your school is unable to meet this deadline.

Contact Information

Your relevant SIMS IT provider will/should have provided guidance notes and any updated software releases for the Key Stage 1 results collection. If you require further assistance or are having trouble creating the relevant results file from SIMS please log a help call with your SIMS IT service provider.

Capita: www.capitaess.co.uk

SCAS: <http://scasteam.co.uk>

For data collection and any other queries, your contact as per Appendix B.

Changes to Data

It is important that you inform your school contact (see Appendix B) of any changes made to your data after submission, as the information you provide is submitted to the DfE and is used by Ofsted for RAISEonline, and in the analyses provided to you by the LA.

Yours sincerely,

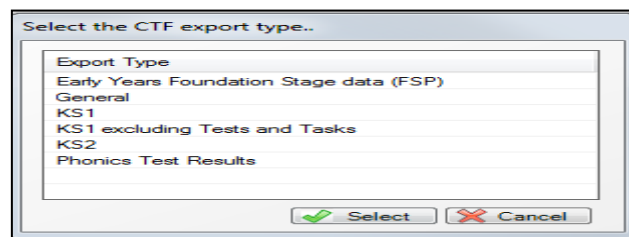
DATA & INFORMATION TEAM (EDUCATION & SKILLS)

APPENDIX A

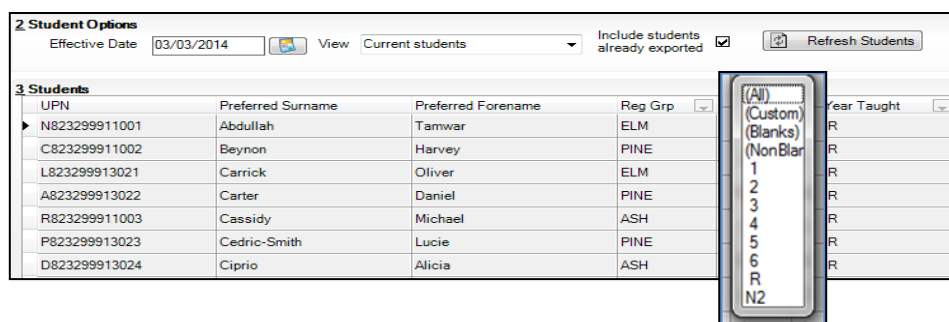
Step by Step – Exporting the Results in a CTF – KS1

1. Click the **Close** button to close the wizard, and then select **Routines | Data Out | CTF | Export CTF**.

- Select the CTF export type of **KS1**. The CTF will contain export files including KS1 data plus the pupil UPN, surname, forename, DOB and gender.



- The default view displays all current pupils including those who have previously had a CTF created. Ensure that the default of **Include students already exported** is active.
- All pupils within the school will be displayed. Click the down arrow to the right of **Year Group** and select **Year 2**.



- Right-click in the **Destination LA/Other** cell for the first pupil in the list.
- Choose **Select All**. This will highlight all pupils.



- Left-click in the **Destination LA/Other** cell for the first pupil, and then using the **down arrow** scroll to **West Sussex**. Each pupil will now be marked with the relevant LA.
- Click **Export**.
- Make a note of the file name to upload to West Sussex. i.e. 938XXXX_KS1_938LLLL, XXXX will be your school's DfE number
- You are now ready to submit the file to the LA using WSCC Applications (AVCO) – this is usually located just on one computer in the school –usually on the Bursar's computer.

Send files to the LA

Overview

This process allows schools to upload one or more files from an outbox at the school to the Local Authority inbox at County Hall. It does this by using Avco AnyComms client software installed on a PC at the school to communicate with a central server via broadband. The normal operating procedure is for a user at the school to initiate the transfer of a particular file (or files) that has been requested by the LA. Please see the contact details for further assistance.

Performing a file upload

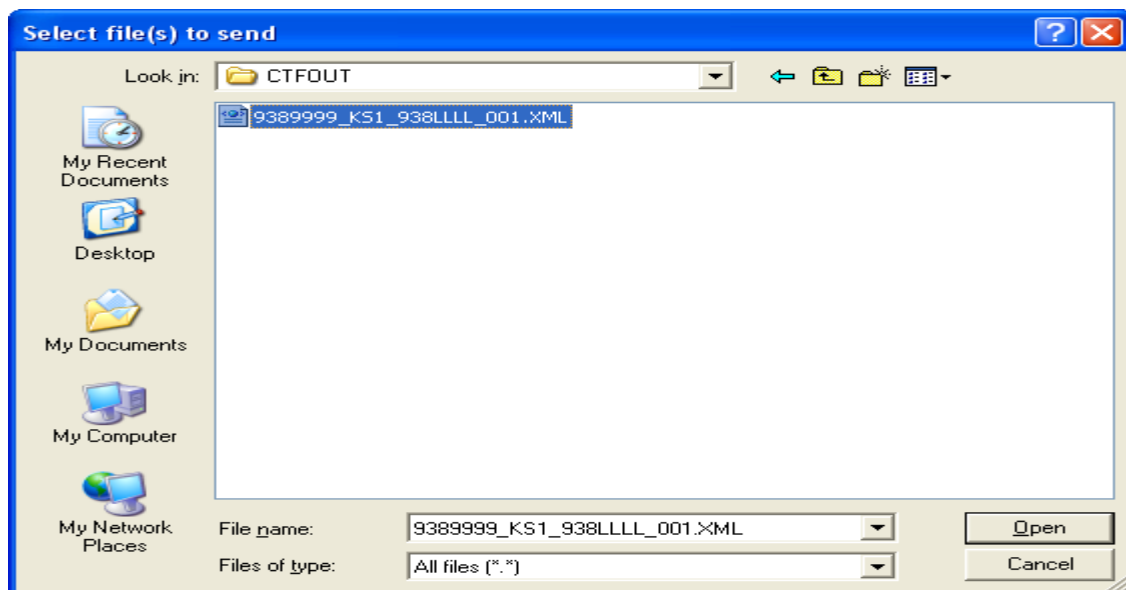
1. Click the **Start** button on the Windows taskbar, select **Programs** then **WSCC Applications** from the menu and click **Send files to LA**

or

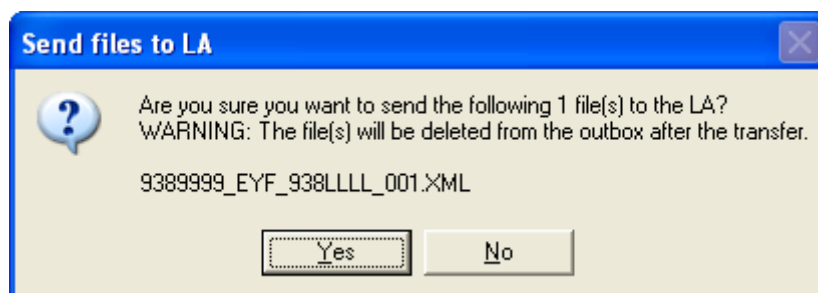
Double-click the **WSCC Applications** shortcut icon on the desktop and then **Send files to LA**:



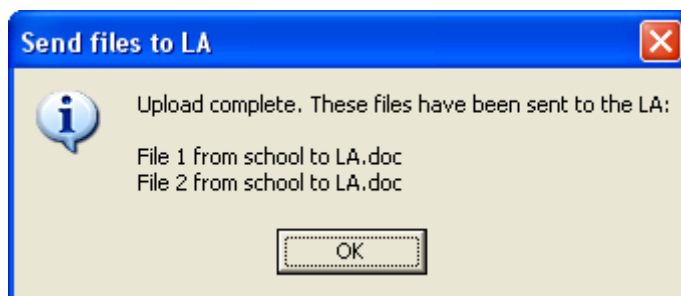
2. The AnyComms client will initiate a connection and display this dialog box. Navigate to the **S:\SIMS\STAR\CTFOUT** folder and select the relevant file. Click OPEN to upload the CTF results file that you have already identified previously from Capita SIMS Support "Capita SIMS Support Guidance Notes":



3. A prompt confirming which file was selected is displayed. Click **Yes** at the prompt to send it or **No** to cancel the transfer. Note your file will have the text KS1 in the middle of the file name:



4. If not cancelled, the file(s) will be compressed, encrypted, uploaded to the LA inbox and deleted from the outbox.
5. Click **OK** at the prompt. The AnyComms client will terminate the connection:



Contact details

For assistance with SIMS-related issues contact your school's SIMS IT Service Provider

For NON-SIMS IT-related queries contact [Schools IT Support Team](#) to log a help call.

APPENDIX B

If you need any help or assistance please contact the named individual within your DfE number band:

Dfe No.	Contact Name	Contact number
1001 – 2238	David Hearsey	033 022 23352
2240 – 3051	Louise Barnes	033 022 23353
3052 – 3349	Ann Bennett	TBC
3350 – 7022	Matthew King	033 022 23354

Useful Links

This link gives a useful guide to the Key Stage 1 assessments:

<https://www.gov.uk/government/publications/2017-key-stage-1-assessment-and-reporting-arrangements-ara>