



29th April 2022

To: All Primary Stage Head Teachers

Statutory collection of Key Stage 1 Teacher Assessments, Key Stage 2, EYFSP data and Phonics Screening Check data for 2022

Dear Head Teacher,

We would like to inform you about this year's arrangements for the statutory collection of end of Key Stage 1 assessments, and Key Stage 2 tests and assessments, Years 1 & 2 Phonics Screening Checks and EYFSP returns. This letter contains some important points relating to these statutory data collections. The appendices 1 to 5 contain more specific details. **It is very important that you bring these to the attention of the relevant staff at your school.**

As this is the first year of statutory assessments since 2019 we highly recommend that you follow these suggestions. Firstly, please ensure that the appropriate staff have access to your MIS system (such as SIMS), and the relevant parts of DfE services (e.g., the School to School service for uploading your results). With KS2 you will require access to the Primary Assessment KS2 Gateway (used to be called NCATOOLS).

URL: [Primary Assessment Gateway](#)

Finally, to help us to assist you with the returns we ask you to update and return the attached Appendix 6, which provides us the key contacts for each assessment stage. This will help us contact the right person in your school to resolve any issues.

Deadlines for all returns:

| Assessment Stage | Deadline |
|--|-------------------------------------|
| Phonics Checks | Tuesday 28 th June 2022 |
| Key Stage 1 | Tuesday 28 th June 2022 |
| EYFSP | Thursday 30 th June 2022 |
| Key Stage 2 (TA) to Primary Assessment Gateway | Tuesday 28 th June 2022 |

If you are able to submit your returns earlier this would speed up the sign off process. We in London Borough of Hillingdon have a statutory deadline for Phonics, KS1, and EYFSP of the 22nd July 2022 to upload all the returns to the DfE.

At this busy time of year, to ensure the completeness of the data for the DfE, we carry out a number of tasks. These include checking and accounting for duplicate and missing pupils against the Spring School Census data, also ensuring that all required attainment data has been supplied. The time to carry out the checks and send confirmation summaries is very limited. Please do therefore try and get your files to us as soon as possible. It is imperative

that we get all returns completed and authorised by Heads by the 15th July 2022 to allow time to upload to DfE by Friday the 22nd July 2022.

These data returns form the basis of the reports which we prepare from the NCER's NOVA facility, therefore the swift return of information will enable early release of these reports for your school via the Perspective Lite system. We would hope to have these reports available before the end of the summer term.

Statutory requirement and responsibilities:

EYFSP remains a statutory collection in 2021/2022, however major changes have been introduced; please refer to Appendix Four.

Key Stage 1:

If a pupil changes school:

- Before Tuesday 3rd May 2022 – the receiving school must administer the KS1 tests to the pupil and submit Teacher Assessments data for them.
- During the KS1 test period – the receiving school must find out which tests have already been administered to the pupil and administer any remaining tests (in this circumstance, the school where the pupil was registered for the greater number of school days in May should submit Teacher Assessments data for that pupil to the LA).
- After Tuesday 31st May 2022 – the school where the pupil was registered during the KS1 test period must submit Teacher Assessments data for them.
- If a pupil arrives from a non-participating school, or having been EHE, the receiving school should assess the pupil and submit data for them. If the pupil arrives on, or after Wednesday 1st June 2022 data is not required.

Further guidance can be found on the Assessment and Reporting Arrangements (ARA) website. A link is also provided in the Key Stage 1 Appendix below.

It is vital that you read each of these web pages for EYFSP, Phonics and KS1 as they contain important statutory requirements and updates that Head Teachers must comply with and these are detailed in the appendices.

Key Stage 2 (via Primary Assessment Gateway):

If a pupil changes school:

- Before test week – the receiving school must submit Teacher Assessments data for them.
- During test week – the school where the pupil was registered at the beginning of test week must submit Teacher Assessments data for them.
- After test week – the school where the pupil was registered during test week must submit Teacher Assessments data for them.

If a pupil arrives during test week from a non-participating school or having been electively home educated (EHE), the receiving school must submit the Teacher Assessments data for them. If the pupil arrives after test week, they can no longer be registered for the tests, so data will not be expected. Key Stage 2 results are returned by you directly to the DfE via the Primary Assessment Gateway (deadline for this is also Tuesday 28th June 2022). We are not involved in checking these reports but will contact schools who have not submitted complete data to ensure that you do so. We plan to issue comprehensive initial performance summaries via Perspective Lite before the end of the summer term.

Attached a link to the latest DfE ARA guidance as this may be of assistance to you:

<https://www.gov.uk/government/publications/2022-key-stage-2-assessment-and-reporting-arrangements-ara>

Assessment and Moderation

As a reminder of the process for 2022 we have included as Appendix 5 a copy of the briefing previously circulated by the Education Improvement and Partnerships Service.

Secure Email Address

When you are sending us any file containing confidential pupil data use a secure email such as Egress to protect confidentiality and your GDPR requirements.

Please do not hesitate to contact us if you have any queries or questions:

Business Performance Team (Residents' Services):

Marc Sherman: Tel 01895 558387, MSherman@hillingdon.gov.uk

or

Rob Clark Tel 01895 277995 RClark2@hillingdon.gov.uk

The information in this letter is based on the most recent versions of the DfE's ARA documents, should these change we will notify you as soon as possible.

Finally thanks to both you and your staff for your cooperation in previous years and we look forward to assisting you with this process in 2022.

Yours faithfully,

Naveed Mohammed
Head of Business Performance

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Email: NMohammed@hillingdon.gov.uk

Table of Appendices

APPENDIX ONE: GENERAL ISSUES

APPENDIX TWO: KEY STAGE ONE

APPENDIX THREE: PHONICS SCREENING CHECKS

APPENDIX FOUR: EYFSP

APPENDIX FIVE: ASSESSMENT AND MODERATION

APPENDIX SIX: CONTACTS LIST FOR 2022 ATTAINMENT CHECKS

APPENDIX ONE: GENERAL ISSUES

Process for uploading files:

Once you have checked the data for completeness and accuracy you will need to load the file via your own SIMS system. This will generate a Common Transfer File (CTF) which you will need to load onto the teachernet S2S website (link below).

You are strongly advised to check well in advance that the appropriate staff have access to S2S as it can take several days for the DfE to set them up on the system via a secure access request form. During the past year the DfE have changed their system for logging in and this may lead to substantial delays for staff that do not already have access.

Processing Steps

1. You must first log into DfE Services:

[DfE Sign-in \(education.gov.uk\)](https://education.gov.uk)

The filename should be of the form described in the following table.

| Your Data | CTF Reference Number |
|--|------------------------------|
| Use the Number 312 | 3121234_PHO_312LLLLL_001.XML |
| School DfE number 1234 | |
| CTF file is for Phonics – PHO | |
| 3-digit number generated automatically by SIMS e.g., 001 | |

Instead of CTF please use *PHO* (Phonics), *KS1* (Key Stage1) or *EYF* (EYFSP) – this makes identification easier.

From S2S, select **Upload CTF File** and point the browser to your *I:\sims\CTFout* folder, where SIMS stores all CTFs you create.

2. If your school uses SIMS it is now possible to create 1 CTF file containing current pupils and leavers - see appropriate SIMS guidance.
3. Here are general guidelines which will save you time and prevent some common concerns which were highlighted during the 2018 process. These issues resulted in some schools having to re-load complete or partial returns.
 - The Head Teacher has the statutory responsibility for authorising the final return. Final loading by us onto the DfE COLLECT website should not take place until we receive this agreement from the school.
 - Schools must upload to S2S using the correct format (as described above and also advised in SIMS guidance). This will prevent errors caused for example by missing postcodes and other data.
 - Schools will need to contact their SIMS providers to resolve any issues they have with their particular file loading system.
4. Once you have uploaded your file, please inform the appropriate officers by e-mail, stating the filename. We can then ensure that your file has uploaded successfully.
5. Please do ensure that you check any reports which we return to you as they contain the data that is submitted to the DfE. This is the dataset that is used in the DfE's ASP analysis, FfT and will also be on the National Pupil Database (Key to Success website).

Contacts within London Borough of Hillingdon are:

Marc Sherman - MSherman@hillingdon.gov.uk

Rob Clark - RClark2@hillingdon.gov.uk

APPENDIX TWO: KEY STAGE ONE

Here is the link to the DfE KS1 ARA Guidance:

[2022 key stage 1: assessment and reporting arrangements \(ARA\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/2022-key-stage-1-assessment-and-reporting-arrangements-ara)

As well as the KS1 ARA, more information can be found on the DfE site:

<http://www.education.gov.uk/schools/teachingandlearning/assessment/keystage1>

KS1 tests

Head teachers at maintained schools, academies (including free schools) and participating independent schools must:

- Consider whether any pupils will need modified versions of the tests and, if so, place a test order on NCA tools by Friday 19th November 2021.
- Keep test materials secure and treat them as confidential.
- Ensure specific content from test materials is not used to prepare pupils
- Ensure test administrators are appropriately trained and administer the tests according to the published guidance.
- Ensure pupils have the correct test materials and equipment.
- Ensure the English Reading and Mathematics tests are administered within the May 2022 test window.
- Ensure access arrangements are administered according to STA's guidance.
- Notify STA of any incident that may have affected the integrity, security or confidentiality of the tests and marking guidance.
- Ensure the English Reading and Mathematics test results are used to inform Teacher Assessments.
- Complete and submit the KS1 HDF on Primary Assessment Gateway, by Thursday 30th June 2022 (see below).

Head teachers at academies must also:

- Have a written agreement in place with their chosen LA for moderating their Teacher Assessments by Friday 14th December.
- Notify STA if they intend to use a non-geographical LA by Friday 14th December.

Head teacher's declaration form (HDF)

Head teachers must complete and submit the KS1 HDF on the Primary Assessment Gateway as detailed in Article 5(1) of the Education (National Curriculum) (Key Stage 1 Assessment Arrangements) Order 200414. This requirement applies to all maintained schools, including specialist provision schools, even if all pupils are working below the standard of the KS1 tests or are unable to access them.

The HDF must be submitted by Thursday 30th June 2022. Failure to complete the HDF by the deadline may result in a maladministration investigation.

Schools may contact the national curriculum assessments helpline on **0300 303 3013** for help with completing the HDF.

Pre-key stage standards and The Engagement Model

[P scales 1-4 have been replaced by the Engagement Model - The engagement model - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/p-scales-1-4-have-been-replaced-by-the-engagement-model)

On SIMS Teacher Assessment marksheet this is indicated by using EM grade.

[P scales 5-8 have been replaced by Pre-key stage 1 standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Head Teachers at maintained schools and academies must:

- Give those carrying out Teacher Assessments sufficient opportunity to become familiar with the Teacher Assessments frameworks and the interim pre-key stage standards, using funds available within the school's overall resources.
- Ensure the Teacher Assessments frameworks are used to make pupils' Teacher Assessments judgements.
- Ensure the results of the KS1 tests in English reading and mathematics are used to inform pupils' Teacher Assessments judgements.
- Ensure Teacher Assessments judgements are an accurate assessment of pupils' attainment.
- Comply with STA's Teacher Assessments guidance.
- Notify STA of any issues which may have affected the integrity of the Teacher Assessments.
- Ensure their school has an appropriate system to record and submit data to the LA.
- Submit accurate Teacher Assessments data for English reading, English writing, mathematics, and science to the LA, for all pupils at the end of KS1, by Tuesday 28th June 2022.
- Complete and submit the statutory KS1 HDF on Primary Assessment Gateway by Thursday 30th June 2022.

Collection Arrangements

The same KS1 collection arrangements that applied in 2019 will be followed in 2022, i.e. you are required to report teacher assessment (TA) results for each eligible pupil at the end of KS1 (i.e. those who will be moving to the KS2 programmes of study in the 2022-2023 academic year), the majority of these pupils will have been born between 1st September 2014 and 31st August 2015.

APPENDIX THREE: PHONICS SCREENING CHECKS

Following is the link to the DfE Phonics ARA Guidance (starting on page 30):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/754076/Key_stage_1_assessment_and_reporting_arrangements.pdf

The Phonics Threshold mark for 2022 will be available on the DfE/STA website on Monday 20th June 2022. If you submit to the LA before that date your submission will not include 'Wt' ('working towards') or 'Wa' ('working at') outcomes for Phonics. The proportion of children exceeding the threshold (whatever it might be) can be quite easily worked out from the scores at a later time.

Year 1 Phonics screening check

The phonics screening check is a statutory assessment for all children in Year 1. The Phonics Screening Check materials will be available to download from Primary Assessment Gateway, on Monday 6th June 2022. Schools must administer the checks between that date and Friday 10th June 2022.

You are required to account for all Year 1 pupils, including outcomes for pupils that:

- have left the school (L).
- are absent (A).
- did not participate in the check (D).
- or if the result is affected by maladministration (Q).

Year 2 Phonics screening check

Schools must also ensure they report on children in Year 2 who:

- did not meet the expected standard,
- did not take the check,
- entered state-funded education in England for the first time following the end of Year 1.

For your Year 2 pupils, if you do not have a Phonics result that shows a score of 32 or higher, you must check this by going to Key2Success or GIAP

<https://www.keytosuccess.education.gov.uk/>

Copy and paste the UPNs in (bulk UPN upload) or you can do this individually. From this website, you can download an "Excel" spreadsheet with historical results including Phonics. The Key to Success download also provides you the school(s) the pupil attended during previous school census. If the Phonics worksheet is blank, or pupil is missing, the pupil did not take the test and must be tested.

NB: Please do not re-submit results for pupils that achieved a score of 32 or more. They will be removed from your Year 2 submission. Once the DfE make this available to us an email will be sent to Head Teachers showing the DfE's estimate of how many Year 2 pupils would need to resit the Phonics check.

IMPORTANT:

When the Threshold score is announced on Monday 20th June you will have to re-visit the Phonics Wizards and enter the announced threshold score into your system, in order to calculate the proportion of children achieving **Wt**, **Wa**, etc. **before printing your reports for parents.**

When uploading your results on S2S both years can be entered on one CTF.

Link to Phonics check administrators guidance:

[Key stage 1: phonics screening check administration guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/key-stage-1-phonics-screening-check-administration-guidance)

Head Teacher Responsibilities:

Head teachers at maintained schools and academies must:

- Identify which year 1 pupils should take the check, including any registered at maintained nursery schools who will reach the age of 6 before the end of the school year.
- Identify any pupils who should take the check in year 2 because they did not meet the required standard in year 1 or did not take it in year 1.
- Ensure that any pupils who did not meet the standard of the check in year 2 continue to receive support in phonics.
- Consider whether any pupils will need braille versions of the check and order them from the modified test agency on 0300 303 3019 by Tuesday 26th April 2022.
- Consider whether any pupils will need modified versions of the check (not including braille) and download them from NCA tools during the check period.
- • keep check materials secure and treat them as confidential until Monday 24th June 2022.
- Ensure the check is administered once to each pupil within the check window starting on Monday 6th June.
- Ensure all check administrators are appropriately trained to administer and score the check according to the statutory guidance and have viewed the training video.
- Ensure the check is administered by a check administrator known to the pupils.
- Ensure pupils' responses are scored accurately and consistently.
- Report any incident which affects the integrity, security, or confidentiality of the check to STA.
- Comply with national data submission requirements by submitting their check results to the LA by the deadline communicated to them by the LA.
- Complete and submit the phonics HDF on Primary Assessment Gateway by Thursday 30th June 2022

Head teachers at academies must also:

Have a written agreement in place with their chosen LA for monitoring their phonics screening check and inform STA if they intend to use a non-geographical LA by Friday 14th December 2021.

APPENDIX FOUR: EYFSP

These are the links to the DfE EYFS ARA Guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1024319/Early_years_foundation_stage_profile_handbook_2022.pdf

As well as the EYFSP ARA, more information can be found on the DfE site:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2>

Early Years Foundation Stage Profile (EYFSP)

Use the assessment ratings in the table below to record the assessments of pupils who will begin Year 1 in September 2022. The majority will have been born between 1st September 2016 to 31st August 2017.

If you have used eProfile or Classroom Monitor for recording your EYFSP assessments, you can export a file from this software which will import into SIMS; this will save you entering in your EYFS data again. Please check that the data has appeared correctly into SIMS before making your submission to us; and only import your results in from Eye-profile or Classroom monitor when you have finalised your assessments. Do not make changes to SIMS after you have imported your results. This is because there is more detail entered in EyeProfile or Classroom Monitor and discrepancies occur between overall level and detail level data in the background (if you have changes to make, make them in eProfile/CM first, then import the file in once more (old data will need to be stripped from SIMS before re-importing). If you experience problems you will need to contact the relevant supplier directly.

For your EYFSP submission, the DfE requires each pupils' home postcode. In order for us to receive this when you export your CTF file please ensure that the contextual data option is ticked. If this is unticked, the postcode is not included, errors are generated and you will be asked to resubmit your data. The DfE uses "postcode" for further analysis on children that live in the geographical areas showing most deprivation e.g. for the attainment of children that fall in the bottom 30% SuperOutput Areas. Some types of CTF files do not have tick boxes but automatically include the home postcode.

Head Teacher Responsibilities

All head teachers and managers of EYFS provision have a duty to implement the EYFS and must ensure their school or provision complies with the learning and development requirements. This includes completing the EYFS profile and engaging with LA moderation activities.

Head teachers and managers of EYFS provision must:

- ensure an EYFS profile is completed for all eligible children and data is quality assured
- ensure provision is made to meet the requirements of all children with special educational needs
- take responsibility for the reliability of their EYFS profile outcomes and ensure that the data accurately reflects the level of attainment of the current cohort of children
- ensure teacher judgements are monitored
- ensure EYFS profile data is returned to their LA in accordance with the table in section 2.3
- provide EYFS profile assessments to their school's governing body to enable it to comply with national data submission requirements and report to parents

- ensure the statutory requirements for the transfer of records between providers are fulfilled, including the completion of the CTF

Head teachers must also provide parents with a written report of the child's progress against the ELGs and the opportunity to discuss the EYFS profile.

APPENDIX FIVE: ASSESSMENT AND MODERATION

Assessment and Moderation briefings have been sent directly to Head teachers in the Autumn term and are available on LEAP. Please access these previous briefings to be reminded of the LA Moderation visits process, key dates, requirements and STA Moderation guidance:

Link: [Primary Assessment and Moderation Briefing Paper - Leap \(hillington.gov.uk\)](https://www.hillingdon.gov.uk/leap/primary-assessment-and-moderation-briefing-paper)

APPENDIX SIX: CONTACTS LIST FOR 2022 ATTAINMENT CHECKS

NAME OF SCHOOL:

| Stage | Person's Name | Email Address | Phone Number |
|-------------|---------------|---------------|--------------|
| EYFSP | | | |
| Phonics | | | |
| Key Stage 1 | | | |
| Key Stage 2 | | | |
| | | | |

Please return to Marc Sherman at email address: MSherman@hillingdon.gov.uk