



**WOKINGHAM  
BOROUGH COUNCIL**

## **CHILDREN'S SERVICES**

# **END OF KEY STAGE DATA COLLECTION ARRANGEMENTS**

**2024**

## **PRIMARY SCHOOLS**

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Please also refer to the **Assessment and Reporting Arrangements (ARA) guidance** for National Curriculum Assessments produced by Standards and Testing Agency (STA) in <http://www.education.gov.uk/schools/teachingandlearning/assessment>

# END OF KEY STAGE DATA COLLECTION ARRANGEMENTS 2024

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## INTRODUCTION

The purpose of this document is to advise schools of the proposed arrangements for collection of assessment data for 2024 covering all primary key stages.

Please note that The Standards and Testing Agency (STA) is no longer producing printed copies of the 'Assessment and reporting arrangements' or 'Check administrators' guide'. This information is now only available on GOV.UK at:

<https://www.gov.uk/government/organisations/standards-and-testing-agency>

## CONTACTS

If you have any queries regarding these arrangements, please contact the appropriate officer as detailed below:

<b>Foundation Stage</b>	Halak Nanavaty	Mobile: 0791 752 1328
<b>Phonics Screening Check</b>	David Bowman	Mobile: 0797 901 0806
<b>Key Stage Two</b>	Smitha Vinod	Mobile: 0782 792 9510

You may also contact us by email to: [perpdata@wokingham.gov.uk](mailto:perpdata@wokingham.gov.uk)

## TRAINING COURSES

Schools requiring hands-on training may contact ESS direct, as they run their own programme of training. Schools using an MIS other than SIMS should contact their supplier for any training enquiries.

**Please Note: The end of KS1 national curriculum assessments are now non-statutory and Wokingham will not be collecting the assessment results of pupils at end of KS1.**

### EARLY YEARS FOUNDATION STAGE

Schools may choose to use any software to record their assessments for children at the end of Foundation Stage in 2024.

The latest version of the software must be installed before submitting the final data. If you experience any software issues or difficulties in submitting the data in the required format using the software, please contact your software provider.

A timetable of key dates is included at the end of this document.

#### Exporting Results in a CTF

Data Required from SIMS/Other Software

- Assessment data
- Student basic details
- Student address, including Postcode.

#### Recording and Reporting Arrangements:

Infant and Primary schools are required to report EYFS Profile for each eligible pupil at the end of Reception year to their LA for reporting to DfE. For statutory information concerning these assessments, please refer to the **2024 early years foundation stage profile handbook**, which can be found at:

[Early years foundation stage profile: 2024 handbook \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

This publication details the statutory requirements that were previously set out in the Early Years Foundation Stage Assessment and Reporting Arrangements (ARA) document. All previous ARA guidance is superseded by this publication.

Schools and PVI settings should complete the early years foundation stage profile during the summer term of the academic year in which a child reached age 5. This is unless:

- an exemption has been granted for the setting (reserved for independent schools or schools with established principles in conflict with the EYFS)
- an exemption has been granted for an individual child (reserved only for cases where a child's family has religious or philosophical beliefs that contradict the EYFS)
- the child is continuing in early years foundation stage provision beyond the year in which they turn 5.

In exceptional cases where the child is continuing in EYFS provision beyond the year in which they turn 5, you should complete the EYFS profile only once - at the end of the year before the child moves into key stage 1.

We recommend this decision is made before starting the profile for the cohort.

If an exemption has been granted from the profile, use code 'A' code for every early learning goal.

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The expectation is that children will move with their peers so they will be assessed once for the EYFS profile.

The EYFS Profile should be completed for all eligible children registered at the school.

For **dual registered children** attending more than one school during their final year in the EYFS, the Profile must be completed by the school **where the child spends most time during the year**.

**The school that does not complete the Profile for the child does not need to submit any data to the local authority.**

If a **child moves to a new school during the academic year, the original school must send their assessment** of the child's development against the ELGs to the new school if the Profile has been completed.

If a **child starts at a new school on the first day of the second half of the summer term (or any time after that), then the previous school should submit the data.**

If a **child moves school any time before the half term, then the new school should submit the data.**

Where half term dates differ between local authority areas, it is the school where a child attends (or will attend) for the longest period of time that submits the data.

Where the previous school is not in England and therefore does not follow the EYFS, the new school should submit the data.

### Summary of Assessment codes:

The table below shows the data items collected for each child.

	Areas of Learning	GLD	Early Learning Goals	Valid Values	
Prime Areas	Communication and Language	✓	E01 - Listening, Attention and Understanding	2 <i>Expected</i>	
		✓	E02 - Speaking		
	Personal, Social and Emotional Development	✓	E03 - Self-regulation		
		✓	E04 - Managing Self		
		✓	E05 - Building Relationships		
	Physical Development	✓	E06 - Gross Motor Skills		
		✓	E07 - Fine Motor Skills		
Specific Areas	Literacy	✓	E08 - Comprehension	1 <i>Emerging</i>	
		✓	E09 - Word Reading		
		✓	E10 - Writing		
	Mathematics	✓	E11 - Number		A* <i>Absent</i>
		✓	E12 - Numerical patterns		
	Understanding the world		E13 - Past and Present		
			E14 - People, Culture and Communities		
			E15 - The Natural World		
	Expressive Arts and Design		E16 - Creating with Materials		
			E17 - Being Imaginative and Expressive		

\* If any goal is marked A, then all goals must be marked A

The data should be sent to Wokingham in the CTF format using the **DfE Sign In system**:

<https://services.signin.education.gov.uk/>

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Early Years Foundation data can be submitted any time from **Monday 3<sup>rd</sup> June 2024**. The deadline for submitting this data is by **Tuesday 25<sup>th</sup> June 2024**.

**Please be aware that if you do not adhere to the above submission timescales, we will not be able to check and complete the validation of your school's data within your expected timescale – which means publishing of school reports for parents may be delayed.**

**It is very important that you do not publish any reports to the parents until you have received written confirmation from ourselves that the data is complete and without any errors. We will send this confirmation within 5 working days after receiving your data, provided the file arrives within the specified period and is correctly completed.**

All Schools must provide parents or persons with parental responsibility with a written report which:

- states the child's attainment against the ELGs.
- summarises attainment in all areas of learning.
- comments on general progress including the characteristics of effective learning.
- explains arrangements for discussing the profile.

Reports should:

- be specific to the child.
- be concise and informative.
- help to identify appropriate next steps.

**As a final check, prior to producing the reports for parents, schools should compare the summary report provided by the LA with that from the school's MIS software to ensure that the dataset held in school is the same as the one sent to the LA for the DfE.**

Once all data have been collated and submitted to the DfE, the Performance Team will produce a Data Analysis pack with school results together with summary LA results, comparative information for previous years of school, local authority and national performance.

The schools will receive the Analysis pack in the Autumn Term.

### **Common Transfer Files (CTF)**

It is a **statutory requirement** for all schools to prepare and send a CTF to the new school at the end of Reception Year, or at any time for all pupils leaving the school. This can be done via s2s (School to School) in the DfE Sign-In website and has been statutory since 2002.

When creating your CTF file, please ensure that you select the option to include assessment results. This will enable the Foundation Stage results to be imported into the MIS system at the new school to inform pupil tracking.

If you require any further information concerning the arrangements for Early Years Foundation Stage data collection, please contact **Halak Nanavaty** on 0791 752 1328 or by email to [perfdata@wokingham.gov.uk](mailto:perfdata@wokingham.gov.uk)

### PHONICS SCREENING CHECK

All schools are expected to submit their 2024 Phonics Screening Check to Children's Services using their assessment manager software. Those who use ESS SIMS please ensure that your system is running the latest version of the software as detailed in the guidance notes from ESS, which can be downloaded from the ESS Data Support web pages.

A timetable of key dates is included at the end of this document.

#### Exporting Results in a CTF

- Assessment data
- Student basic details
- Student address

The 'Phonics Outcome' field is to be populated with the following values only where a pupil has not taken the test:

A – Absent  
Q – Maladministration  
D – Disapplied  
L – Left

#### Recording and Reporting Arrangements:

Schools are required to report the phonics screening check results for each eligible pupil to their LA for reporting to DfE.

Detailed information can be found here; [2024 phonics screening check: assessment and reporting arrangements \(ARA\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/2024-phonics-screening-check-assessment-and-reporting-arrangements-ara)

#### Pupils who should take the check

Unless the exceptions below apply, all pupils who have reached the age of 6 by the end of the academic year and who have completed the first year of the KS1 English programme of study (most pupils will be in year 1) must take the check in June 2024. This includes pupils registered at maintained nursery schools who will reach the age of 6 before the end of the academic year and have completed the year 1 program of study.

Pupils who will have reached the age of 7 by the end of the academic year (most pupils will be in year 2) must also take the check in June 2024, if they did not meet the expected standard in the June 2023 check.

For a new pupil joining the school and who will reach the age of 7 this academic year, If the school cannot establish whether the pupil took the check in the previous year, the pupil should take the check.

#### Pupils who should not take the check

Pupils should not take the check if any of the following apply:

- they have shown no understanding of grapheme-phoneme correspondences
- they have not completed the first year of the KS1 English programme of study

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- they have recently moved to the country and are unable to understand letters and sounds in English
- they use British Sign Language or other sign-supported communication, such as communication boards, to spell out individual letters
- they are nonverbal, or selectively mute
- they have been absent during the check window – if a pupil does not take the check during this period and returns to school after Friday 21<sup>st</sup> June, they must be recorded as absent

Schools should administer the check during the week beginning Monday 10<sup>th</sup> June 2024. **If a pupil is absent** during the check week (10<sup>th</sup> – 14<sup>th</sup> June), you can administer the check to them until Friday 21<sup>st</sup> June 2024.

Any child who is absent from school for this entire period should be recorded as absent when submitting the data for the phonics screening check.

### **Pupils who change schools**

If a pupil changes school:

- before the check period – the receiving school should assess the pupil and submit data for them
- during the check period – the receiving school should find out whether the pupil has already taken the check (if not, they should assess the pupil and submit data for them)
- after taking the check – their result should be submitted by the school where they took the check and provided to the new school in the CTF

If a pupil arrives during the check administration period from a non-participating school or having been electively home educated (EHE), the receiving school must submit the TA data for them.

If the pupil arrives after the check administration period, and who did not take the check, do not need to be included in that year's data submission.

The threshold mark will be published on Monday 24<sup>th</sup> June 2024 on GOV.UK. Schools and LAs do not need to wait until the threshold mark is published before submitting their data.

The data should be sent to Wokingham in the CTF format using the **DfE Sign In system**: <https://services.signin.education.gov.uk/>

The phonics screening check data can be submitted to WBC any time from **Monday 10<sup>th</sup> June 2024**. The deadline for submitting this data is **Friday 5<sup>th</sup> July 2024**.

As in previous years, Children's Services will validate your data and pass an electronic file to the DfE in line with statutory requirements.

### **Reporting to Parents**

For pupils in year 1, headteachers must report to parents by the end of the summer term either:

- their child's phonics screening check score (including pupils who have since left the school)



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- their child was absent, did not participate in the check, or whose results are affected by maladministration

For year 2 pupils who take the check in June 2024, schools must report results to parents.

Further information about reporting to parents can be found in the Assessment and Reporting document Section 7

**It is very important that you do not publish any of the above reports to the parents until you have received written confirmation from ourselves that the data is complete and without error. We will send this confirmation within 5 working days after receiving your data, provided the file arrives within the specified period and is correctly completed.**

**Please be aware that if you do not adhere to the above submission timescales, we will not be able to check and complete the validation of your school's data within your expected time period – which means publishing of school reports for parents may be delayed.**

**As a final check, prior to producing the reports for parents, schools should compare the summary report provided by the LA with that from the school's MIS software to ensure that the dataset held in school is the same as the one sent to the LA for the DfE.**

Once all data have been collated and submitted to the DfE, the Performance Team will produce a Data Analysis pack with school results together with summary LA results, comparative information for previous years of school, local authority and national performance.

Schools will receive the Analysis pack in the Autumn Term.

If you require any further information concerning the arrangements for Phonics Screening Check data submission, please contact David Bowman on **Mobile: 0797 901 0806** or by email to [perfddata@wokingham.gov.uk](mailto:perfddata@wokingham.gov.uk)



### KEY STAGE TWO (KS2)

#### **IMPORTANT:**

**We request the schools to submit the KS2 Teacher Assessment data via Primary Assessment Gateway like the previous year.**

**Schools are no longer required to make statutory teacher assessment (TA) judgements in English reading and mathematics for pupils that are working at the standard of the tests. Schools must however submit teacher assessment data in English writing and science for all pupils at the end of KS2, but also submit pre-key stage data in reading and maths if a pupil is working below the standard of the tests.**

As in previous years, schools will be using the standard end of key stage Marksheets in their assessment manager to record all Teacher Assessments (TAs), test raw scores and outcomes for KS2. If schools are using ESS SIMS, they can download SIMS guidance notes from the ESS Data Support web pages. DfE Assessment and Reporting Arrangements information can be found on the DfE Standards and Testing Agency (STA), website: [2024 key stage 2: assessment and reporting arrangements \(ARA\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/2024-key-stage-2-assessment-and-reporting-arrangements-ara)

A timetable of key dates is included at the end of this guidance document.

Schools are required to send the Teacher Assessment results to the Primary Assessment Gateway (PAG)

<https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login.htm> for inclusion in the National Curriculum Assessment process. Additionally, schools have a responsibility to inform parents of their child's Teacher Assessment results.

#### **Participating pupil**

Most pupils taking the KS2 tests will be in year 6, will reach the age of 11 by the end of the academic year and will be moving on to KS3.

#### **Pupils who should not take the tests**

- they have not completed the relevant KS2 programme of study
- they are working at the pre-key stage 2 standards or being assessed using the engagement model
- they are working at the standard of the KS2 tests but are unable to participate, even when using suitable access arrangements
- they are not in a fit physical or mental state at the time of the tests

#### **Pupils who are dual registered**

Pupils in their final year of KS2 who attend an AP school (including PRUs) but are still on the register of a maintained school or academy must also participate in the tests. The headteacher at the school where the pupil is registered is responsible for ensuring the tests are administered, this includes the delivery and collection of the test scripts to and from the AP.

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### KS2 Teacher Assessment Valid Entries:

	Writing	Reading	Maths	Science
<b>High Attaining</b>	<b>GDS</b> Working at greater depth within the expected standard	N/A	N/A	N/A
<b>Expected standard</b>	<b>EXS</b> Working at the expected standard	N/A	N/A	<b>EXS</b> Working at the expected standard
<b>Working Towards</b>	<b>WTS</b> Working towards the expected standard	N/A	N/A	<b>HNM+</b> Has not met the expected standard
<b>Lower Attaining</b>	<b>PK6</b> Pre Key Stage Standard 6			
	<b>PK5</b> Pre Key Stage Standard 5			
	<b>PK4</b> Pre Key Stage Standard 4			
	<b>PK3</b> Pre Key Stage Standard 3			
	<b>PK2</b> Pre Key Stage Standard 2			
	<b>PK1</b> Pre Key Stage Standard 1			
	<b>EM</b> Below the standard of the pre-key stage Pupil assessed against the Engagement Model			

### The other valid codes:

- **A:** Absent for long periods, recently arrived, or not enough information to provide a TA judgement
- **L:** Pupil has left the school
- **F:** Pupil will reach the end of the programme of study and complete the key stage in a future year
- **P:** Pupil completed the key stage in a previous year and a TA judgement has already been submitted.

### Pupils who move schools

#### Change of school before KS2 test week

If a pupil changes school before test week, the receiving school must submit TA data for the pupil.

#### Change of school during the KS2 test week

If a pupil changes school during the KS2 test week, the school where the pupil was registered at the beginning of the test week must submit TA data for the pupil.

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### Change of school after the KS2 test week

If a pupil changes school after the KS2 test week, the school where the pupil was registered during the KS2 test week must submit TA data for the pupil.

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 TA 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.

### Teacher Assessments

**Schools** should load their TA outcomes **directly to the Primary Assessment Gateway** <https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login.htm>

When exporting your CTF from your MIS in preparation for loading to the Primary Assessment Gateway (PAG) website please follow your MIS guidance as to how to produce this file with the correct naming convention to be uploaded to the PAG website.

TAs can be submitted to the STA via the PAG website any time from **Monday 20<sup>th</sup> May 2024** with the **deadline for returning them being Friday 28<sup>th</sup> June 2024**.

To enable the LA to have sufficient time to help schools with any loading or data issues we would recommend that schools submit their KS2 TA's to the PAG by **Friday 21<sup>st</sup> June 2024**.

### Test Results

Test results will be available on the Primary Assessment Gateway on Wednesday 10<sup>th</sup> July 2024. Again, we are not asking schools to send results to us this year as we will be able to download electronic results direct from PAG on 10<sup>th</sup> July. Schools may either import results into their MIS/SIMS electronically or enter results manually into Assessment Manager to produce reports for parents.

Statutory reports for parents can be produced from schools assessment manager. This should be done only when schools have verified their data very carefully.

### Amendments to Results

Schools can apply for a review of marking if they believe there is evidence that the mark scheme has not been applied correctly or a clerical error has occurred. The deadline for applications is Friday 19<sup>th</sup> July at 11:59pm.

### Data Checking

It is **essential** that all data, whether imported electronically or entered manually into assessment manager, is checked thoroughly by schools. This will avoid the embarrassment of schools reporting incorrect levels to parents, and the school receiving inaccurate reports.

Once all data have been collated, the Performance Team will produce a Data Analysis pack with school results together with summary LA results, comparative information for previous years of school, local authority, and national performance.

Schools will receive the Analysis pack in the Autumn Term

### Common Transfer Files (CTF)

It is a **statutory requirement** for all schools to prepare and send a CTF to the new school at the end of KS2, or at any time for all pupils within 15 days of leaving the school. This has been statutory since 2002 and should be done using s2s accessed via the DfE Sign In website. The CTF is essential for importing pupil assessment data into MIS at the receiving school and for providing the statutory attendance data.

If you require any further information concerning the arrangements for Key Stage Two data collection please contact **Smitha Vinod** on 07827929510 or by email to [perfddata@wokingham.gov.uk](mailto:perfddata@wokingham.gov.uk)

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### TIMETABLE IN DATE ORDER

Key tasks / events	Date
KS2: Teacher Assessment section of Primary Assessment Gateway opens	Monday 20th May 2024
KS2: National curriculum test dates	Monday 13 <sup>th</sup> May 2024 to Thursday 16 <sup>th</sup> May 2024
KS2 LA's undertake external moderation of KS2 English Writing TA	Monday 3 <sup>rd</sup> June to Friday 28 <sup>th</sup> June 2024
EYFS: Timeline to return CTF files to LA	Monday 3 <sup>rd</sup> June 2024 to Tuesday 25 <sup>th</sup> June 2024
Phonics Screening check week	Monday 10 <sup>th</sup> June 2024 – Friday 14 <sup>th</sup> June 2024
Phonics Screening Check: Deadline to send CTF files to LA	Friday 14 <sup>th</sup> June 2024 – Friday 5 <sup>th</sup> July 2024
Phonics Threshold released	Monday 24 <sup>th</sup> June 2024
KS2: Date by which WBC would recommend schools to submit teacher assessment and P scale data to PAG	Friday 21 <sup>st</sup> June 2024
KS2: PAG's final deadline for accepting teacher assessment data	Friday 28 <sup>th</sup> June 2024
KS2: Test results available, raw scores and scaled scores	Tuesday 9 <sup>th</sup> July 2024
KS2: Deadline for schools to apply for marking reviews	Friday 19 <sup>th</sup> July 2024
Schools produce reports for parents	End of term
Schools send CTFs via s2s (all pupils leaving the school)	End of term
KS2: Review outcomes returned to schools	Wednesday 11 <sup>th</sup> September 2024