

Your ref:

Our ref: MRAF

Tel: 01609 533687

Contact: Andrea Faller

Email: bi.operations@northyorks.gov.uk

Date: 8th June 2018

Web: www.northyorks.gov.uk

Dear Colleague

2018 Statutory Assessment Data Collection: EYFSP, Y1 and Y2 Phonics, KS1 Teacher Assessment, KS2 Teacher Assessment

Deadlines

The **deadline for submission of all statutory assessment data to the LA is Thursday 28th June 2018.**

Please return data as soon as possible after midday on Monday 25th June 2018 (or before if possible – in line with the local agreement). The LA has a statutory duty to check submission data and aim to do this on the 26th and 27th June, in case any amendments need to be made.

- EYFSP, KS1 and Y1/2 Phonics CTF files should be submitted to the LA.
- KS2 teacher assessment results should be submitted to NCA Tools
- No amendments can be made to KS1/KS2 teacher assessment judgements after the **28th June 2018** without approval from the LA or STA.

Submission of data to the LA

If you are using a 3rd party pupil tracker please can you export the data from your software and then upload the data into SIMs (Schools ICT would be able to assist with the import) and then follow the SIMs instructions. If this is not possible then please export your CTF from your tracking software and send to me via S2S.

If you aren't using SIMs as your MIS system, please send the LA export file to us using S2S.

As last year both pupil level and school level summary reports will be distributed to schools every day during the collection period via Perspective Lite. The reports will act as a receipt that we have received your information and will allow you to check that all your pupils have been uploaded to our system and that there aren't any errors. **Please check the reports and let me know of any errors as soon as possible.**

If you need to resubmit any of the information, please include all pupils on the resubmitted CTF file and not just new pupils/amended information.

Instructions

Instructions for your MIS can be found at: www.schoolsict.co.uk

For queries regarding assessments, please contact: Lindsey Miller on 01609 535921 or email: lindsay.miller@northyorks.gov.uk

For technical queries, please contact your Schools ICT email: schools.ICT@northyorks.gov.uk or your MIS supplier.

If you wish to check we have received your results, please contact: Andrea Faller on 01609 533687 or email: andrea.faller@northyorks.gov.uk

Yours faithfully

Andrea Faller
Data Officer