

**Your ref:**

**Our ref:** MRAF

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**Contact:** Andrea Faller

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Dear Colleague

**2019 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 27<sup>th</sup> June 2019.**

**Please return data at midday on Monday 24<sup>th</sup> June 2019 or as soon as possible after this time. If you have signed up to the NYCC local agreement (which is most schools and academies in the LA), then please submit before the 24<sup>th</sup> June if possible.** The LA has a statutory duty to check submission data and aim to do this on the 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> June, in case any amendments need to be made.

The STA's deadline for submission of all statutory assessment data by schools to the LA is Thursday 27<sup>th</sup> June 2019, which will allow for any changes following re-moderation or data checking. No amendments can be made to KS1/KS2 teacher assessment judgements after the **27<sup>th</sup> June 2019** without approval from the LA or STA.

- EYFSP, KS1 and Y1/2 Phonics CTF files should be submitted to the LA.
- KS2 teacher assessment results should be submitted to NCA Tools

**Submission of data to the LA**

If you are using a 3<sup>rd</sup> 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](http://www.schoolsict.co.uk)

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

For technical queries, please contact your Schools ICT email: [schools.ICT@northyorks.gov.uk](mailto: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: [bi.operations@northyorks.gov.uk](mailto:bi.operations@northyorks.gov.uk)

Yours faithfully

Andrea Faller  
Data Officer