KEY STAGE ENTRY EXPLAINED WEBINAR

Alison York

ICT & Digital, Systems Management

Kevin Coughlan - Data Team

(Education Improvement Service)

Welcome to the Webinar. The session will begin shortly

Please ensure that you also have an audio connection either through a headset and microphone attached to your computer or by telephone to the published number.

You will join the session muted but there is a chat facility available where you can type questions.

This session will be recorded and shared with colleagues after the session.
By attending you agree and accept you may be captured in the recording.

Key Stage Entry Explained

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Alison York - ICT Systems Management

Kevin Coughlan - Data Team (Education Improvement Service)

Introductions

Course Objectives
The workshop will cover:

Importing	importing Key Stage wizards
Setting	setting up the wizards with appropriate pupils
Using	using the various marksheets available to record the teacher assessments (TAs)
Recording	recording test results
Using	using additional features on these marksheets
Producing	producing standard Key Stage reports for parents
Exporting	exporting the results
Uploading	uploading reports to the document server so that they can be viewed within SIMS.

Overview

- The session is an introduction to recording the statutory key stage results in MIS. It will also cover creating reports for parents and exporting results to the required agency.
- It will address key stages 1 and 2, the Early Years Foundation Stage (EYFS) and the Phonics Screening Check.

Course Requirements

An understanding of how MIS is used to maintain, and update pupil information is desirable but not essential.

No prior knowledge of MIS Assessment is required.

Email from K.Coughlan 9th May 2024 - slide 1

(1) 2024 : ANNUAL Data Collection for EYFS, Phonics Screening, KS1 TA and KS2 TA
See also **Full Data Collection Timetable** here

(Please be aware deadlines fall within a few days of each other in late June)

Key Stage/Data Set with DfE guidance links	Submission deadline by
Year 1 & 2 Phonics Screening (10-14 June and 17-21 absentees)	21 June
Key Stage 2 TA	24 June (schools being moderated) 26 June (schools not being moderated) *(Dfe deadline for LA is 28th June)* **N.B.** *The Data Team is submitting to the Primary Assessment Gateway on your behalf*
Year 4 MTC (3 -14 June)	Optional ctf return by 5th July
Key Stage 1 TA	28 June (now optional)
EY Foundation Stage	28 June
Key Stage 2 Test data available	No submission but on 9 July download data from the Primary Assessment Gateway
Initial School and City Reports from Data Team	**Emailed to schools from 3 July and uploaded to NCER Perspective Lite once Key Stage "ctfs" are submitted**

With school MIS systems now covering several providers, I list below key links plus SIMS documents for those who remain with ESS.
Note *pages 7 and 8 of the returns guide is generic for all MIS returns via DataLocker*

FOR BROMCOM USERS

See the link below detailing each Key Stage plus details of up-and-coming Webinars 21st, 22nd May and 4th June.
Primary Data Collections – Bromcom

FOR SIMS USERS

Attached:

1. End of year Summary SIMS Procedure Sheet (use with reference to attachment 2 below)
2. Key Stage Entry Explained (Step – by Step Manual)
3. EYFSP Statutory Return to the LA
4. All Key Stages Returns Guide

Use file 1 "**(1) End of Year - Summary Sheet 2024"** as the main overview to guide you to the other documents listed
The main manual is file 2 "**(2) Key Stage Entry Explained**" being the detailed guide and written as a full course training tool.

Email from K. Coughlan 9th May 2024 - slide 2

(2) Year 1 (and "Y2") Phonics Screening 2024 ("Screening" is week beginning 10th June)

Data is required for all of Year 1 and for those in Year 2 who did not meet the required standard in 2023.
A file will be uploaded **by Monday 20th May** to DataLocker at https://datalocker.coventry.gov.uk/ listing those in Y2 who need to be screened again. **An *email will also follow to confirm.***

(3) Engagement Model (replacement for P Scales)

Schools record code "EM" for pupils "below pre key stage standards" (BLW) of the national curriculum. The reporting of "areas of engagement" is not required.

(4) Data Returns (File 4 ref above) All school returns should be done via DataLocker at https://datalocker.coventry.gov.uk/

** N.B Please do not submit KS2 TA data to Primary Assessment Gateway , **the Data Team are submitting it on your behalf as in previous years** **

(5) Availability of KS2 test data

A common transfer file ("ctf") will be available to schools on the Primary Assessment Gateway by **9th July**. **This data can be imported directly into your MIS system on this date.**

Email from K. Coughlan 9th May 2024 - slide 3

If you have queries regarding the data please call :

- David Woodhouse on **7697 1744** for **Key Stage 1 and Key Stage 2**
- Lee Carvell on **7697 1742** for **Early Year's Foundation Stage**
- Rayna Begum on **7697 2076** for **Y1 (Y2) Phonics Screening.**
- For the set-up of "**End of Key Stage**" (Coventry ICT SLA customers) please log a ticket with the **Schools Service Desk** by emailing schoolsict@coventry.gov.uk or call 7678 6620.

Pupil On Roll relevant dates for each Key Stage – who to include on the marksheet

EYFS

- on roll as at **24 May**

Y1 and Y2 Phonics

- on roll week beginning **10 June**

KS2 MTC for Year 4

- on roll on or before **21 June** and if a new admission include if not already tested at previous school.

KS2 TA for Year 6

- on roll week beginning **13 May** (test week)

END OF KEY STAGE PROCEDURE 2024
Summary sheet with page reference to "Key Stage Entry Explained" manual .

	Action	Page No. in Manual	Method / Name	Deadlines and Reference Notes
Set up	Create Key Stage Groups	2	Focus|Groups|User Defined Groups	EYFS, Phonics, MTC, KS1, KS2
	Ensuring the Spring 2023 Release has been applied - Import all Key Stage Packs	4	Focus|Assessment|Marksheet Entry	EYFS, Phonics, MTC, KS1, KS2
	In the manual each processing section referenced below gives a step by step guide to running of 2024 "wizards", reporting to parents and exporting data to "ctf" ready for return to the Data Team			
Processing	EYFS Assessments	7	See next page for both wizard and marksheet names	by 28 June
	Y1 (& Y2) Phonics Screening	26 (& 33)		by 21 June
	Key Stage 1	16		by 28 June (optional)
	Multiplication Tables Check (MTC) for year 4 pupils.	50		No return deadline to LA or Dfe as it is an online check. Its is listed here so you can input results and report to parents.
	Key Stage 2	40		by 24 June (moderate Schools) and by 26 June (Not being moderated)
Reporting to Parents	Results - EYFS Assessments	15	Early Years Foundation 2022	Individual Pupil
	Results – Phonics	37	KS1 Year 1 Phonics Student Eng 2024 KS1 Year 2 Phonics Student Eng 2024	Individual Pupil
	Results - Key Stage 1	22	KS1 P1 Student England 2024 KS1 P2 Comparative England 2024	Individual Pupil Generic
	Multiplication Tables Check (MTC) for year 4 pupils.	52	KS2 Multiplcation Check 2023	Individual Pupil
	Results - Key Stage 2	47	KS2 P1 Student England 2024 KS2 P2 Comparative England 2024 KS2 P3 Comp TAs by gender England 2024 KS2 P4 Comp Tests by gender England 2024	Individual Pupil Generic Generic Generic
Return to LA	Check CTF setup	See end of each processing section above	Tools/Setups/CTF	Alternative destination - STA
	Exporting Results to the LA via CTF		Routines/Data Out/CTF/Export CTF	**DESTINATION: Coventry** for EYFS, Phonics , KS1 **STA** for KS2
	Sending the Files via Datalocker (Coventry City Council Secure File Transfer)	See separate document ICT web page (item 4)	https://datalocker.coventry.gov.uk/	EYFS, Phonics, KS1& KS2 CTF Files

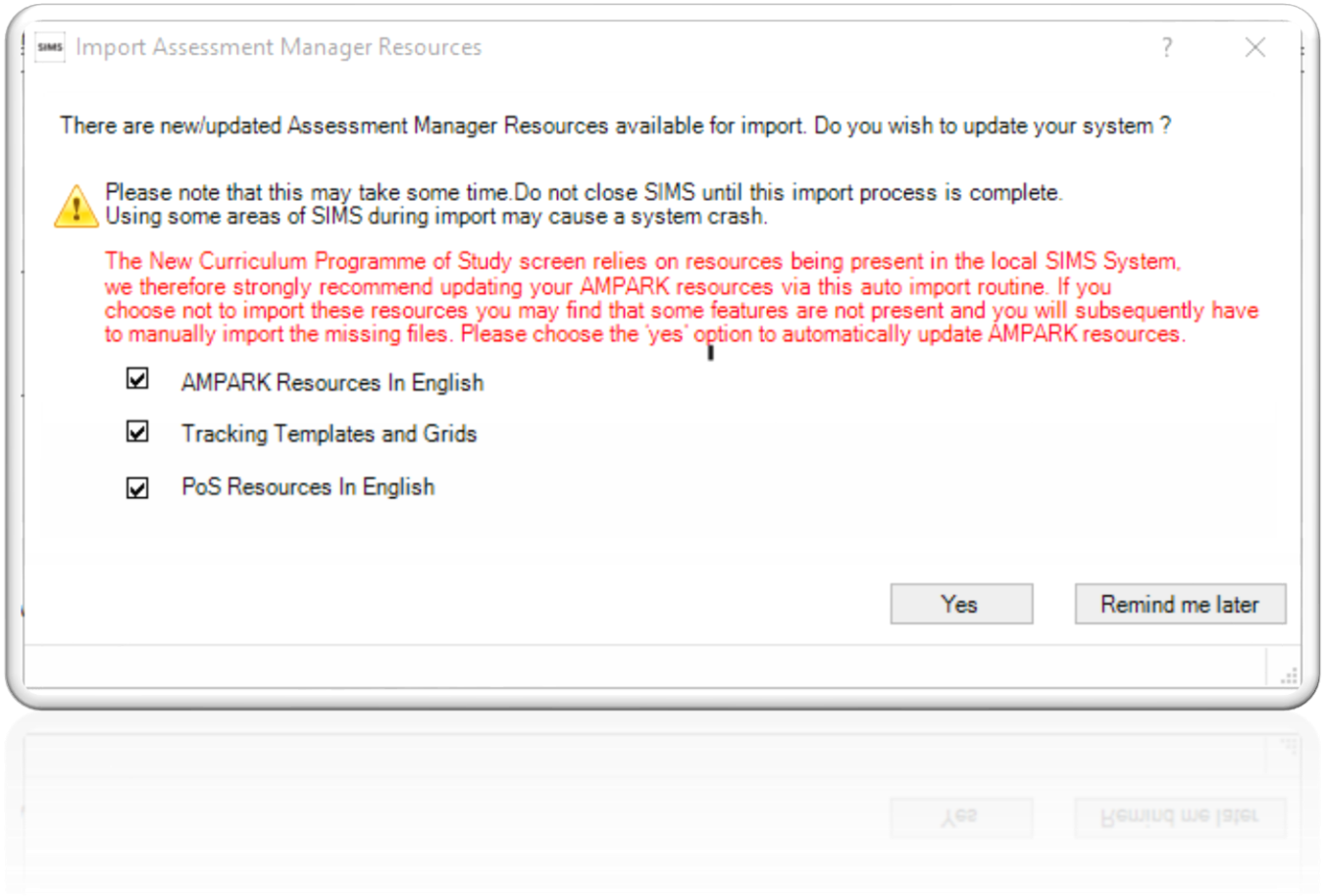
End of Key Stage Data Entry 2024: "Tools | Performance | Assessment | Wizard Manager"

Key Stage	Wizard	Marksheets	Data Entry
EYFS	EYFS Profile Summary Wizard 2024	1 Communication and Language Data Entry 2024	Columns 1, 2, 3
		2 Physical Development Data Entry 2024	Columns 4,5
		3 Personal, Social & Emotional Dev. Data Entry 2024	Columns 6,7,8
		4 Literacy Data Entry 2024	Columns 9,10
		5 Mathematics Data Entry 2024	Columns 11, 12
		6 Understanding the World Data Entry 2024	Columns 13, 14, 15
		7 Expressive arts and design Data Entry 2024	Columns 16, 17
		Remaining columns 18 – 35 – data checks	View only cols 18 - 35
Year 1 & (Y2)	Phonics Screening	Phonics Screening Year 1 2024	Column 2, (Col 1 - enter threshold pass mark when released by Dfe 26/6/23 ,Col 3 & 4 are formula checks)
		Phonics Screening Year 2 2024	Column 7 (Col 6 - enter threshold 2024 mark released 24/6/23 . all other columns view only)
Key Stage 1 *Year 2*	Key Stage 1 Wizard England 2024	KS1 A Teacher Assessments 2024	Columns 1 - 4
		KS1 C Test Outcomes (Optional) 2024	Optional
		KS1 D Broadsheet Review 2024	View only
Key Stage 2 *Year 6*	Key Stage 2 Wizard England 2024	KS2 A Teacher Assessments 2024	Cols 2 (Wri) and 4 (Sci) . ***1 (Re) & 3 (Ma) only req'd for those pupils working below the standard of the national curriculum.***
		KS2 C Test Outcomes 2024	Entry not required, populated via "ctf" import using PAG file released on 9 July
		KS2 D Broadsheet Review 2024	View only
Key Stages 1 - 2	Unlike P Scales details of Engagement Model Data NOT REQUIRED	Included in above marksheets using Code "EM" as assessed grade. ***N.B. Schools do not have to submit data about the achievements and progress of each pupil working below the overall standard of the national curriculum assessments and not engaged in subject-specific study. This is because the progress that these pupils make will be personal to them, and it is not possible to meaningfully consider data for these pupils.***	

SIMS

Importing Key Stage Packs

- Focus | Assessment | Marksheet Entry

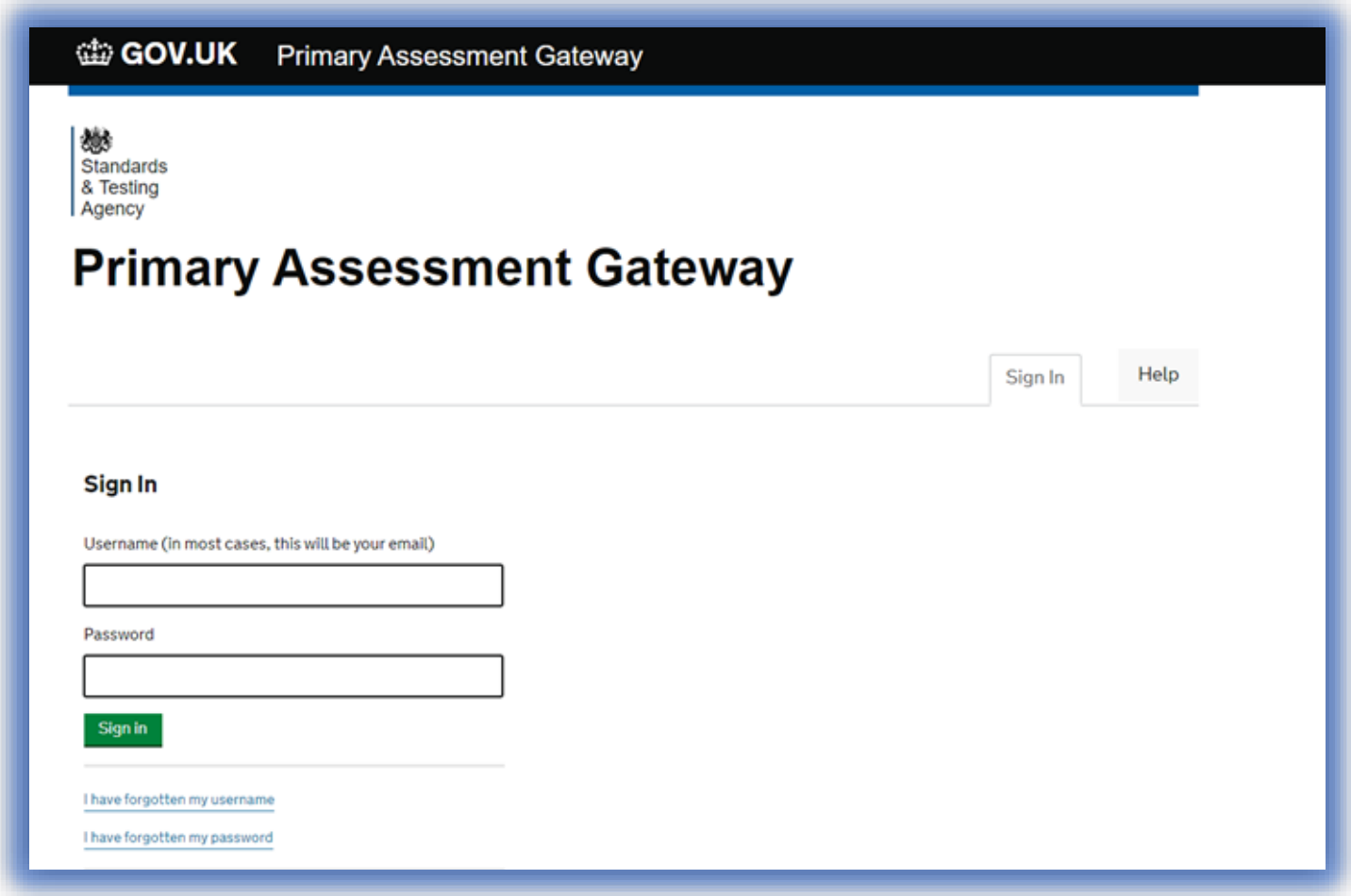


DEMO

Download KS2 Test Results

[Sign In (education.gov.uk)]

Available 9th July



Download MTC Results

GOV.UK (multiplication-tables-check.service.gov.uk)

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