

To Headteachers of Lancashire Primary Schools

Phone: 01772 531555

Email: pst@lancashire.gov.uk

Our ref: LSIS/MT/PB/CM/JB

Date: 10 June 2025

Dear Colleague,

Collection and Checking of EYFSP, Phonics Screening Check, KS1 (optional) and information regarding KS2 Teacher Assessments.

Schools should have received the instructions from Lancashire Education Digital Services for the collection and return of the Early Years Foundation Stage Profile, Phonics Screening Check Results and Key Stage 1 (optional) for 2025.

For SIMS guidance please refer to the Lancashire Education Digital Services website <https://educationdigitalservices.lancashire.gov.uk/> under **Support | SIMS Support | Primary | Assessment | Statutory Assessment Guidance**

For schools using a management information system other than SIMS, please refer to the software supplier of the management information system for guidance on the process of exporting your CTF data.

This letter is to inform you about the procedures, and to highlight the data checking element for Headteachers; this has proved to be helpful in minimising errors in school data over the last seven years. Please see below for how Headteachers should check and "sign off" the data after the initial submission of results.

Please note, the submission dates for this year are:

- EYFSP – Final deadline – 30 June 2025 (we advise that you aim to meet the soft deadline of 24 June 2025) via the Lancashire Tracker or the School Portal.
- Phonics – Final deadline – 27 June 2025 (we advise that you aim to meet the soft deadline of 24 June 2025) via the Lancashire Tracker or the School Portal.
- KS2 – Final deadline – 27 June 2025 **by uploading to the Primary Assessment Gateway** (we advise that you aim to meet the soft deadline of 24 June 2025) via the Primary Assessment Gateway.

- KS1 (optional) – Deadline – 04 July 2025 via the Lancashire Tracker or the School Portal – please note that you only need to submit KS1 (optional) data to us if you are in receipt of an LSIP and would like this to be included.

I would strongly encourage you to submit your data in advance of the hard deadlines, aiming for the soft deadline dates for each area. In previous years, there were issues for a number of schools in relation to the Primary Assessment Gateway, ranging from access issues to data errors and whilst it is expected to have improved, it is prudent to recommend earlier submission.

Data Submission EYFSP, Phonics and KS1 (optional)

There are a number of options for submitting your data. If your school subscribes to the LCC Pupil Tracker you can submit your results using the submission areas in the menu (see appendix C). Alternatively, you can submit a Common Transfer File (CTF) via the schools portal (see appendix A) by using the wizards in Assessment Manager (part of the SIMS system) to then create a CTF. Please note if you submit your results through the Pupil Tracker you do not need to send a CTF.

As in previous years, there will also be an Excel spreadsheet to submit assessments for those schools which choose **not to** submit their results using the LCC Pupil Tracker or SIMS system (see appendix B). This is available on request from the Professional Support Team on 01772 531555 or by email at pst@lancashire.gov.uk.

Phonics

The phonics screening check is the statutory assessment for all children in Year 1, and for children in year 2 who either did not meet the required standard or did not take part last year. A list of all your year 2 children showing whether they met the required pass mark in year 1 is available on <https://rose.lancashire.gov.uk/>. Please check this list for any missing pupils who may have arrived after the January 2025 census; you will need to contact their previous school to obtain their results if you do not already have them.

The screening check takes place week commencing 09 June 2025. If a child is absent this week, the check can be undertaken up until 20 June 2025. If the child is absent throughout this period, the school should report the outcome code 'A'. Children must only attempt the phonics screening check once during the check window.

As I am sure you are aware, results for the screening check also need to be reported to parents before the end of the summer term. In the Assessment and Reporting (ARA) booklet from the Standards and Assessment Agency it states that "Headteachers must report the pupils' scores to parents by the end of the summer term. This should include whether their child has met the expected standard to ensure they are aware of their child's progress in developing phonics decoding skills. If a pupil has not met the expected standard, headteachers should outline the support that will be put in place to help the pupil progress." This year the threshold mark will not be released until 23 June 2025, after the screening has taken place. However, schools are encouraged to return the phonics results before this date if they wish to do so.

You can enter the results into the LCC Pupil Tracker and/or your SIMS system before 23



June 2025. However, we advise that **you should not run any reports for parents** before your MIS system is updated with the threshold, as this will potentially show the wrong outcome/result. The LCC pupil tracker will be updated centrally with the threshold mark. For guidance on how to update SIMS please refer to the Lancashire Education Digital Services guidance which is available on the Lancashire Education Digital Services website <https://educationdigitalservices.lancashire.gov.uk/>.

School-level results will be made available via ASP/IDSR (and within the Lancashire School Information Profile – LSIP) for schools to analyse their own performance and for Ofsted to use in inspections. It is therefore important that schools check their submission; see below.

Checking of Results

Headteachers are responsible for ensuring the data submitted accurately reflects the assessments of the current cohorts of children. The checking procedure outlined below has been used successfully in previous years and will be in place for the checking of data submission this year for the EYFS, phonics screening check, and KS1 (optional). After submitting the data, Headteachers can for a short time follow up any anomalies and resubmit; resubmitting does take considerable additional time, so **I encourage schools to review the data carefully before the original submission.** This will minimise the need for you to follow up and resubmit, at what is a very busy time for you.

To enable the school to check the results submitted, the Professional Support Team at Lancashire County Council will upload to Lancashire ROSE a checking sheet of results within 10 working days of receiving the school's CTF. Schools will need to check Lancashire ROSE for this file after they have sent in the CTF with the data. Headteachers or their delegated authority need to check that these results are an accurate reflection of the children's attainment. The checking file contains a link to the Microsoft form which needs to be completed by the school to verify that the results are accurate.

Please note it will not be possible to amend results after the end of the summer term. Please ensure you check your results carefully and discuss them with your adviser if necessary. As mentioned earlier, the results will be reported in publications such as ASP and LSIP, so it is important that you confirm your results are correct.

Key Stage 2 Teacher Assessments; DfE final deadline of 27 June 2025


Key Stage 2 TAs are not collected by the Local Authority. Schools must submit their Key Stage 2 Teacher Assessments via the [Primary Assessment Gateway](#) website by the DfE's final deadline of 27 June 2025. Further guidance can be found at [Using the Primary Assessment Gateway](#). In previous years, schools that missed the deadline did not have their results included in ASP until the February validated version. Guidance on submitting your Key Stage 2 Teacher Assessments can be found on the [government website](#). **As mentioned earlier, I recommend that data is uploaded to the Primary Assessment Gateway in advance of this final date.**

If you have any queries about the data collection process or your results, please contact the Professional Support Team at Lancashire County Council, by telephone on 01772 531555 or by email at pst@lancashire.gov.uk. Please indicate whether your query is related to **EYFSP, KS1 (optional), Phonics Screening Check Data Collection or KS2.**



If you have any queries about the Assessment Manager or the SIMS system, please contact Lancashire Education Digital Services on 0300 123 6797 (option 3) or <https://educationdigitalservices.lancashire.gov.uk/my-incidents.aspx>

Yours sincerely,



Mike Thompson
Curriculum and Assessment Co-ordinator



Pete Battersby
Key Schools Project Team Leader

CC Primary Advisers, Schools' Portal, AST website