

Returning files to the LA (v1.0)

- EYFS, Phonics and KS1 (optional) files must be returned to the LA.
- KS2 files must be uploaded directly to the [Primary Assessment Gateway](#) website.

EYFS, Phonics and KS1 (optional) can be returned either:

- As a CTF file – Please see *Appendix A*.
- Using the Excel spreadsheet templates and returned via encrypted email – Please see *Appendix B*.
- Submitted via the LCC Pupil Tracker – Please see *Appendix C*.

Appendix A

Returning CTF Files to the LA through the Schools Portal

For schools using the SIMS management information system, guidance regarding the process of exporting your CTF data will be provided to you by the Digital Services Education team, who can be contacted on 0300 123 6797 (Option 3) to assist with any enquiries regarding the SIMS management information system.

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.

To return a CTF file through the Schools Portal please either click on the relevant links in the posting from the Professional Support Team or click the following link:

Early Years Foundation Stage Profile Results

<https://schoolsportal.lancsngfl.ac.uk/msf/files/upload/?folder=57>

Key Stage 1 Results (optional) – <https://schoolsportal.lancsngfl.ac.uk/msf/files/upload/?folder=58>

Year 1 and 2 Phonics - <https://schoolsportal.lancsngfl.ac.uk/msf/files/upload/?folder=59>

(You can also find these folders on the school's portal by clicking 'Forms' then 'School Improvement')

- 1) Click **'Select Files'**
- 2) Find and select the CTF files you want to send to the LA and click **'Open'**
- 3) Add any comments as appropriate in the **'Accompanying Note'** field.
- 4) Click **'Upload Files'**

Please note - 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 note that for any pupils missing from this list (i.e. pupils arriving after the January 2025 census), you will need to contact their previous school to obtain their results if you do not already have them.

File Return Form : Early Years Foundation Stage Profile Results

Please use this form to return a file.

File *

8881234_fsp_888LLLL_001.xml (148 KB) 

Select file(s)

(Max file size: 3Mb)

Accompanying note

Additional pupil – Please add to our previous return

Reset

Upload file(s)

Once you have uploaded each of your CTF files to the relevant section of the Schools Portal then your submission is complete.

Appendix B

Returning Excel Spreadsheet Templates via Encrypted Email

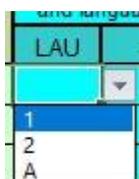
To request copies of the three Excel spreadsheet templates for Early Years, KS1 (optional) and Phonics (Year 1 and Year 2) please contact the Professional Support Team on pst@lancashire.gov.uk or 01772 531555.

The templates and guidance notes will be emailed to you via our encrypted email service. Once the email arrives, you will need to follow the instructions within the email to log in and access the contents of the email.

Please note that for security purposes the email can only be opened by the original recipient, so forwarding the email to a colleague will result in them not being able to access the contents. To avoid this, it is best to request for the email to be sent directly to the person who will be completing the Excel spreadsheet templates.

Download the Excel template from the email to your computer, and then open the template and complete the form. Instructions and guidance are provided within each template.

Note that some cells contain a drop-down list with containing valid results for you to choose from. Only these options are valid, so please do not return any result other than those available in the drop-down list. For example, the list of valid results within the Early Years template is shown below:



On completing all the results, **you must click on the button labelled "Export"**:



If the results are valid and complete, then the data will be exported to a CSV file.

Once you have completed each of the Early Years, Phonics and KS1 (optional) spreadsheet templates as appropriate for your school and exported all the CSV files, open the email which was sent to you originally and click 'reply'. Attach your CSV files to the email and click 'send'.

For data security, please ensure that you only attach the CSV data to the original email that you received as it allows for the data to be returned securely. Do not return the CSV data by creating a new email, as the new email will not be encrypted and will cause you to risk a data protection violation if the data is returned without encryption.

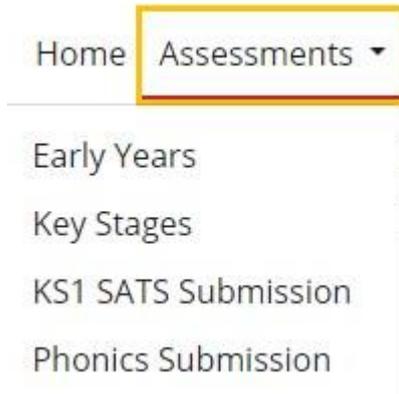
Please note - A list of all your year 2 children showing whether they met the required pass mark in year 1 is available on <https://rose.lancashire.gov.uk/>. Please note that for any pupils missing from this list (i.e. pupils arriving after the January 2025 census), you will need to contact their previous school to obtain their results if you do not already have them.

Appendix C

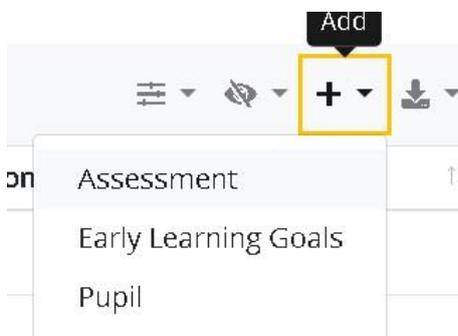
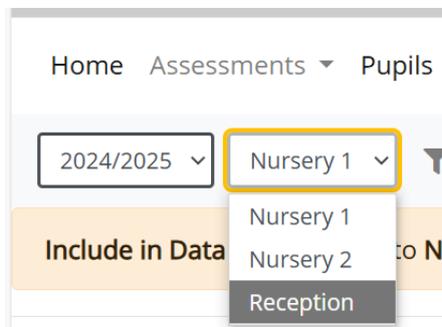
Submitting EYFSP through the LCC Pupil Tracker (subscribers only)

1) Submitting EYFSP Early Learning Goals

EYFSP results must be submitted using the Pupil Tracker Hub, which can be accessed via this link: <https://pupiltrackerhub.lancashire.gov.uk/> Select "Assessments" followed by "Early Years"

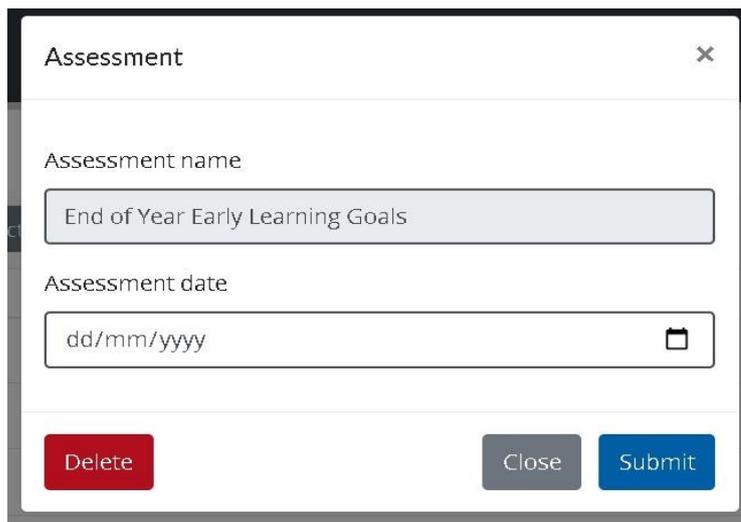
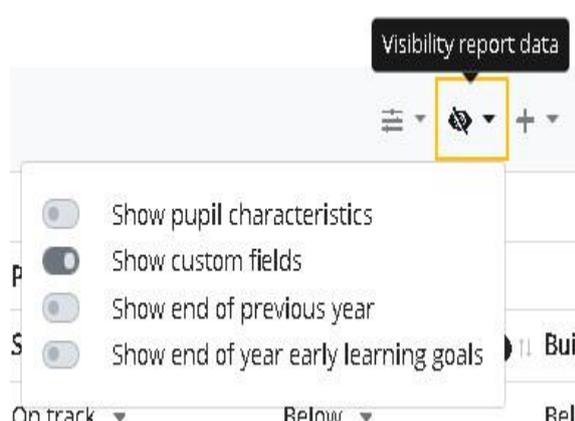


In the drop-down options, choose the year "2024/2025", then choose "Reception", and then click "Select".



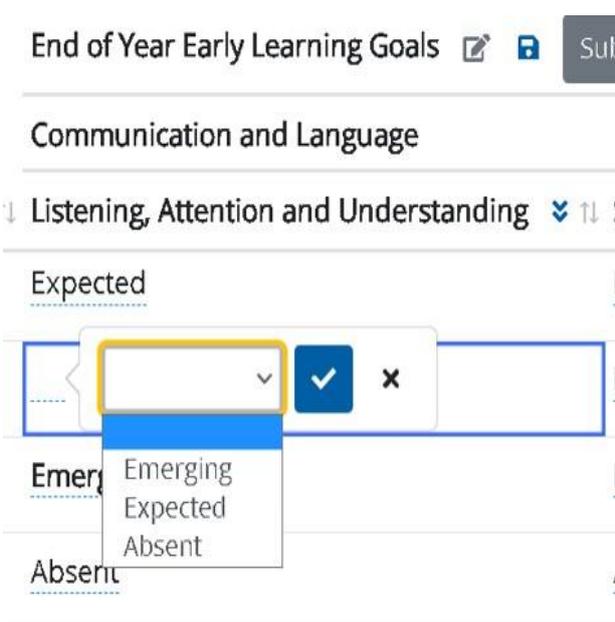
Firstly the "End of year early learning goals" aspect needs to be created. To do this, users should select the option "Early Learning Goals" from the drop-down menu facilitated using the "+" icon which is also used to create an assessment (see left).

You will then be presented with the box (see right) and asked to specify a date upon which the "end of year early learning goals" are to be completed. Finally, you need to click the "Submit" button and the section is ready for completion.

Once created the default position is that the "end of year early learning goals" entry option is switched off until it is needed at the end of the "Reception" cohort. To activate this area for data entry simply turn it on using the "Visibility report data" icon.

For the "Reception" year only, once selected, this area presents the seventeen areas of development into which the end of year Early Learning Goals can be submitted.



In a similar approach to the general tracking data, entries can be made via individual cells or by [using the flood-fill facility](#) (see instructions below).

To submit an individual entry, click within the appropriate cell to access the drop-down list of options using the down arrow, highlight your selection and then apply using the tick button.

Please note: Where "Absent" is selected as an option all seventeen areas of development will populate with this entry and a "0" will present in the "ELG Total Score" column, see below.

Within the "end of year early learning goals" section following the first twelve areas of development you will see a column entitled "Good Level of Development". This has been incorporated to generate a "Yes" (highlighted in green) value where a child is deemed to be performing as "Expected" in each of the twelve preceding areas, or a "No" (highlighted in red) where a child is judged to be "Emerging" in any of those areas (see right).

Mathematics		
Number	Numerical Patterns	Good Level of Development
Emerging	Emerging	No
Expected	Expected	Yes
Expected	Emerging	No
Expected	Expected	No
Emerging	Expected	No

Being Imaginative and Expressive	ELG Total Score
Expected	5
Expected	28
Expected	13
Expected	8
Emerging	6
Expected	7

The remaining five areas of development are situated directly after the "Good Level of Development" column. Once completed they contribute to the "ELG Total Score" column (see left). A value based on the outcomes in each of the seventeen areas of development will calculate in this column. Where a child is deemed to be "Emerging" they score a 1, in those areas where they are judged to be "Expected" they score a 2.

Based on the number of children within the "Reception" cohort the "Average ELG score" will calculate at the foot of the "ELG Total Score" column.

Data will autosave every five minutes, however as good practice you should always click save within the assessment tracking area before leaving the page.

Submission of Statutory 'End of Year Early Learning Goals'.

To enable schools to submit their statutory "End of Year Early Learning Goals" to the local authority a submission button has now been added to the "Assessments" area of the tracker.

Having added and saved your entries, the submission button (circled right) should be used to submit "End of Year Early Learning Goals".

End of Year Early Learning Goals	
Communication and Language	
Listening, Attention and Understanding	Speaking
Emerging	Expected
Absent	Absent
Expected	Expected

Submit Early Learning Goals ✕

I have authority from the Headteacher to confirm and submit these results.

Submitted By

Philip Gittins

Submitted On

09/06/2022

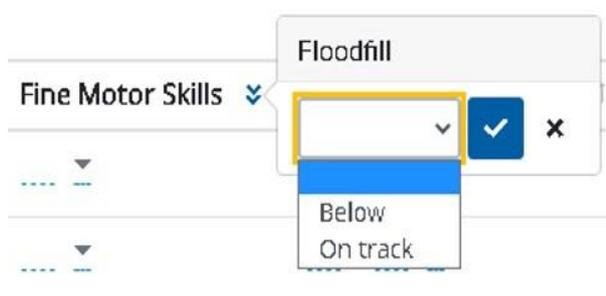
Close
Submit

Having pressed the button outlined above, the prompt box (see left) will appear and requires the user to confirm that they have the authority on behalf of their headteacher to "Submit" the "End of Year Early Learning Goals".

Once you have submitted, the results will be shown in grey to show that they have been locked. The only way that any changes can then be made is by contacting pst@lancashire.gov.uk or 01772 531555, who will unlock the submission.

How do I flood-fill my judgements?

Available as a function within each assessment created and also within the "end of year early learning goals", the flood-fill facility has been enhanced to enable users to select or enter a value to populate an entire column and now row.

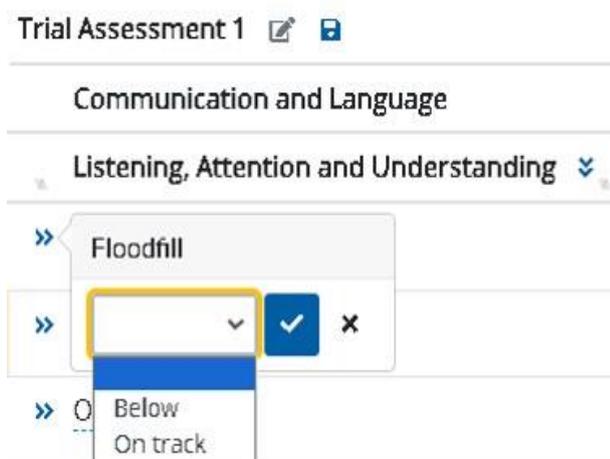


Situated to the right of the subject area title, the double down arrows (see left), when clicked on, present users with a drop-down list of options. Once a value is selected or entered click on the tick button to secure.

appropriate judgement from the drop-down list, and then clicking the tick button to make the change.

When flood-fills have been applied, individual judgements can then be changed as required by clicking on the relevant cell selecting the

Given the large number of "Areas of Development" the tracker now enables users to flood-fill an entire row with outcomes for an individual child.



As you can see from the screen print (left), whenever assessments or indeed "End of Year Early Learning Goals" are created, two arrows pointing right, will appear at the beginning of the row.

This enables the user to select an option which will populate each of the seventeen "Areas of Development" for the child in question.

For "End of Year Early Learning Goals", users can select a blank cell, "Absent", "Emerging" and "Expected".

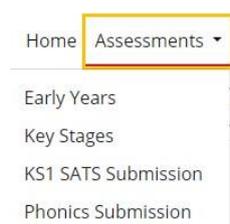
Once an option has been highlighted the tick box should be pressed and then the entire row will populate with that outcome for the pupil. Users can then alter individual cells as appropriate.

Data will autosave every five minutes, however as good practice you should always click save within the assessment tracking area before leaving the page.

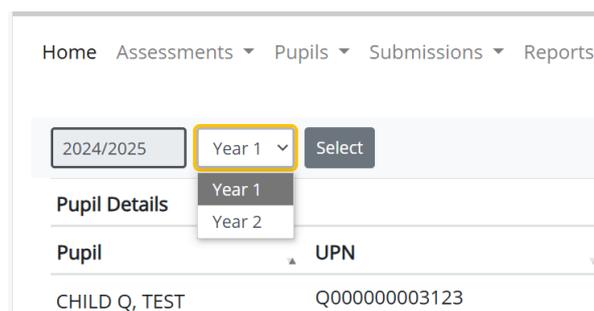
2) Submitting Phonics (Year 1 & Year 2)

The Phonics results must be submitted using the Pupil Tracker Hub, which can be accessed via this link: <https://pupiltrackerhub.lancashire.gov.uk/>

Please select 'Assessments' from the menu, then select 'Phonics Submission'.



After choosing 'Phonics Submission' please ensure you select Year 1 from the drop-down options.



You will see the following screen which will contain your pupil details:

2024/2025		Year 1	Select	
Pupil Details				Phonics Submission
Pupil	UPN	DOB	Gender	Year 1
CHILD Q, TEST	Q000000003123	01/09/2018	Female
CHILD R, TEST	Q000000003122	01/09/2018	Male
CHILD S, TEST	Q000000003121	01/09/2018	Female
CHILD T, TEST	Q000000003120	01/09/2018	Male
CHILD U, TEST	Q000000003119	01/09/2018	Female
CHILD V, TEST	Q000000003118	01/09/2018	Male

The scores for each pupil can now be added to the Year 1 column:

Phonics Submission		Submit
Year 1	Year 2	
.....		
.....		
.....		
.....		
.....		
.....		
.....		

Valid entries are either a score between 0 and 40, or the letter codes "A" (Absent), "D" (Disapplied) or "L" (Pupil has left the school).

Once all of the Year 1 results have been input, click the Save button:



Using the "Year" drop-down, now select "Year 2":

2024/2025		Year 2	Select
Pupil Details			
Pupil	UPN		
CHILD Q, TEST	Q000000003123		
CHILD R, TEST	Q000000003122		

Please repeat the same process of adding a score or outcome code for each pupil who was either absent or received a score less than the threshold of 32 in the summer term 2024. Please note - 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 note that for any pupils missing from this list (i.e. pupils arriving after the January 2025 census), you will need to contact their previous school to obtain their results if you do not already have them.

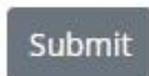
The Year 2 results can be added in the same way as the Year 1 results:

Pupil	UPN	DOB	Gender	Year 1
CHILD Q, TEST	Q000000003123	01/09/2018	Female
CHILD R, TEST	Q000000003122	01/09/2018	Male
CHILD S, TEST	Q000000003121	01/09/2018	Female
CHILD T, TEST	Q000000003120	01/09/2018	Male
CHILD U, TEST	Q000000003119	01/09/2018	Female
CHILD V, TEST	Q000000003118	01/09/2018	Male
CHILD W, TEST	Q000000003117	01/09/2018	Female

Once all the Year 2 results have been input, click the Save button:



Once all the Year 1 and Year 2 results have been saved, check that all of the results match your expectations before clicking on the "Submit" button to finalise the results:



Once you have submitted, the results will be shown in grey to show that the results have been locked. The only way that any changes can then be made is by contacting pst@lancashire.gov.uk or 01772 531555, who will unlock the submission.

3) Submitting Key Stage 1 (optional)

The KS1 (optional) results can be submitted using the Pupil Tracker Hub, which can be accessed via this link: <https://pupiltrackerhub.lancashire.gov.uk/>

Please select 'Assessments' from the menu, then select 'KS1 SATS Submission'.

For each pupil, provide a result for Reading, Writing, Maths & Science using the list of valid results in the drop-down lists provided:

2024/2025 Select

Pupil Details KS1 SATS Submission

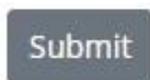
Pupil	UPN	DOB	Gender	Reading	Writing	Maths	Science
CHILD A, EXAMPLE	Q00000003026	01/09/2017	Male	EXS	WTS
CHILD B, EXAMPLE	Q00000003027	01/09/2017	Female	EXS	WTS
CHILD B, EXAMPLE	3983958830766	01/09/2017	Female	EXS	WTS
CHILD C, EXAMPLE	Q00000003028	01/09/2017	Male	EXS	WTS
CHILD C, EXAMPLE	547272533588	01/09/2017	Male	EXS	WTS
CHILD D, EXAMPLE	Q00000003029	01/09/2017	Female	EXS	WTS
CHILD D, EXAMPLE	1783759896731	01/09/2017	Female	EXS	WTS
CHILD E, EXAMPLE	000000003030	01/09/2017	Male	EXS	WTS

Displaying 19 pupils

Once all the results have been input, click the 'Save' icon and then check that all the results match your expectations:



Once you are ready to finalise the results, click on the "Submit" button:



Read and click to submit that you agree to the statement that is presented to you:

Submit KS1 SATS ✕

I have authority from the Headteacher to confirm and submit these results which will be available to view within the "Assessments" area of the Pupil Tracker Hub.

Submitted By

Submitted On

Close
Submit

Once you have submitted, the results will be shown in grey to show that the results have been locked. The only way that any changes can then be made is by contacting pst@lancashire.gov.uk or 01772 531555, who will unlock the submission.