

**This session will
start at 10:00**

**It will also be recorded for those
unable to attend**



Preparing for primary assessment in 2025

- Paul Caladine
- NCER Technical Support Director / Kirklees Council – Data & Insight Service



Webinar date – 26th March 2025

Screenshots in this session and links to materials may become outdated over time.

Local Authorities are advised to always check DfE guidance for themselves and should not rely solely on information provided in this session (which is always subject to change by the DfE)

Webinar arrangements

- Please remain muted unless you have something to contribute
- When presenting unable to see 'hands up' or chat
- Because this is recording for later viewing, I prefer to keep going through the content where possible
- NCER colleagues are available to answer questions in chat as we go
- Slides and the video are intended to be session notes and will be shared shortly after the event
- Some slides feature links to NCER help content / DfE
- We have more questions than we can answer. Please leave any questions you have in chat at the end, and we will respond in writing via the help center article that will hold the video

Webinar arrangements

- Much of this material repeats from 2024's session and is also available as a video from that year.
- Some elements refer to additional functionality purchased from Angel Solutions (Broadcast/plus). This is clearly marked but is used by a high number of LA so worth including here
- Your LA may not choose to make use of all functionality available and covered here – that is for every LA to decide

What we will cover

- Key attainment data systems
- What to do in advance of assessments
 - System administration tasks
 - Assessment & Imports tasks
- Contextual data to load
- What to prepare for during/after assessments
- Advice for your schools

Key systems access required within LA teams

School to School (part of DfE Sign In)

- Main delivery route for EYFS and Phonics submissions from schools

Primary Assessment Gateway

- Allows LA to check whether schools have submitted KS2 writing TA (and download what they have uploaded) and to download the KS2 July results file

Get Information About Pupils (part of DfE Sign In)

- Aside from other uses, also the route through which pupil premium and KS2 results files (after July) are now delivered which will need to be loaded into Nexus

Nexus

- Apart from its many other uses, the platform through which you will load, process and QA EYFS and Phonics files from schools. Ensure Import permissions and system admin permissions are in place

Collect (part of DfE Sign In)

- For submission of the final files to the DfE

Nexus System Admin tasks

- Ensure all necessary users have Nexus accounts with appropriate permissions (note no major changes in this area since 2024)
 - Close leavers accounts (or amend permissions for users no longer involved but still requiring access for other reasons)
 - Check users do not have TOO MANY permissions
- Update schools' area to ensure list is correct (typically around sponsored academies/new free schools)
 - School name changes
 - Check the status of old/new schools for sponsored academies if necessary (not required for converter academies but URN may change for those – this allows you to ensure everything is up and running ahead of importing data in terms of school access)
 - New functionality will link the Head to GIAS (but new heads may need PL accounts)
 - Ask sponsored academy heads if they require access to the old school in PL (Angel can arrange)

[Link to System Admin checklist](#)

[Link to Finding & Maintaining school records in Nexus help centre article and video](#)



NEXUS

National Consortium for Examination Results
Community Interest Company

NCER Admin



KEYPAS Nova Insight Broadcast Pendulum Schools KPIs Alerts Maps Watchsted Forum Documents News

ABBEY BARN ACADEMY

BACK

EDIT

Headteacher/Principal: Samuel Blisworth

X GIAS MISMATCH

Headteacher/Principal Email: s.blisworth@ab

GIAS: Sally Spalding
Report incorrect details

LA Adviser: Linda Knottingham

Address: Old School Buildings, 21 Angel Street,
Liverpool, Merseyside, L3 4TH

School Phone: 01234 567897

School Email: office@abbeybarnprimary.sch.uk

Website: www.abbeybarnprimary.sch.uk

SCHOOL INFO

Source: GIAS

URN: 779993
DfE: 2001
Phase: Primary
Type: Voluntary Controlled School
Number on Roll: 355
Capacity: 387

SCHOOL LIST

ADD SCHOOL

LA: Calderdale (381) Group: All Schools School Type: Any Search: Search by Name, DfE No. or URN

LA Category: Any LA Grade: Any LA Target Grade: Any RAG: Any Page Size: 10

EXPORT LIST

RESET

SEARCH

Name	URN	DfE	Type	Ofsted	LA Category	LA Grade	LA Target Grade	RAG
Abbey Park Primary Academy	140172	2005	Primary	G				
All Saints' CofE VA Junior and Infant School	107569	5201	Primary	G				
Ash Green Community Primary School	107534	2093	Primary	G				
Bailliffe Bridge Junior and Infant School	107499	2040	Primary	G				
Barkisland CofE VA Primary School	107552	3321	Primary	G				
Beech Hill School	137337	2019	Primary	G				
Bolton Brow Primary Academy	137392	2063	Primary	G				
Bowling Green Academy	148202	2048	Primary	G				
Bradshaw Primary Academy	137987	2004	Primary	G				
Brighouse High School	136604	5406	Secondary	G				

EDIT SCHOOL

School name: AngelDale Primary School

Headteacher/Principal: David Coutts GIAS MATCH

Headteacher/Principal Email: dcoutts@angeldale.sch.uk

School type: Academy

School phase: Primary

URN: 234567

DfE number: 3344

Address: 131 Angel Hill

Town/City: Dalesford

Postcode: L3 5TF

Opened date: 12/12/2003

Email: office@angeldaleprimary.sch.uk

Phone: 01234 567678

Website: www.angeldaleprimary.sch.uk

CANCEL

SAVE

Important note: When a school has become an academy converter, you should overwrite the URN and any other information for the **existing** school in Nexus.

When a school becomes a sponsor led academy and has a new DfE number, **you must set up the new school separately**. This ensures that the closed school's data, reports, and analysis remain against the correct entry in Nexus.

Please refer to our [updating school details in Nexus](#) help guide for more information.

If you are unsure of a school's details, please check the DfE's [Get Information About Schools](#) web page.

If you have further questions, please get in touch with nexussupport@angelsolutions.co.uk.















Nexus System Admin tasks

- Maintain school groups in Nexus (if used) – available to select in Insight (within the LA)
 - **Standard groups** – where you manually assign members who remain in group until you remove them
 - **Dynamic groups** – where you update TAGs, RAG rating, Categories, Target grades etc. (which have their own uses) – more on this below – membership of groups will update as changes are made by any authorised user
- Examples of groups
 - Geographical / Wards / MAT groups / Academies / LA / Traded Service – **ANY** group of schools useful in your LA
 - You can also use groups to hold old and new identities of schools to run trend reports across two identities of a school. The group line will be the results trend

[Link to School groups for reporting and analysis help centre article and video](#)

MANAGE SCHOOL GROUPS

[+ ADD NEW GROUP](#)

Name	Group Description		
All Schools	All establishments within your LA (system reserved)	edit	
My Schools	All establishments that the user works in (dynamic per user system reserved)	edit	
CLUSTER Calder Valley	Standard: A list of chosen establishments	edit	
CLUSTER East Calderdale	Standard: A list of chosen establishments	edit	
CLUSTER Eiland	Standard: A list of chosen establishments	edit	
CLUSTER North Halifax	Standard: A list of chosen establishments	edit	
CLUSTER Sowerby Bridge	Standard: A list of chosen establishments	edit	
CLUSTER Todmorden	Standard: A list of chosen establishments	edit	
MATGreatHeights	Standard: A list of chosen establishments	edit	
MATImpact	Standard: A list of chosen establishments	edit	
MATTrustEducation	Standard: A list of chosen establishments	edit	
MATPolaris	Standard: A list of chosen establishments	edit	
MATTrinity	Standard: A list of chosen establishments	edit	
Primary	Standard: A list of chosen establishments	edit	
Secondary	Standard: A list of chosen establishments	edit	

Standard Groups

EDIT STANDARD GROUP

[⇒ BACK](#)

Group Name:
CLUSTER Calder Valley

21 / 150

School Type:
Any

Search:
Search by Name, DfE No. or URN

SCHOOLS NOT IN GROUP

Abbey Park Primary Academy (2005)
All Saints' CoFE VA Junior and Infant School (5201)
Ash Green Community Primary School (2093)
Bailiffe Bridge Junior and Infant School (2040)
Barkisland CoFE VA Primary School (3321)
Beech Hill School (2019)
Bolton Brow Primary Academy (2063)
Bowling Green Academy (2048)
Bradshaw Primary Academy (2004)
Brighouse High School (5406)
Calderdale College (8000)
Carr Green Primary School (2042)
Christ Church CoFE VA Junior School, Sowerby Bridge (3323)
Christ Church Pellon CoFE VC Primary School (3001)

CHANGE GROUP MEMBERS:

[ADD ►](#)[ADD ALL ►►](#)[◀ REMOVE](#)[◀◀ REMOVE ALL](#)

SCHOOLS IN GROUP

Burnley Road Academy (2053)
Calder Learning Trust (4022)
Castle Hill Primary School (2068)
Central Street Infant and Nursery School (2054)
Colden Junior and Infant School (2059)
Cragg Vale Junior and Infant School (2055)
Hebden Royd CoFE VA Primary School (3319)
Heptonstall Junior Infant and Nursery School (2058)
Luddenden CE School (3014)
Luddendenfoot Academy (2064)
Midgley School (2065)
Old Town Primary School (2075)
Riverside Junior School (2082)
Scout Road Academy (2056)

Dynamic Groups

EDIT GROUP

Name:
Amber Rag Rating Only

LA GRADE

- ☐ Pink Grade
- ☐ Teal Grade
- ☐ Amber Grade
- ☐ Green Grade
- ☐ Purple Grade

LA TARGET GRADE

- ☐ Pink Grade
- ☐ Teal Grade
- ☐ Amber Grade
- ☐ Green Grade
- ☐ Purple Grade

LA CATEGORIES

- ☐ Category 1
- ☐ Category 2
- ☐ Category 3
- ☐ Category 4

RAG RATINGS

- ☐ Blue custom
- ☐ Yellow custom
- ☐ Pink custom
- ☐ Purple custom
- ☐ Black custom
- ☐ Green
- ☐ Grey custom
- ☐ Red

TAGS

- ☐ Outstanding School
- ☐ School causing concern
- ☐ SLA: Education Welfare Services (EWS)
- ☐ SLA: Financial Support Service for School
- ☐ SLA: Governor Support Service
- ☐ SLA: Human Resources - Employee Relations
- ☐ SLA: Payroll and Core HR Services: Diamond Plus
- ☐ SLA: Schools Management Information Systems Support Team (SMISS)
- ☐ SLA: SEN and Disabilities Integrated Service
- ☐ SLA: Translation Service
- ☐ Traded Service - Bronze Level

Nexus System Admin tasks

- Maintain and update any of the following that are in use in your LA (all of which can be used in reporting and/or be used for dynamic groups set up)
 - **TAGS** – for example if a new head, in Traded Service or anything else
 - **RAG** ratings
 - **Categories**
 - **Target grades**
- Your LA may have been using some of these for simple info recording (rather than holding separately in spreadsheets)
- Recording may or may not be current (you might ask Angel to clear old data in bulk)
- You can also customize colours for RAG ratings

LA GRADE

Teal Grade

LA TARGET GRADE

Teal Grade

LA CATEGORY

Category 2

RAG RATING

☐

Blue custom

☒

Yellow custom

☐

Pink custom

☐

Purple custom

☐

Black custom

☐

Green

☐

Grey custom

☐

Red

SCHOOL GROUPS

Causing Concern

Amber Rag Rating Only

Test group 1

High hopes

TAGS

☐

Outstanding School

☒

School causing concern

☒

SLA: Education Welfare Services (EWS)

☐

SLA: Financial Support Service for School

☒

SLA: Governor Support Service

☒

SLA: Human Resources - Employee Relations

☒

SLA: Payroll and Core HR Services: Diamond Plus

☒

SLA: Schools Management Information Systems Support Team (SMISS)

☒

SLA: SEN and Disabilities Integrated Service

☒

SLA: Translation Service

☐

Traded Service - Bronze Level

School Type:13 types selected

☒Select All School Types

☒AP/PRU

☒Pupil referral unit

☒Academy alternative provision converter

☒Academy alternative provision sponsor led

☒Academy secure 16 to 19

☒Free schools alternative provision

☒Secure units

☒Institution funded by other government department

☒Academies

☒Academy 16 to 19 sponsor led

☒Academy 16-19 converter

☒Academy alternative provision converter

☒Academy alternative provision sponsor led

School Phase:All Phases Selected

☒Select All School Phases

☒Early Years

☒Not Applicable

☒Nursery

☒Primary

☒Infant

☒Juniors

☒Primary (exc. Infant & Junior)

☒Middle Deemed Primary

☒Secondary

☒Middle Deemed Secondary

☒16 Plus

☒All-Through

Light touch

Good

Outstanding

Nexus System Admin tasks



Perspective

- Manage Perspective Services (if PL in use)
 - Controls access to LA Services area in PL
 - Update the 'Insight Access' for each year & area (ensure that you check when the new year is available to update)
 - Check and update LA defaults if necessary
 - Check and maintain school specific permissions (may be based on traded service or SLA sign up)
 - Assign correct permissions to new schools like new sponsored academies or free schools (especially if your LA default is 'Off')
 - If you define permissions based on sign up to traded service, ensure that anyone who can change those permissions is aware of the sign-up status of each school so only signed-up schools are given access and it's not just added by accident

[Link to Perspective Integrated Services help centre article](#)

INSIGHT ACCESS

School access to Insight via Perspective is **ON**

You can amend the data sources for Perspective Insight analysis on the [Data Source settings page](#).

To toggle default access or toggle access per school use the [School List](#).

The Pages and Areas tables below control the pages, areas within those pages, and academic years visible to schools with Insight access.

Note: Area visibility only affects pages marked *

PAGES	2021/22	2022/23	2023/24	2024/25
Headlines *	✓	✓	✓	✓
School Intelligence *	✓	✓	✓	✓
Pupil Groups *	✓	✓	✓	✓
School Census Cohort	✓	✓	✓	✓
Absence Details	✓	✓	✓	✓
Exclusions Details	✓	✓	✓	✓

AREAS	2021/22	2022/23	2023/24	2024/25
Absence - Autumn	✓	✓	✓	✗
EYFSP	✓	✓	✓	✗
Absence - Aut/Spr	✗	✗	✗	✗
Phonics	✓	✓	✓	✗
Absence - Full Year	✗	✓	✓	✗
Key Stage 1	✓	✓	✓	✗
MTC	✓	✓	✓	✗
Key Stage 2	✓	✓	✓	✗
Key Stage 4	✓	✓	✓	✗
Exclusions/Suspensions - Autumn	✗	✗	✗	✗
Exclusions/Suspensions - Aut/Spr	✗	✗	✗	✗
Exclusions/Suspensions - Full Year	✗	✗	✗	✗

SCHOOL LIST

(Schools listed are those with at least one active Perspective account).

Search by Name or URN EXPORT EDIT ALL

☐ = Non-default setting applied | = Change saved

School	User Accounts	Latest User Login	Head Teacher	Data Tabs (Data Charts)	Nova Analysis (Data Reports)	Insight (Insight pages)	LA News (News Articles)	Broadcast (LA to School)	Edit
Default Setting				✓	✓	✓	✓	✓	
When schools aren't manually set, they will default to this setting.									
Abbey Park Junior, Infant and Nursery School (2036)	1	20/07/2018 (3y 4m ago)	Benjamin Normington (email)	✗	✗	✗	✗	✗	
Abbey Park Primary Academy (2085)	1	11/07/2017 (4y 5m ago)	Benjamin Normington (email)	✗	✗	✗	✓	✗	
All Saints' CofE VA Junior and Infant School (5201)	3	27/10/2021 (1m 14d ago)	Lauren Watson (email)	✗	✗	✗	✓	✗	
Ash Green Community Primary School (2093)	1	22/11/2021 (19d ago)	Mungo Sheppard (email)	✓	✓	✓	✓	✓	
Balliffe Bridge Junior and Infant School (2040)	1	13/07/2020 (1y 5m ago)	Helen Proctor (email)	✗	✗	✗	✓	✗	
Barkisland CofE VA Primary School (3321)	1	22/11/2019 (2y ago)	Becky Schofield (email)	✗	✗	✗	✓	✗	

Nexus System Admin tasks

- Nova Menu > Admin
 - Data settings - specify tabs available in Realtime data trends/data tabs (and which datasets at KS2 and KS4)
 - Preferences - for each key stage what - if any - footer should be included at the bottom of a Nova report (may be updated later when data is available)
- Insight Menu > Settings
 - Manage table templates – rollover any Insight Table Templates (or remove if no longer required)
- Nova Menu > Batch reports
 - Create or rollover batch reports
 - Enabled once system is rolled over in May

PREFERENCES

Report Footers:

All of the reports in Nova have text in the footer that you can change for your Local Authority (*highlighted in the preview image*). You can edit the text that appears for each Key Stage respectively...

EYFSP:

Data & Insight Service, Kirklees LA

Phonics:

Data & Insight Service, Kirklees LA

KS1:

Data & Insight Service, Kirklees LA

MTC:

Data & Insight Service, Kirklees LA

KS1–2 Progress:

Data & Insight Service, Kirklees LA

KS2:

Data & Insight Service, Kirklees LA

KS2–4 Progress:

Data & Insight Service, Kirklees LA

KS4:

Data & Insight Service, Kirklees LA

DATA SETTINGS

As a Nexus Administrator this page allows you to **control the visibility of Key Stage specific Data Tabs** for other **Nexus users*** in your Local Authority. You can also control the visibility of this data inside **Perspective Lite** for your Local Authority's schools.





Please Note: You can further control access to LA services in **Perspective Lite** via **Perspective Services** found under the Admin menu at the top of the page.

* Users who **Can Manage Keystage Data Visibility** will not be affected by this. **Keypas** users will still have access to this data via Keypas.

DATA TAB VISIBILITY

This grid controls what **Nexus users** in your Local Authority can see when viewing the **'Data'** tab in a specific school's dashboard, as well as what a school can see within *Perspective Lite* when viewing the **'Realtime Data Trends'**.

Note: For KS2 you can also choose the data source, AAT/DfE or Schools (if collecting KS2 Teacher Assessments). For KS4 you can choose the data source of either NPD or Keypas.

Key Stage	Data Source	 Not Visible	 Visible to LA	 Visible to LA & Schools
 EYFSP		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
 Phonics		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
 Key Stage 1		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
 Key Stage 2	<div><input checked="" type="radio"/> Keypas (AAT) <input type="radio"/> Keypas (DfE) <input type="radio"/> Keypas (Schools)</div>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
 Key Stage 4	<div><input checked="" type="radio"/> NPD <input type="radio"/> Keypas</div>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
 Key Stage 5		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

INSIGHT SETTINGS

 ABOUT THIS PAGE

Table Templates Data Source

MANAGE TABLE TEMPLATES

Academic Year	Bulk Action				
2023/24	Delete		APPLY		
<input type="checkbox"/> Select all	Name	Created	Updated	Delete	Rollover
<input type="checkbox"/>	Testing Template	09/08/2024	09/08/2024		

Nexus System Admin tasks



Perspective

- Broadcast Menu > LA View (LA who pay for this option only)
 - Maintain and update folder structures used for publication of batch reporting and other files
 - Some structures are created by selections made in batch reporting
 - Changes may not be required – check and ensure still fit for purpose
 - (LA who have Broadcast plus only) Broadcast Menu > Files from Schools
 - Set up file requests and hold them in draft until ready to launch
 - More details from Angel Solutions
- Gillian will be giving a five-minute overview of this functionality at the end of the session for those who wish to remain.



BROADCAST | LA VIEW

Uploaded Content

- 0 - Data Schedule \ User Guides
- 1 - EYFSP
- 2 - Phonics
- 3 - Key Stage 1
- 4 - Key Stage 2
- 2013
- 2014
- 2015
- 2016
- 2017
- 2018

SELECTED FOLDER:

Original name: **Uploaded Content**
Display Name: LA Documents

RENAMEDELETE

NEW FOLDERUPLOAD

BROADCAST OPTIONS ⓘ

STEP 1
SAVE or DISMISS

STEP 2
PUBLISH

STEP 3
NOTIFY

PHONICS DATA COLLECTION

For Year 1 please send in all children. For Year 2, only send children who didn't meet the standard in Year 1. If sending in 2 files, they will need to be zipped into a folder before they can be uploaded. You can re-submit files even after the File Request is showing as Completed - simply use the Status filter in Perspective Lite and select 'Completed' to put the request back into your list.

CHOOSE SCHOOLS

School Group
All Schools

School Phase
All Schools

Deadline: 21/06/24 (98 days)

DELETE

SAVE AS DRAFT

ISSUE FILE REQUEST

Show only selected schools 0

File/folder status	Unsaved icon	Saved icon
New		
Renamed		
Overwrite Existing		
Pending delete		

Non-Nexus prep that can be helpful

- Ensure all teams interacting with schools have the latest, accurate contact details for schools including:
 - School name
 - DFE Number *
 - URN *
 - School type (Primary, Infant, Junior etc.)
 - Phone number
 - Key contact email address
 - Key contact name (if any)
- Escalation contact details (in LA) if school fails to respond/submit
- Much of the above is in Nexus but is quicker to access on a list when dealing with hundred+ schools during peak system usage
- Information on what submissions are expected from each school (e.g., no statutory submissions (EYFSP/Phonics) are required from a Junior School)
- Space for whether that has been received, processed and finalised

** Very recent opening of sponsored / converter academies may benefit from having both old and new numbers*

Non-Nexus
prep that can
be helpful



- If you allow schools access to Perspective Lite you are recommended to ensure that they know:
 - How fast you expect to load their results into the system when submitted (working days)
 - When they can access reporting based on that submission

Immediate update	Overnight update
Nova reports / Reports (Nova)	Real-time data trends
	Insight / Analysis (Insight)

- Or you may have deliberately turned off reporting and analysis until you are ready to release it to all schools and need to give an indication when that will be (either dates or % national completeness)
- Caveats around completeness of LA, regional and emerging national comparisons

Contextual data to load

Autumn census

- Already available

Spring census

- Already available – Critical for 2025 attainment analysis

Summer census

- Available by July (not essential to Assessment reporting if delayed)

SSDA903 – Children Looked After census

- Available by 27th June (deadline to submit to DfE) from CSC

CIN (Children in Need) Census

- Available by 31st July (deadline to submit to DfE) from CSC

Pupil premium

- 25/26 FY pupil premium file – likely to be available in April 2025

User Defined Fields (LA reporting optional)

- Can only be loaded alongside imported assessment data (Nova)

[Link to Assessments & Imports checklist](#)

Contextual data to load

- Why load multiple years of contextual data (if not already done?)
 - Enables trend reporting filters
 - Supports year on year comparisons
 - Supports cohort analysis, school census analysis, CIN and CLA cohort analysis
 - Completes the population of Nexus and future-proofs further developments introduced to the system
 - Supports whole NCER community in accessing early national comparative data
 - HINT – make sure your social care data team are aware that you will need the CIN and SSDA903 files. After a few months DFE close the blade and you can no longer download them.

Expected cohort sizes

- Nexus can help you check whether you are receiving too many / too few pupil results records
- To do so, you need to import the expected cohort sizes
- EYFSP and Year One Phonics can be derived from the January census.
- You should expect SOME changes as pupils join and leave school
- Year Two Phonics is usually based on DfE releasing those numbers to LA to load in (quite often inaccurate though)
- Keypas > Imports > Import New File > Expected Cohort Sizes
- A template file is included on the import wizard page

EXPECTED COHORT SIZES IMPORT

Welcome to the Expected Cohort Sizes Import wizard. This wizard will guide you through the steps to complete the import process.

This page enables you to import Expected Cohort Sizes contained in CSV(*.csv) format.

An Example file is provided below to show the required format: [Example Expected Cohort CSV file](#)

Key Stages in the file are represented as follows:

- EYFSP = 0
- Y1P = P
- Y2P = P2
- KS1 = 1
- KS2 = 2

You should compress your files into a zip file and then upload the compressed file. Multiple files can be uploaded at the same time using the Ctrl and Shift keys.



Please Note: CSV files must contain column headers.

Please, select the correct options and click **Add Related Files** to pick the files to import. Then click **Upload** to start uploading. While uploading, click **Cancel Upload** to stop the process.

ZIP files are allowed to be uploaded. The files they contain will be used in the import. Sub-folders and directories within ZIP files will cause the import to fail.

SELECT RESULT YEAR

2025

SELECT FILES

ADD RELATED FILES

or drop your files here

UPLOAD

Summer Primary Assessments – LA deadlines 2025



KS2 Teacher Assessment – Writing (Optional for LA)

- School deadline to STA (or LA for some) – 27th June (cannot be required earlier than 19th June at noon)
- LA deadline if submitting to DfE – 27th June

EYFSP

- School deadline to LA – 30th June
- LA deadline to DfE – 31st July

Phonics

- School deadline to LA – 18th July
- LA deadline to DfE – 18th July

[Link to 2024-25 Primary Assessment Timeline](#)

Data teams - Early Submission

- LA **cannot require** schools to submit KS2 writing TA (if collecting it) before midday 19th June
- However, LA can **encourage** schools to submit as early as possible (if their assessments are complete)
- By spreading submissions out all schools are more likely to receive a thorough service in terms of Q&A with more time to resubmit
- Where moderation is a factor (KS2) this arrangement allows last few days to support moderated schools if others submit earlier (only applies where LA is collecting and submitting on behalf of schools)
- Helps mitigate for very late submissions due to moderation
- Depends on relationships with schools and not for every LA. Cannot just be decided in data teams. Speak to your KS2 Moderation Manager if you're an LA who does this
- If you have the resources to cope – no need to do this
- Need to **very** clear that this is **not** a requirement if used

Data teams - Other items...

- LA have visibility of whether their schools had submitted KS2 Writing TA through PAG. LA may wish to consider checking and reminding schools who have not submitted by deadline day (possibly as part of SLA/Traded Service offer)
- The Phonics, KS2 ARA / EYFSP Handbook and other guidance docs contain the answers to most questions posed and are available for everyone to check
- Sign up to STA notifications around document publication - STA mailing lists seem inconsistent and unreliable – do your own research in case you were not notified
- Statutory assessment generally requires a Headteachers Declaration Form per assessment - failure to submit is an indication of maladministration. Maybe remind your schools about this requirement – **especially new heads** – but it is their responsibility, and you cannot monitor whether they have complied

Important point for LA data teams

- Results submitted by the school via the LA are the responsibility of the school and specifically the Head
- LA should have a clear audit trail if asked to change the results for the school and send those on to DFE
- Ideally get the school to make the change and **resubmit** the whole file to you but you do have the option in the system to make changes or re-upload single pupils
- Otherwise, how can the Head sign off their submission on the Head Teachers Declaration Form if the LA has changed the file **they** submitted?
- If imminent statutory deadlines or practicality mean you must make a change for the school, stress to the school that they **MUST** make the same changes in their records, and you should keep an email to the school (and Head) confirming exactly what you have done (in case of any maladministration investigation as these can be extremely serious).
- Potentially send the school a QA file to approve after changes are made

After loading 2025 LA submissions

- Quality assurance
 - Part of the reason schools submit via the LA is for the LA to quality assure their submission (a part of the LA statutory duty to submit)
 - This occurs within Nexus and is the basis of primary early data in the system for EYFSP and Phonics
- Keypas > Tree View > Assessment Name > Data Cleaning
- Since 2024 a single data cleaning report will cover multiple areas rather than separate reports. For example:
 - Duplicate UPN / Incorrect UPN Length / Missing or Temp UPN
 - DOB issues
 - Illegal characters in names etc.
- Report per Key Stage
- Expected cohort sizes also available if loaded
- Additional report to fix errors
- Documentation will be updated once released

[Link to Navigating Around Tree View
help centre article](#)



NEXUS

National Consortium for Exam
Community Interest Company

[KEYPAS](#)[Nova](#)[Insight](#)[Pendulum](#)[School](#)[Dashboard](#)[Tree View](#)[Imports](#)[DfE Re](#)

– EYFSP

– Data Cleaning

Step 1: Find Data Errors

Step 2: Fix Data Errors

+ Exports

+ Imported Data

+ Reports

+ Phonics

+ KS1

After loading 2025 LA submissions

- Keypas > DfE Returns
- The LA has a statutory duty to submit files to DfE on behalf of their schools for:
 - EYFSP
 - Phonics
- Once the file has been checked for errors and any necessary resubmissions made you will need to export
- Some LA also have agreements to submit KS2 Writing TA on behalf of schools (not required, this is only a local agreement but if the LA takes this responsibility on then it must be completed)
- Returns are generated via Keypas > DfE Returns

[Link to DfE Returns help centre article](#)

PHONICS EXPORT FOR DFE

Select a year for exports: 2024 **EXPORT**

<input type="checkbox"/>	DfE	Exported? [?]	Errors? [?]	School Name
<input type="checkbox"/>	2059	Yes	No	Meridian
<input type="checkbox"/>	2242	Yes	Yes	KR Primary school
<input type="checkbox"/>	2245	Yes	Yes	KR Primary Lite School
<input type="checkbox"/>	2940	Yes	Yes	Crompton View Primary School
<input type="checkbox"/>	3141	Yes	Yes	Test Primary School 49

DFE RETURNS

IMPORTS

EYFSP
KS1
KS2 TA CTF Files
KS2 Test and TA CTF Files
Phonics

After loading 2025 LA submissions

- KS2 Results (Keypas > Imports > Import New File > KS2 DfE)
 - Contains the key accountability data for most primary phase schools and is the element they are generally most interested in
 - Due for release on 8th July
 - Possible that DfE will deliver a file with a different file specification to that expected
 - Check forums to see if there are any reported issues/confirmed loading by other LA
 - If you are the first LA, please report any failure to load to Angel Solutions
 - Angel have generally responded to this challenge within a few hours in previous years
- Please load in the file as soon as possible once you can - for the benefit of the whole membership community and your schools/LA users

[Link to Importing Results into Keypas help centre article and video](#)

After loading 2025 LA submissions



Perspective

- News > Manage Perspective News
 - Not every LA may opt to use this facility as a comms channel to school but useful for those who do...
 - Still useful to have reference in system to key messages you want schools to be aware of such as:
 - Updates on the completeness of emerging national comparisons and confidence in those figures stabilising
 - Text or links to guidance or external documents such as DfE commentary about results
 - Updates about what batch reports you've published (if your LA does) and when more can be expected
 - Anything you want schools to be able to refer to later
 - Confirm when KS2 results received and loaded
 - News can be published to all schools or subsets of schools – generally for primary assessments limit to primary schools

Reporting and Analysis in 2025

- Remember that Insight updates overnight
- Nova and batch reporting can be used as soon as data is submitted
- Wouldn't recommend batch reporting until submissions complete and loaded (though you may choose to do so)
- Nova reports may be useful for checking data and/or moderation data checking (pupil lists and school summary reports)
- If your aim is to release reporting before school's break up AND you use batch reporting, you may also want to refresh batches over the summer for completeness as changes are made in other LA and – for KS2 only – once again after release of DFE unvalidated data in September.
- Remember that there will – again – be no KS1 to KS2 progress measure in 2025 (due to the pandemic)

Multiplication Table Check

- Nexus can import Year 4 MTC
- If you have not yet asked your schools whether they would wish to submit this data (as provided to them by DfE) for loading, suggest you may wish to do so
- School and LA reporting will be (largely) complete if you get good buy in. Emerging national numbers will depend on offerings across LA
- Don't wait and see what others do and what the national take up is – if everyone does that, it will obviously be low
- NPD data for 2025 will not be available for several months



KS1 2025

- Key Stage 1 became non-statutory after 2023
- DfE encourage schools to continue to administer tests (bank of old papers) and make TA judgements internally
- Nexus can still load in KS1 results from those schools who wish to submit it to the LA
- If your schools wish to submit then the school will get their reporting and the LA gets a picture of performance.
- Completeness of the national picture an open question but the more schools and LA do so the more complete it will be
- OPTIONAL – cannot force a school to take part.
- NOTHING goes to DfE – just for schools and LA benefit



KS1 collection benefits

- KS1 is a valuable progression check-in for pupils between Baseline and KS2, a gap of 7 years
- NCER can offer robust national, regional and local authority benchmarking within days (not months) of supplying assessments to the LAs if we get the LA and school buy-in
- Schools can do their own slicing and dicing and analysis using the LA tools (Nova, Insight) if they have nuanced segments they wish to focus upon.
- LAs can, if they wish, use this as a **revenue generation scheme** (especially with academies) via the provision of services or analytics
- Everything is already in place, ready to go - we just need the data and they can easily be produced via the schools MISs (like they have been able to for years).
- In a few years' time we'll again be able to offer a KS1 to KS2 progress measure (even though there won't be an official one).

2025 NCER supporting materials (links)

- Development of supporting materials is always a work in progress
- Already available:
 - [Links to key DfE documentation](#)
 - [Assessment & Imports checklist](#)
 - [System Admin checklist](#)
 - [Understanding NCER Early & Emerging National Data](#)
 - [2024/25 Academic Year Timeline](#)
 - [Guides to EYFSP, Phonics, KS2](#)
 - Updated [Keypas Import Guides](#)
 - Including [assessments](#)
 - [School census](#)
 - [CLA and CIN census data](#)
 - [Pupil Premium data](#)
 - And more...

Upcoming support

- Updated documentation and videos being released over the year as part of help centre articles
- Ongoing update of help centre guides and videos (including some referenced in this video needing update following deployments of new functionality)
- Videos to help demonstrate the LA Services menu options in Perspective Lite to schools are available via the following link:
<https://ncer.zendesk.com/hc/en-gb/articles/21886239291421-Perspective-Lite-LA-Services-Introductory-Videos>
- Any LA with significant concerns around the processes, please let me know
- Contact details: paul.caladine@kirklees.gov.uk

Q&A Session

- Post meeting Q&A session immediately after Annual Meeting
- NCER Board members and Angel Solutions colleagues will support with any questions that you have and we will come back to any questions we don't have time to answer and publish a response
- Try and start to look at the tasks recommended for your LA by that point if you're unfamiliar

As a reminder Gillian from Angel is holding a five-minute session after the Q&A opportunity – covering the paid for Broadcast functionality that can help with submissions from schools.

Thank you for your time and participation

**Today's slides are already on the Nexus Help Centre
Nexus Videos > Webinars > Webinar – Preparing for
primary assessment 24/25 – 26th March 2025**

**Any remaining / useful Q&A from chat will be
uploaded as soon as possible to the same page**

The video will follow within 7 days

ANY
QUESTIONS
?

5 Reasons For LAs To Use File Requests

The screenshot shows the NEXUS 'Files from Schools' interface. At the top, there's a navigation bar with links like KEYPAS, Nova, Insight, Broadcast, Pendulum, Schools, KPIs, Alerts, Maps, Watchsted, Forum, Documents, and News. Below this, a sub-navigation bar includes LA View, School View, Files from Schools (selected), Groups, Confidential Files, Admin, and User Guide. The main heading is 'FILES FROM SCHOOLS' with a 'NEW FILE REQUEST' button. Underneath, there are tabs for 'File Requests' and 'Standalone Files'. A filter section allows users to show all, created by all users, and date sent for this academic year. There are also dropdowns for 'Show' (All) and 'Created By' (All Users), a date picker for 'Date Created' (This academic year), and buttons for 'EXPORT EXCEL', 'RESET', and 'APPLY'. Below the filters, there are radio buttons for file status: Any (selected), Closed, Draft, Paused, Live, and Invalid. A search bar is also present. The main content is a table with columns: TITLE, CREATED BY, DEADLINE, FILES RETURNED, INFO, STATUS, and ACTIONS. The table lists several file requests with their respective details and status.

TITLE	CREATED BY	DEADLINE	FILES RETURNED	INFO	STATUS	ACTIONS
School policies and procedures	Eleanor Pena	21/02/25	6 of 12 schools	i	Draft	...
School development plan	Cody Fisher	14/07/24	1 of 1 schools ✓	i	Closed	...
Risk assessment reports	Savannah Nguyen	13/01/24	35 of 105 schools	i	Live	...
Health and safety policies and risk assessments	Jerome Bell	02/11/24	4 of 6 schools	i	Invalid	...
Staff training records	Darrell Steward	28/11/24	100 of 400 schools	i	Live	...
Safeguarding policy and procedures	Marvin McKinney	04/03/25	22 of 24 schools	i	Live	...
Curriculum plans	Kathryn Murphy	15/10/24	6 of 6 schools ✓	i	Closed	...

1. Used by 53 local authorities
2. Streamline collection process with automation
3. File validation and rejection handling
4. Add optional file prefixes to downloaded files
5. Save £000s on separate 3rd party systems

5 Reasons For Schools To Love File Requests

SEND FILES TO ANGELDALE

[SEND STANDALONE FILE](#)[BACK](#)

File Requests **71**

Standalone Files

Deadline

Current academic year

Issued by

Any

Status

8 selected

Search

NAME OF REQUEST	ISSUED BY	DATE ISSUED	DEADLINE	STATUS	INFO	FILE
Phonics Collection 2025	Dan McKeon	19/03/25 09:21	30/05/25	File Required	i	- UPLOAD & SEND
EYFS Data Collection 2025	Dan McKeon	19/03/25 09:20	25/04/25	File Required	i	- UPLOAD & SEND
Buildings Management Contracts	Dan McKeon	17/02/25 11:18	31/03/25	Rejected	i	Download REPLACE FILE(S)
Health & Safety 2025 Updates	Dan McKeon	14/01/25 13:39	02/05/25	Rejected	i	Download REPLACE FILE(S)
Head and Finance	Vendor Admin	13/01/25 11:36	20/01/25	Overdue	i	- UPLOAD & SEND
Safeguarding Meeting Minutes	Dan McKeon	09/01/25 16:42	16/01/25	Rejected	i	Download REPLACE FILE(S)
World Book Day Comms	Dan McKeon	09/01/25 16:39	03/03/25	Paused	i	- UPLOAD & SEND
PER-8373 - test	Dan McKeon	13/11/24 14:58	20/11/24	Rejected	i	Download REPLACE FILE(S)

1. Return files from existing Perspective accounts
2. Complete audit trail between school and LA
3. Transparent reasons for rejection workflow
4. Seamless multi-file upload
5. Add contextual comments to any file return



Broadcast

Speak to us today about how **Broadcast** can make your **2025 data collection** a walk in the park.

We're ready and waiting to get you up and running in no time.

Gillian Heath

E: gillian.heath@angelsolutions.co.uk

T: 0151 541 4028

W: angelsolutions.co.uk/broadcast

Upcoming Webinar:

Come and see all the features that are helping LAs to save time and reduce workload in relation to sending and receiving files with schools

11am, 31st March 2025

Scan QR code to book your place:

