



Settings Guidance for Data Collection EYFSP, Phonics & KS2 2025

Data and Assessment Support

Please contact us on schooldataassessment@devon.gov.uk

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Technical Support

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Deadlines

Please submit your data as soon as possible and prior to the final deadlines:

EYFSP – 30th June 2025

Phonics – 23rd June 2025

KS2 Teacher Assessments - 27th June 2025

Important Information

Reminder – We will send schools pupil list spreadsheets via Anycomms. This will be one list of reception pupils who, according to our records are: on roll and will require a profile submitted for them. The other spreadsheet will be for phonics pupils. Year 1 and year 2 pupil rechecks. Please send us your attainment data in the usual way. By entering the results in your management system and exporting it as a CTF to send to us via Anycomms.

If the pupil list we send does not match your records, please contact us as soon as possible by phone (01392) 287317 or e-mail (schooldataassessment@devon.gov.uk), to discuss the discrepancy.

Early Years Foundation Stage Profile 2025

Final Deadline 30th June

What do I need to submit?

ELG no	Early learning Goal
ELG 01	Listening, Attention and Understanding
ELG 02	Speaking
ELG 03	Self-Regulation
ELG 04	Managing Self
ELG 05	Building Relationships
ELG 06	Gross Motor Skills
ELG 07	Fine Motor Skills
ELG 08	Comprehension
ELG 09	Word Reading
ELG 10	Writing
ELG 11	Number
ELG 12	Numerical Patterns
ELG 13	Past and Present
ELG 14	People, Culture and Communities
ELG 15	The Natural World
ELG 16	Creating with Materials
ELG 17	Being Imaginative and Expressive

Assessment rating	EYFS judgement
1	Emerging level
2	Expected level

For every child completing the EYFSP profile you will need to submit a judgement against each Early learning goal as above.

New Starters

If a reception child starts a new school or provider on the first day of the second half of the summer term (or any time after that), then the previous school should submit the data. If a child moves school or provider any time before the half term, then the new school should submit the data. Where half term dates differ between local authority areas, it is

the school or provider where a child attends (or will attend) for the longest period of time that submits the data.

[Early years foundation stage profile handbook - GOV.UK](#) page 21

Children working out of year group

- only submit once per child per assessment
- national curriculum year group dictates the data that needs submitting not the child's chronological age.

When do I need to submit?

Please submit your data as soon as possible.

The final date for submission is **30th June 2025** however we would strongly advise that you submit prior to this.

How do I submit the EYFSP data?

Your data should be submitted through [Anycomms+](#)

If you need any help with anycomms + please contact

educationsystems@devon.gov.uk

Or visit their support page [AnyComms+ - Education Systems \(devon.gov.uk\)](#)

educationsystems@devon.gov.uk

What if a child is absent?

A' can now **only** be used where an **exemption** has been granted. **'A' can no longer be used for absence.**

The DfE provided the following instructions you can refer to from 2023 onwards:

'We recognise that in some cases practitioners may have a more limited knowledge and understanding of what a child knows, understands, and can do and it may be more difficult for an accurate EYFSP assessment to be made.

However, if practitioners have seen no evidence that a child has met an early learning goal, for whatever reason including absence, it is important that they report the child as emerging and then communicate to the year 1 teacher why the assessment has been made. This will ensure that all children are supported as much as possible in their transition to year 1.'

[Early Years Foundation Stage Profile - Foundation Years](#)

Further Support

[Primary guidance - Support for schools and settings \(devon.gov.uk\)](#)

Please contact us on schooldataassessment@devon.gov.uk

Telephone : 01392 287317 – For technical support please see below

Technical Support

Arbor	hello@arbor-education.com myteam@arbor-education.com guidance website Scomis guidance
BromCom	enquiries@bromcom.com Bromcom Support scomis@devon.gov.uk 01392 385300 Guidance website Scomis portal
Cloudschool	CloudSchool Support page
Scholar Pack	support@scholarpack.com Guidance on the Website
School Pod	Website

Phonics Screening Check 2025

Deadline 23rd June

Phonics screening check test week: 9 – 13 June

Phonics screening check timetable variation week: 16 – 20 June

What do I need to submit?

For every child in Year 1 and every child in Year 2 undertaking a re-check a phonics score should be submitted.

Please submit your results as soon as possible once you have completed all of your screenings. You should not wait for the threshold to be published to submit your data.

Description	Process	Outcome code
Child took the phonics screening check and met the required standard.	A mark of 0 – 40 is entered from the screening check outcome. The grade will be automatically applied when the threshold is made available by DfE	Wa
Child took the phonics screening check and did not meet the required standard.		Wt
Absent	Leave the marks column blank and enter the outcome code as per list on the right. Do NOT enter 0 in the marks column	A
Child did not take the phonics screening check		D
Child has left the school		L

New Starters

New Year 2 children joining you during the year – check if they achieved threshold in Year 1.

New Year 1 or Year 2 child joins during timetable variation week (16 – 20 June) - identify if you need to administer phonics screening check. You will need to check with the previous school or in [GIAP](#) (the national pupil data base).

Children working out of year group

- only submit once per child per assessment
- national curriculum year group dictates the data that needs submitting not the child's chronological age.

When do I need to submit?

You should submit as soon as possible once all of the screenings have been completed.

You **do not** need to wait for the threshold mark to be announced before you send in your data file. Follow guidance from your software supplier to add the threshold information to your data collection system when it is made available.

Please submit your data as soon as possible.

The final date for submission is **23rd June 2025** however we would strongly advise that you submit prior to this.

How do I submit the Phonics data?

Phonics y1 checks and y2 rechecks are sent in **ONE CTF FILE** by the school that performed the check.

Your data should be submitted through [Anycomms+](#)

If you need any help with anycomms + please contact

educationsystems@devon.gov.uk

Or visit their support page [AnyComms+ - Education Systems \(devon.gov.uk\)](#)

Further Support

[Primary guidance - Support for schools and settings \(devon.gov.uk\)](#)

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Checking your EYFSP and Phonics Data

When you submit your early years profiles, year1 phonics screening check & year 2 phonics screening rechecks it will be processed and in July a report will be made available to the school in Perspective Lite. We encourage all schools to check their data.

To check your data you will need to sign into [Perspective Lite](#) and on the homepage select '**LA Documents**', click on the current year '**2025**', select the Key Stage folder you wish to check first and view the pupil list report that has been made available.

Headteachers should have access to Perspective Lite but please get in touch if you have a new headteacher and your school's main account needs updating:

Please contact us on schooldataassessment@devon.gov.uk

Telephone : 01392 287317

If you discover an error whilst doing your check, you will need to submit a new CTF file with all the pupils you want included for your submission for that key stage. You will not be able to submit a CTF file with just the amended data for the one child. Once you send a CTF file and we upload it in our system it overwrites any previous CTF files for your school.

If you need to re-submit please send us an email to schooldataassessment@devon.gov.uk and include: your school's name and DfE number as well as the key stage you will be resubmitting for and the name of the file you deem is correct.

KS2 Teacher Assessments 2025

Deadline 27th June

What do I need to submit?

For every child completing KS2 an assessment grade should be recorded as below

Key Stage 2	Reading	Writing	Mathematics	Science
Higher Attaining	Not Statutory because pupil took the test	Working at greater depth within the expected standard (GDS)	Not Statutory because pupil took the test	Working at the expected standard (EXS)
Expected Attainment	Not Statutory because pupil took the test	Working at the expected standard (EXS)	Not Statutory because pupil took the test	
Below expected attainment	Not Statutory because pupil took the test	Working toward the expected standard (WTS)	Not Statutory because pupil took the test	Has not met the expected standard (HNM)
	Pre-key stage standards (PK1, PK2, PK3, PK4, PK5, PK6)	Pre-key stage standards (PK1, PK2, PK3, PK4, PK5, PK6)	Pre-key stage standards (PK1, PK2, PK3, PK4, PK5, PK6)	
Pupils below Pre-Key Stage	Engagement model (EM)	Engagement model (EM)	Engagement model (EM)	
Other options	Absent (A)	Absent (A) Left (L) Pupil will take test in future (F) Pupil has taken the test in past (P)	Absent (A)	Absent (A) Left (L) Pupil will take test in future (F) Pupil has taken the test in past (P)

KS2 TA frameworks and pre-key stage TA frameworks are available here:

[Primary guidance - Support for schools and settings \(devon.gov.uk\)](https://devon.gov.uk/primary-guidance-support-for-schools-and-settings)

New Starters

If a pupil changes school:

- before test week – the receiving school must submit TA data for them
- during test week – the school where the pupil was registered at the beginning of test week must submit TA data for them

- after test week – the school where the pupil was registered during test week must submit TA data for them

If a pupil arrives during test week from a non-participating school or was electively home educated (EHE), the receiving school must submit the TA data for them. If the pupil arrives after test week, they can no longer be registered for the tests, so data will not be expected.

During pupil registration you may have some pupils you identify as a 'B' or you may have pupils you mark as a 'B' on the attendance register for the tests. These pupils will need to have **reading, writing and mathematics teacher assessments submitted**.

How do I submit the KS2 data?

Submit KS2 teacher assessments via the Primary Assessment Gateway (PAG):

<https://www.gov.uk/guidance/using-the-primary-assessment-gateway>

Please remember to keep [Get Information About Schools \(GIAS\)](#) site up to date as details on GIAS is linked to the PAG.

Further Support

Helpline: 0300 303 3013

E-mail: assessments@education.gov.uk

Technical Support

Arbor	hello@arbor-education.com myteam@arbor-education.com guidance website Scomis guidance
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Scholar Pack	support@scholarpack.com Guidance on the Website
School Pod	Website

Previous Common Issues

Anycomms:

Please remember after exporting your CTF you will need to send your EYFSP and your phonics screening checks (year 1 checks and year 2 rechecks in the same file) to us via Anycomms. Your KS2 CTF will need uploading to the Primary Assessment Gateway (PAG).

EYFSP:

- Pupils that **move schools around half term** will need careful consideration. Pupils joining a school after half term will need to have their data submitted by the previous school unless they were home educated or abroad. If using Sims you should be able to put the date back to a time when the pupil was on roll.
- **SEND** – pupils with high SEND needs will need a full profile provided for them as the 'A' code as since 2023 the 'A' code can only be used for official exemptions granted to the DfE.

Phonics:

- Pupils given a '**D**' code need to be included in your submission – D is used when the headteacher decides it is inappropriate for the pupil to have the check administered to them
- **Year 2** children might need a recheck – especially for any pupils who join you from other schools it is worth logging into [Get Information About Pupils \(GIAP\)](#) to check the national database to see if these pupils achieved the threshold in year 1.
- Pupils who were absent or who were not checked in the window will need to be submitted with an '**A**'.
- For pupils who need to be submitted as a '**D**' or an '**A**' please do not add a **zero** to the score as this will create an error.
- Multiple files being sent – all results should be in one file. If you send separate files you will be asked to resubmit

Sometimes files are submitted to us that fail to upload into our system and often this is because the **file doesn't contain attainment results**:

- If using **BromCom** – we have been told that when running the export, there is a box marked 'LA Return' and this needs to be ticked so it exports in the correct format.
- If using **Arbor** – [guidance](#) on how to export the file might help with this.
- If using **Pupil Tracker** – here is a [link to their guidance](#) that will hopefully help.

Insight caused some issues in 2024 hopefully you will have guidance provided by them to help but please remember you can always use your MIS system instead.