



2019-20 Primary Predicted End of Key Stage Analysis Process

1. Download the Primary predicted pupil template that has been uploaded to the [DropBox](#) section of Bradford Schools Online within the IMT Data Transfer section. The file can be accessed by Level 1 and Level 2 users.

The DropBox can be accessed via this link: <https://bso.bradford.gov.uk/Secure/FileShare>

2. Save the template in a secure area.
3. The template has been prepopulated with the pupils in each Key Stage using the January 2020 School Census. Please review that the pupil lists for each Key Stage are correct.
 - a. If you need to add a new pupil, please take care when entering the pupil's details as accuracy is important for matching in the contextual information in our systems. Please ensure that you enter all data fields, and the date of birth is entered using the correct format. Please do not leave blank rows between pupils.
 - b. If you need to remove a pupil, please delete the entire row from the template. Please do not leave blank rows between pupils.
 - c. We have included all pupils in Year 2 that did not achieve the required Phonics standard in 2019.
 - d. Please do not add, remove or rename any of the columns otherwise your data will not be imported into our automated system.
4. Please enter the predicted End of Key Stage outcomes for each pupil using the prepopulated drop down options (please refer to Appendix A for the possible outcomes).
5. Once all of the Key Stage tabs have been completed (EYF, PO, KS1 & KS2) select the first tab called 'Information & Instructions' and save the spreadsheet.
6. Click on the 'Click to Export' button to automatically create a csv file for each Key Stage. Each key Stage is automatically saved as an individual csv file in the same location the Primary predicted pupil template is saved.

Click To Export

7. Upload the 4 individual Key Stage csv files using the [Postbox](#) on Bradford Schools Online to the IMT section. **Please do not email the files as they contain pupil information.**

The PostBox can be accessed via this link: <https://bso.bradford.gov.uk/Secure/Postbox/>

8. The files need to be received by the IMT before the end of **Wednesday 8th July 2020** to be included in the complimentary analysis service. Unfortunately we won't be able to accept any files that are received after this date.
9. Please send an email to the IMTAnalysisTeam@bradford.gov.uk mailbox confirming that you have submitted your data via the PostBox so that we know to retrieve it.



10. We will aim to process the data and make the complimentary analysis available to schools via [Perspective Lite](#) before the end of the summer term. Please note that the analysis will be different to what is provided as part of our SLA. To ensure that you can access the analysis once it is available, please check that you can login into your schools [Perspective Lite](#) account. If you are unable to access your schools [Perspective Lite](#) account, please email IMTAnalysisTeam@bradford.gov.uk.

11. The following analysis will be available from within Perspective Lite before the end of the summer term:
 - a. Nova analysis
 - b. Insight reports include:
 - i. Headlines
 - ii. LA Intelligence
 - iii. School Intelligence
 - iv. Pupil Groups
 - c. Real time data

Appendix A

Assessment	Subject / Component	Outcome	Description
EYFSP	LA - ELG 01 Listening and attention	1-3	
	U - ELG 02 Understanding		
	S - ELG 03 Speaking		
	M&H - ELG 04 Moving and handling		
	HSC - ELG 05 Health and self-care		
	SC/SA - ELG 06 Self-confidence and self-awareness		
	MFB - ELG 07 Managing feelings and behaviour		
	MR - ELG 08 Making relationships		
	R - ELG 09 Reading		
	W - ELG 10 Writing		
	N - ELG 11 Numbers		
	SSM - ELG 12 Shape, space and measures		
	P&C - ELG 13 People and communities		
	World - ELG 14 The world		
	Tech - ELG 15 Technology		
	EMM - ELG 16 Exploring and using media and materials		
	BI - ELG 17 Being imaginative		
Phonics	Score	0-40	
	Outcome	Wa Wt	Using the 2019 pass mark of 32, all pupils scoring 32 or more should be recorded as 'Wa'
KS1	ALL	GDS, EXS, WTS, PK1-PK4, BLW, P1i-P4	
KS2	WRI	GDS, EXS, WTS, PK1-PK6, BLW, P1i-P4	
KS2	REA, MAT	HGH, GDS, EXS, WTS, PK1-PK6, BLW, P1i-P4	GDS and HGH will both map to higher standard analysis.