

**Bryan Slater**  
**Director of Education**

Your ref:  
My ref: DO/DD/Ass  
Date: 7th March 2003

Please ask for: David Orsborne  
Direct Dialling Number: 01603 433276  
Fax Number: 01603 700236  
E mail: david.orsborne.edu@  
norfolk.gov.uk

**All primary phase schools: Headteacher**  
**All primary phase schools: School Secretary**

Dear Colleague,

### **Recording and Return of Statutory and Other Assessment Information 2003**

You will soon be receiving the information pack that gives guidance about the transfer of pupil information between schools in 2003. Some small changes will be necessary this year, mostly because of changes to DfES data requirements. The pack will give full details of the arrangements and we hope that the process will run as smoothly and as efficiently as it has done in the past.

Alongside this, as part of our ongoing efforts to reduce the administrative burden on schools, we are continuing to develop the use of information technology for the recording and transfer of assessment data to the LEA. Many schools are now using Phoenix to store and process this data, and this should help with the transfer of information between schools referred to above, but also make the production of reports for parents and the transfer of assessment information to the Management Information Centre, easier and more efficient.

In order to ensure that the data is available at the right time, both for the LEA and for others, the 2003 deadlines for returning data to the Management Information Centre for collation and, where appropriate, forwarding to the DfES are as follows:

<b>Latest date for submission to Management Information Centre</b>	
<b>Thursday 26<sup>th</sup> June</b>	<b>Key Stage 1 Test and Teacher Assessment</b>
<b>Thursday 3<sup>rd</sup> July</b>	<b>Years 3 and 7 QCA Optional Tests</b>
<b>Friday 11<sup>th</sup> July</b>	<b>Key Stage 2 Test and Teacher Assessment</b>
<b>Thursday 17<sup>th</sup> July</b>	<b>Foundation Stage Profile, Years 4 and 5 QCA Optional Tests</b>

These dates take into account the statutory dates by which the different parts of the statutory assessment process have to be completed and the dates when the relevant data will be

*continued .....*

available to schools. They have also been chosen to ensure that schools can spread the work involved and, if necessary, make arrangements for the allocation of additional hours for administrative staff or the employment of temporary staff to enter the results and effect the transfer to the Management Information Centre. We believe that there are significant benefits in ensuring that all the assessment data is entered in Phoenix and transferred in this way. It means that school will have a common repository for assessment data to support the tracking and reporting of pupil progress, and we shall be in a position to offer schools aggregated results and other reports at a much earlier stage than in previous years. Our discussions with schools indicate that there is broad support for this approach although we recognise that it will require some slight modifications to working practice compared with previous years both for schools and for ourselves.

We take seriously our responsibility to support schools in making these changes, and enclosed with this letter is a flier giving details of the *Phoenix Gold Assessment Recording Presentations* that ICT Solutions is running in conjunction with the Management Information Centre. There is no charge for these short support briefings, which take place in a number of venues around the county. They are primarily intended for staff who will be entering the data and carrying out the actual transfers and may also be of benefit to Headteachers or other key staff. I hope you will take advantage of this opportunity to get some information and support to help you to plan effectively for this busy but crucial period in the summer.

Further detailed information about the actual process of transferring of the data will be made available in due course but, in the meantime, if you have questions about the arrangements or need further advice or support please don't hesitate to contact one of the officers named below who will be pleased to try and help you.

Yours faithfully,

Bryan Slater  
Director of Education

Management Information Centre  
01603 224223

Chris Jackson      [chris.jackson.edu@norfolk.gov.uk](mailto:chris.jackson.edu@norfolk.gov.uk)

ICT Solutions  
0845 303 3003

Keith Sowter      [keith.sowter.edu@norfolk.gov.uk](mailto:keith.sowter.edu@norfolk.gov.uk)

Norfolk Education Advisory Service  
01603 433276

David Orsborne      [david.orsborne.edu@norfolk.gov.uk](mailto:david.orsborne.edu@norfolk.gov.uk)  
Sue Cosson      [sue.cosson.edu@norfolk.gov.uk](mailto:sue.cosson.edu@norfolk.gov.uk)  
David Elliott      [david.elliott.edu@norfolk.gov.uk](mailto:david.elliott.edu@norfolk.gov.uk)  
John Sweet      [john.sweet.edu@norfolk.gov.uk](mailto:john.sweet.edu@norfolk.gov.uk)