

Returning the End of Key Stage Data 2026 (Key Points, regardless of MIS used)

*NB for MIS-specific advice, please see the HFL [DMS Portal](#)
or refer to your own IT support service*

**Deadlines for the submission of each End of Key Stage
return is as follows:**

Data Return	Submission Deadline
EYFS Profile	5pm on 22nd June 2026
Phonics Screening	5pm on 22nd June 2026
Key Stage 2	5pm on 26th June 2026

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Overview

- Enter the pupils' results for EYFS Profile, Phonics (Year 1 and, where applicable, Year 2) and KS2 Teacher Assessment into your Management Information System (MIS) - *NB this document does not give instructions on how to do this, as it will depend on your MIS. If necessary, consult your IT support provider. Schools that purchase IT support from HFL can find guidance on the [DMS Portal](#).*
- For each set of results, generate a **Common Transfer File** (see below for details)
- For EYFSP and Phonics, send the CTF to HCC via **AnyComms Plus**
- For KS2 Teacher Assessment, send the CTF to the DfE via **NCA Portal**

Creating CTFs for submission

Once all the data has been entered, a Common Transfer File (CTF) which also includes pupil addresses, needs to be generated in your MIS.

Try to create and send only **ONE** CTF per data return if possible, but if you do need to send further files (e.g. if a mistake has been made, then rectified) then please email the **Data Collection & Business Information Team** at data.collection@hertfordshire.gov.uk to advise them why and of the name of the replacement file being sent. In the case of resubmitting a Key Stage 2 CTF due to an error please re-upload this directly to the **NA Portal** as per the **instructions** on page 6 and you will not need to contact the **Data Collection & Business Information Team** or the **Standard and Testing Agency**.

VERY IMPORTANT NOTE – PSC Only


The Local Authority requires that schools or settings should return a single CTF file to include eligible Year 1 pupils AND any Year 2 pupils retaking the test. The appropriate year groups can be selected in the CTF export process as necessary.

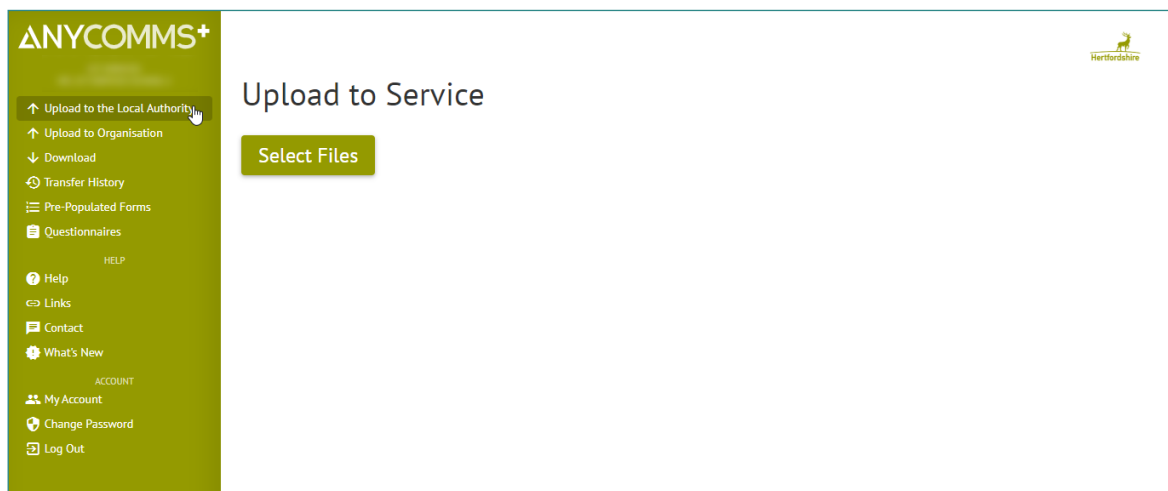
Do NOT submit any CTFs for your data returns or any replacement files via email!!

Submitting Data Return Files via AnyComms Plus (Phonics Screening and EYFSP Only)

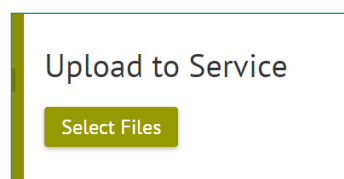
The CTF for Phonics Screening and EYFSP will be sent to the **Data Collection & Business Information Team** via **AnyComms Plus**. AnyComms Plus is a secure file transfer system accessed via the internet through a secure website.

Hertfordshire schools follow the instructions below for submitting Phonics Screening and EYFSP. Non-Hertfordshire schools should submit the CTF to your local authority/borough via the electronic means supplied by them.

1. Open your web browser and enter <https://secure-edu.hertfordshire.gov.uk> into the address bar (please note it is **https** not **http**). If you prefer, you can use the link to AnyComms Plus on the Grid home page.
2. Log in to the AnyComms Plus site by typing in your **username and password** (the password is case sensitive). Click the **Login** button . You should then be emailed an authentication code. AnyComms Plus will prompt you to enter the code.
3. The home page is displayed. Click on **Upload a file to the Local Authority** button which is in the list under the Main Menu heading.



4. Click on the **Select Files** button under **Upload your files....**



5. Browse to the location on your computer where the exported CTF is saved.

6. Highlight the correct CTF for the data return you are working on and click **Open**. Remember that the file name will contain 'FSP' for the EYFS Profile and 'PHO' for Phonics Screening.

Upload to Service

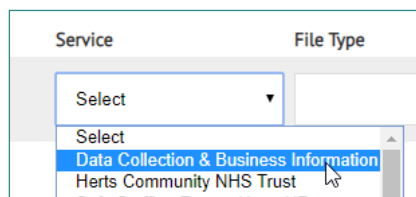
Select Files

File Name	Service	File Type	Description
9190000FSP_919LLLLL_009.xml	Select		

Remove

Upload Files

7. The file you chose will now show in the **File Name** column. If you have selected the wrong file, you can click on the **Remove** button.
8. Click on the drop down in the **Service** column and select **Data Collection & Business Information**.



9. Click on the drop down in the **File Type** column and select the relevant File Type for the data return you are working on (see the graphics overleaf) e.g., **EY Foundation Stage Profile (xml)** for the EYFS Profile.

EYFS Profile

Year 1 (and 2) Phonics Screening*

* NB: Select Y1/Y2 Phonics Checks for sending Year 1 **AND** Year 2 pupils (if necessary). Year 2 data should be included in the CTF alongside Year 1 pupils as necessary. You **MUST** also this option if you are only submitting Year 1 data.

IMPORTANT NOTE

You do **NOT** need to wait until the Phonics Screen Check threshold score is released by the DfE on 22nd June to submit your Phonics Screening Check results to the Local Authority (provided they have been authorised by a school/assessment leader).

10. Repeat steps 1 to 9 for each CTF you need to submit to AnyComms Plus.

Data return	Added
EYFS Profile	<input type="checkbox"/>
Year 1 Phonics Screening	<input type="checkbox"/>
Year 2 Phonics Screening (as necessary)	<input type="checkbox"/>

11. You can then click the **Upload Files** button.

12. A message will display saying **Files Uploading Please Wait**. You will receive an automatic e-mail from AnyComms Plus confirming that the file(s) have been sent.

13. A screen will appear showing which files you have uploaded and asking, '**What would you like to do now?**'. If you wish, you can click the button **Print a record of this transaction** and keep this as confirmation.

Submitting Data Return Files via National Curriculum Authority Portal (Key Stage 2 Only)

The CTF file containing Key Stage 2 Teacher Assessment data needs to be uploaded to the Standards and Testing Agency via the **NCA Portal** website – you will need the log in email address and password for this website. **Your Headteacher or whoever administers the Key Stage 2 tests in your school should have these details.**

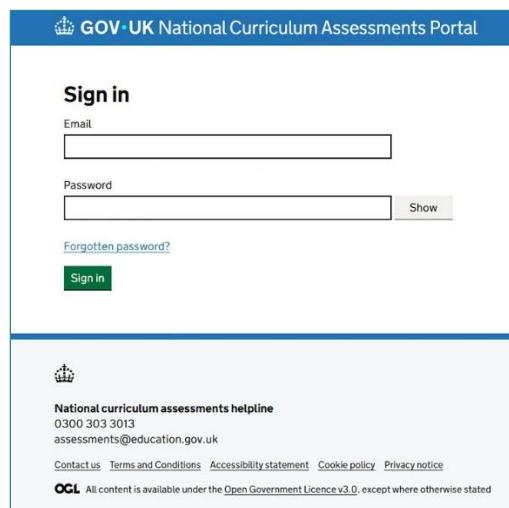
IMPORTANT NOTE

It is strongly recommended schools submit Key Stage 2 data **BEFORE** 5pm on 26th June 2026, as high volume of internet traffic on the deadline date may degrade the performance of and/or limit access to the NCA Portal.


Data Management Services does not have access to this information. You will need to contact the DfE directly and not the HFL Education Service Desk if you have any issues or queries related to the NCA Portal.

1. Enter the following address into your web browser:

<https://www.ncaportal.education.gov.uk>

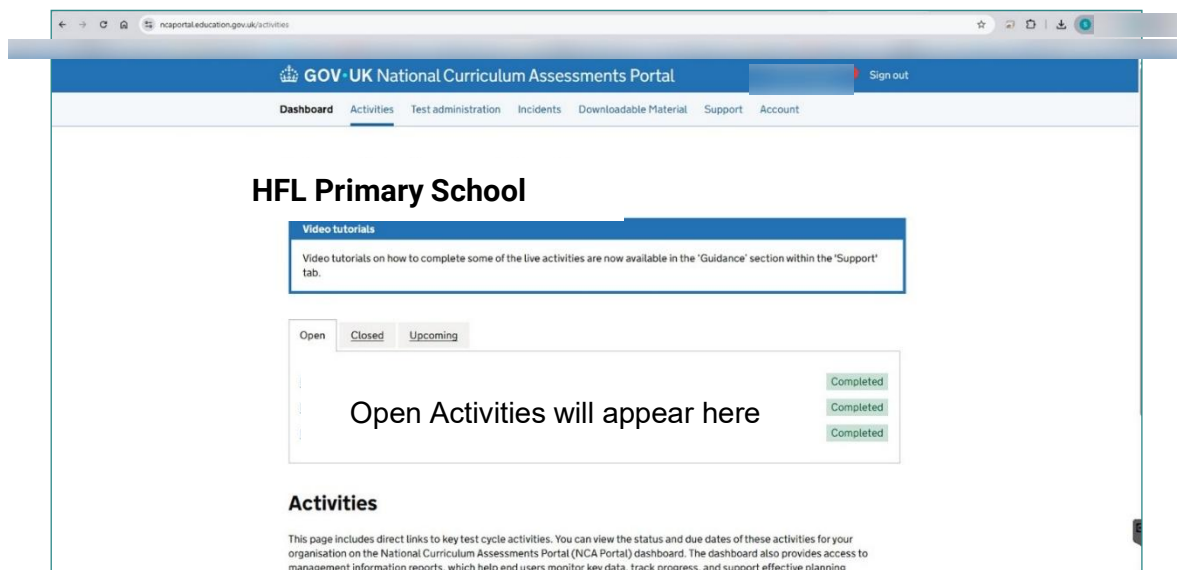


The screenshot shows the 'Sign in' page of the National Curriculum Assessments Portal. The page has a blue header with the text 'GOV·UK National Curriculum Assessments Portal'. Below the header, the 'Sign in' section contains an 'Email' input field, a 'Password' input field with a 'Show' button, and a 'Forgotten password?' link. A green 'Sign in' button is located below the password field. At the bottom of the page, there is a footer with the text 'National curriculum assessments helpline 0300 303 3013 assessments@education.gov.uk' and several links: 'Contact us', 'Terms and Conditions', 'Accessibility statement', 'Cookie policy', and 'Privacy notice'. A small 'OGL' logo is also present, with the text 'All content is available under the Open Government Licence v3.0, except where otherwise stated'.

2. You will now need to enter your **Username** and **Password** and click **Sign in**.
3. You will be sent a two-factor authentication code. Enter the code to verify your login.
4. Click on  at the top of the screen.

The following screenshots are examples only, as the layout of the website may change. Please follow the instructions on the web page carefully.

- The **Activities** screen will initially list any DfE Activities you have “Open”.



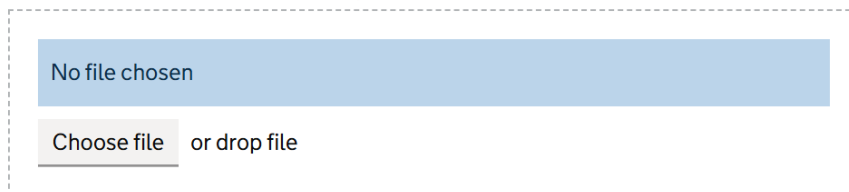
- Select the link to **Submit KS2 teacher assessment data** (or similar) in the **Activities** list. If the link is not showing, you may be able view it under the **Upcoming** tab.
- You will then need to follow the on-screen instructions in the portal to upload your CTF that you exported from your MIS.

Under the heading ‘Upload teacher assessment file’, select ‘Choose file’ and browse to the location where you saved the CTF. (See below.) Find and select the correct file name (remember that it will have **NAALLL** in the filename and will have been created recently).

Upload teacher assessment file

Permitted file formats:

Common transfer file (XML). Microsoft Excel spreadsheet (XLSX), zip file (may contain a mix of XML and XLSX files)



- Please ensure that you follow the instruction on the NCA Portal carefully, and follow any actions required.
-

Data Return	Submitted
Key Stage 2	<input type="checkbox"/>

The Phonics Screening Threshold Pass Mark (22nd June)

The DfE will be releasing this year's pass mark for the Phonics Screening Checks on **22nd June 2026**.

After this, you will need to follow the guidance relating to your MIS in order to calculate a grade of **Wa** or **Wt** for each **Year 1** child (and any applicable **Year 2** children), and to produce reports for parents.

Do not print reports for parents until you have calculated the grades! A number of schools have done this previously, which has meant that the reports to parents were missing the outcome.

Appendix – Assessment Grades

In order to return the appropriate data accurately, it is vitally important that the following sections are read **fully** and **carefully**. This will ensure that correct entries are made into marksheets for the relevant data returns for your school or setting.

If teachers are entering data in marksheets, they would also be advised to read through these sections also.

Should there be any specific queries regarding the application of pupil assessment in relation to these sections, please contact the **Assessment team** via email at assessment@hfleducation.org.

Valid Grades for Early Years Foundation Stage Profile

Schools must report a rating for **each** of the 17 Early Learning Goals as follows:

Prime areas of learning:

- | | |
|---|---|
| Communication and language | <ul style="list-style-type: none">• ELG 01 Listening, Attention and Understanding• ELG 02 Speaking |
| Personal, social and emotional development | <ul style="list-style-type: none">• ELG 03 Self-Regulation• ELG 04 Managing Self• ELG 05 Building Relationships |
| Physical development | <ul style="list-style-type: none">• ELG 06 Gross Motor Skills• ELG 07 Fine Motor Skills |

Specific areas of learning:

- | | |
|-----------------------------------|--|
| Literacy | <ul style="list-style-type: none">• ELG 08 Comprehension• ELG 09 Word Reading• ELG 10 Writing |
| Mathematics | <ul style="list-style-type: none">• ELG 11 Number• ELG 12 Numerical Patterns |
| Understanding the world | <ul style="list-style-type: none">• ELG 13 Past and Present• ELG 14 People Culture and Communities• ELG 15 The Natural World |
| Expressive arts and design | <ul style="list-style-type: none">• ELG 16 Creating with Materials• ELG 17 Being Imaginative and Expressive |

The following grades are to be used:

- 1 Indicates a child who is at the **emerging** level at the end of the EYFS
- 2 Indicates a child who is at the **expected** level at the end of the EYFS

NB the **A** code (the assessment grade for a child who has an exemption) should **only** be used for children who have an individual exemption from the DfE on grounds of religious or philosophical beliefs. Schools who submit it for any other reason would not be meeting the statutory requirements of the EYFS.

The DfE guidance also states that:

In some cases, teachers 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 EYFS profile assessment to be made. However, if teachers judge that a child has not met an ELG, for whatever reason, 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.

Valid Grades for the Year 1 & Year 2 Phonics Screening Checks

The following grades are available to be used:

Mark/Outcome	Information
0-40	This is the 'phonics Mark ', being the number of correctly decoded words.
Wa	Met the expected standard
Wt	Did not meet the expected standard
D	Disapplied – used where a child has been disapplied from the phonics screening check as they have not shown any understanding of grapheme-phoneme correspondence.
A	Absent – used if a child is unexpectedly absent during the period of the screening check.
L	Child has left the school – DO NOT USE THIS GRADE!

Valid Grades for Key Stage 2

Schools must report a teacher assessment level in Writing and Science. Reading and Maths assessments are not required **unless** the child is working at a pre-key stage level (PK1 to PK6) or below the expected standard. See note below.

The following grades are to be used:

	Reading/Mathematics	Writing	Science
Higher attaining	No teacher assessment given for pupils working within the standards of the KS2 tests	GDS Working at greater depth within the expected standard	EXS Working at the expected standard
Expected attainment		EXS Working at the expected standard	
Lower attaining		WTS Working towards the expected standard	HNM Has not met the expected standard
	PK6 Working at Pre Key Stage Standard 6		
	PK5 Working at Pre Key Stage Standard 5		
	PK4 Working at Pre Key Stage Standard 4		
	PK3 Working at Pre Key Stage Standard 3		
	PK2 Working at Pre Key Stage Standard 2		
	PK1 Working at Pre Key Stage Standard 1		
	EM Pupil assessed against the Engagement model	EM Pupil assessed against the Engagement model	
	A Absent	A Absent	A Absent

NOTE: If any child was working below the standard of the test in Reading or Maths, and therefore was not entered into the test for that subject, then an appropriate teacher assessment grade must be entered in the marksheet for that subject. It is advisable to ensure that data is entered correctly in this circumstance as the error checking process for this will not display a message to show missing data.

For further advice and guidance on the application of assessment grades for Key Stage 2 visit the following website:

<https://www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance/key-stage-2-teacher-assessment-guidance>