

For the attention of Headteachers and Integris Administratorsin this edition.....end of term messages.....KS2 measures....GDPR training...

Summer 2019 (July 19) edition 14

Integris News

An online newsletter for Integris Users
keeping you up-to-date with latest news and features

As the Summer term comes to a close.....some key messages for you.....

For Integris administrators:

- **ATF 'incorrect format' issue** - if you have tried to import your ATF file downloaded from the SAM module, you will have seen an error message referring to 'incorrect format' when trying to import the ATF into Integris. We have discovered that SAM has incorrectly named the file but the content of the file is correct and for the correct school.
The correct name format for the file should be 823LLLL_ATF_823dddd_19001.xml (where dddd is your school's DfE number) for CBC schools schools.
For Bedford Borough it should be 823LLLL_ATF_823dddd_19001.xml (where dddd is your school's DfE number).
Therefore if you have not renamed the file as above or have not yet reached the Year End steps for importing the ATF file, please note the above resolution.
- **PP Download 19/20** - we anticipate the PP Download file with confirmation of Premium funding for 19/20 will be available very close to the end of term or soon after through the Key to Success (K2S) website (via DfE Sign-in). It is not imperative that the PP download file is imported in this academic year so if the DfE release it later, the file can be downloaded and imported into Integris at the start of the Autumn term. We will let you know when it becomes available. (Note: the PP Download file once imported will identify the pupils who were/are FSM with the PP indicator on the pupil record).

If your school has not yet imported the PP Download file for **2018/19**, please get in touch with us so that we can guide you through the steps for importing into Integris as this 18/19 will be in an old format and will need 'tweaking' before it can be imported into Integris.

- **CBICT Enhanced Services 19/20** - we are now taking orders for our usual enhanced packages for Sept 19 - Aug 2020. If you haven't received our email with these details, please contact us at admin@cbict.org.uk.
- **Recommended end of year admin tasks** before you roll Integris into the next academic year
It is always useful, before your 18/19 cohort of pupils roll into the next academic year, to have information to hand which allows you to readily identify pupils that fall into certain groups for the current academic year. We suggest you keep a record of your:
 - > SEN K and SEN E pupils by year group with a total for each year group
 - > EAL pupils by year group
 - > PP pupils by year group (you can select your 'school defined PP pupils' in this case)
 - > % Absence or attendance for all pupils and the above groups
 - > % of Persistent Absentees for all pupils and by the above groups (use the Analysis Reports > Persistent Absence report)For SEN, EAL and PP pupil lists, go to **Reports > Ad-Hoc Reporting Simple > Local Authority Reports** > you can use the **SEN Pupil List** report (select SEN K and or SEN E pupils to be included in the report), **EAL Pupil List** report (select pupils with English as an Additional Language = True) and **Pupil Premium List** report (select pupils by 'school defined Pupil Premium = True providing you have used this field to identify ALL PP pupils) - remember that you can amend the main title to include 18/19 in the report title.
Remember - you don't have to print the reports - you can save them electronically in a secure location!

KS2 Performance Measures

Outlined below is some very important information for Primary schools that have submitted Year 6 data this summer.

Schools' own test and TA results will be available to download from the NCA Tools website on 9th July as part of the schools' checking exercise. The results can be downloaded in 2 formats - a csv spreadsheet and a CTF.

The CTF file can be downloaded and imported into your Integris (if you are using our Summer Assessment Package, then follow from KS2 > Stage 4 instructions).

If you import your test results, you will then be able to run various reports which summarise your overall test and TA results and be able to report school results to parents (as outlined in Section 11.2 in the KS2 ARA (p.49)).

Please note the following extract below taken from the DfE 2019 School and College Performance Tables: Statement of Intent (Published July 2019)

Primary school performance measures

In December 2019, the department will publish measures of key stage 2 performance for all state-funded primary schools with a key stage 2 cohort.

The Standards and Testing Agency will provide schools and local authorities with pupils' test results via the secure NCA tools website on 9 July 2019.

As in recent years, we will publish a statistical release on 9 July, which will provide national level test and teacher assessment data, against which schools may compare results.

As usual, we will share provisional school-level performance measures with schools when we ask them to check and submit any amendments to underlying data, via the key stage 2 performance tables data checking exercise. **We plan to open the checking website on 2 September, releasing progress data to schools at the same time.**

Details on how the measures are calculated and used in accountability are available in the primary accountability guidance.

Headline performance measures

The 2019 headline measures of performance at the end of key stage 2 will remain unchanged from 2018. They are:

- the percentage of pupils achieving the 'expected standard' in reading, writing and maths
- the pupils' average scaled score in each of reading and maths
- the percentage of pupils who achieve a higher standard in reading, writing and maths
- the pupils' average progress (adjusted) in each of reading, writing and maths.

Key stage 2 MAT measures

We will publish MAT level key stage 2 progress measures in reading, writing and maths, with breakdowns for disadvantaged pupils for each measure. Further information can be found in the MAT methodology document.

As indicated above, we will introduce a key stage 2 MAT attainment measure in 2019.

You can find our list of LiteBites on the Integris Home menu on our www.cbict.org.uk website. Have you looked at them lately?

GDPR.....we have received a number of requests asking about 'accreditation' type training for Data Protection Leads. As an example of what is becoming more widely available, Groupcall have recently released an online web training package for 3 different levels: Foundation; Intermediate and Professional (for Data Protection Leads). Their training is very much directed at school based staff and if you wish to find out more about content and costs, their details can be found [here](#). Please note that there are other similar training packages available if you undertake research in this area.

Keeping GDPR and data protection at the forefront of minds is a necessary activity and schools need to ensure that data protection is included in induction and refresher training. Have you planned for data protection training for the start of the Autumn term? Why not include GDPR as part of your regular Safeguarding update for staff in your inset days?

CBICT still offer on site GDPR awareness training for staff, school leaders and Governors - you can use our 2019/20 Enhanced Services order form or email us at admin@cbict.org.uk to book training with us.

A message from CBICT.....

Dear colleagues,

Here we are at the end of another academic year! Hasn't time flown by?

We are very grateful for your continued support. We recognise that the administration of school business becomes ever more demanding and we welcome your views about how we can better support you. As we approach the summer holidays for much needed rest and relaxation, we wish you a safe and enjoyable holiday.

With best wishes

Cathy & Neil

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