

File Requests

Information for schools

April 2026

As part of the statutory primary assessments that Local Authorities undertake on behalf of Staffordshire maintained and academy schools, we are advised by the DfE to provide a secure method of file transfer. For this task, Staffordshire County Council use the File Request area within Perspective Lite. All schools must use this online portal to submit your EYFSP (Early Years Foundation Stage Profile) and Phonics results.

Accessing Perspective Lite

The link to access Perspective Lite is

<https://perspective.angelsolutions.co.uk/perspective/login.aspx>

Further guidance can be found in the appendix or on the Staffordshire Learning Network:

<https://www.staffordshire.gov.uk/staffordshire-learning-net/school-administration-and-management/data-support/perspective-lite>

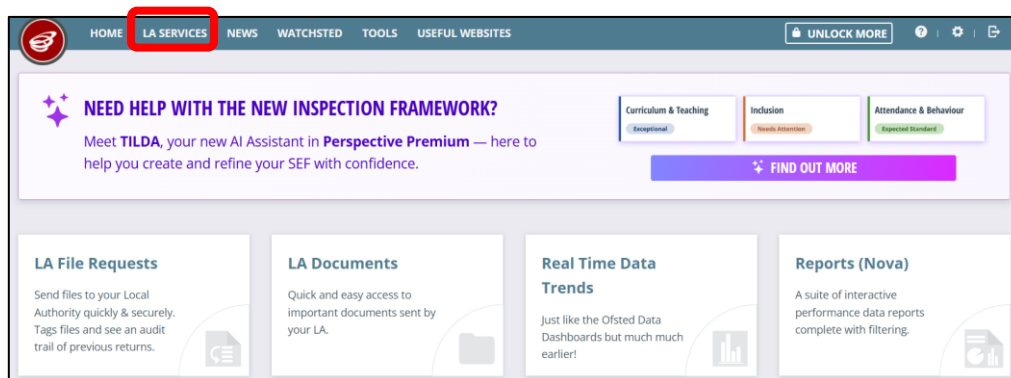
Appendix 1 - Logging on

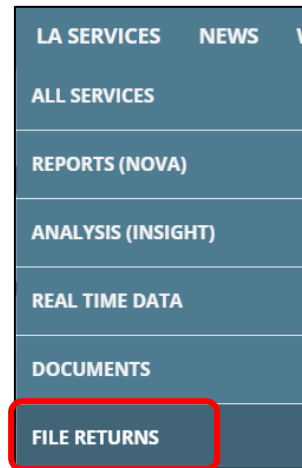
Appendix 2 - Forgotten passwords

Appendix 3 - Access privileges and new users

Where to find your File Requests

Once logged in, you should see the main screen, select the **'LA Services'** option located on the main toolbar, then select **'File Returns'**





You will now be able to see the below screen. Each row represents an open file request where the Schools Data Team require a submission from your school.

SEND FILES TO STAFFORDSHIRE

SEND STANDALONE FILE
⇒ BACK

File Requests 1
Standalone Files

Deadline

Issued by

Status

NAME OF REQUEST	ISSUED BY	DATE ISSUED	DEADLINE	STATUS	INFO	FILE
Staffordshire Example File Request	Emma Starkey	09/04/26 14:06	16/04/26	File Required	i	-

📁 UPLOAD & SEND

How to submit a file

To send a file, please select the relevant file request and select **'Upload and Send'**



The next screen will allow you either to **drag and drop** or **browse and upload** your result file/s for your chosen file request. Ideally this will be the XML file generated from your MIS system. For guidance on how to generate this file, please contact your MIS Provider directly. It must be the DfE approved format and not the overview of results.

Please note in cases where you have multiple files to send to us, please ensure that all files are uploaded before moving on to the next step.

Once you have uploaded your files you can then add any additional details by typing in the **Comment Box**, see below:



STAFFORDSHIRE EXAMPLE FILE REQUEST

Deadline: **16/04/26** Status: **File Required**

Issued by: **Emma Starkey** on **09/04/2026** at 14:06

Example File Request Only
Required File Type(s): **XML, PDF, Excel, Word, CSV**

UPLOAD YOUR FILE(S)

Drag & Drop files here or click to explore...

Comment:
Notes can be added in this area relating to your upload

CANCEL **CONFIRM & SEND FILE**

When you have uploaded the files and added the optional comments, click **Confirm & Send File**

Once the file has been uploaded, the status of the file return will be marked as **Submitted**

NAME OF REQUEST	ISSUED BY	DATE ISSUED ▼	DEADLINE	STATUS	INFO	FILE
Staffordshire Example File Request	Emma Starkey	09/04/26 14:06	16/04/26	Submitted	i	Download RECALL FILE(S)


Recall files

We understand there may be times that you would like to recall a file and send a new one. You can undertake this option when the file return shows as **submitted**. This indicates that the Schools Data Team has not yet downloaded your uploaded file.

If you need to amend your return at this point you can do so without the need to contact the Schools Data Team directly. Just click on **Recall File(s)** and this will remove the file from the Schools Data Team downloads.

NAME OF REQUEST	ISSUED BY	DATE ISSUED ▼	DEADLINE	STATUS	INFO	FILE
Staffordshire Example File Request	Emma Starkey	09/04/26 14:06	16/04/26	Submitted	i	Download RECALL FILE(S)

You will be asked to confirm if you want to recall the file, please click **Yes, Recall**

 **RECALL FILE**

You're about to **recall** the file:
"test document for file request"

The Local Authority will no longer be able to download the file. Are you sure?

✖ CANCEL
✓ YES, RECALL

If you get a message saying **File could not be removed**, please contact the Schools Data Team.


Otherwise, the status of your return will be reset, and you will need to upload your file again with any updates.

Update files

If the status of your return says **Complete**, this indicates that the Schools Data Team has downloaded your file and will be processing it.

NAME OF REQUEST	ISSUED BY	DATE ISSUED ▼	DEADLINE	STATUS	INFO	FILE
Staffordshire Example File Request	Emma Starkey	09/04/26 14:06	16/04/26	Complete		Download UPDATE FILE(S)

In this scenario, you can still amend your file, but it crucial that you inform the Schools Data Team. To do so, click on **Update File(s)** and follow the process in the 'How to submit a file' area of this document but clearly state the reason for the new file in the comments box, for example "version 2" and then choose **Confirm & Send File**


 **STAFFORDSHIRE EXAMPLE FILE REQUEST**

Deadline: **16/04/26**
Status: Complete

Issued by: **Emma Starkey** on **09/04/2026** at 14:06

Example File Request Only
Required File Type(s): XML, PDF, Excel, Word, CSV

UPLOAD YOUR FILE(S)


Drag & Drop files here or click to explore...

Comment:

Add reason for resubmission here - for example 'Version 2'

✖ CANCEL
✓ CONFIRM & SEND FILE



Rejected files

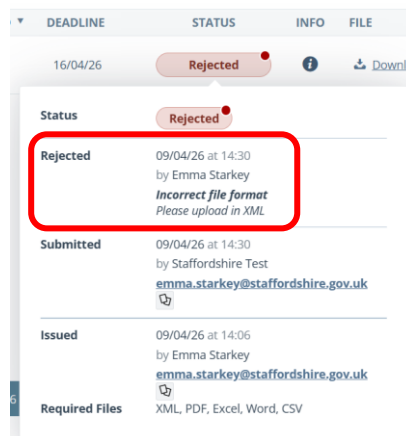
The Schools Data Team can only accept files in the DfE approved format, this is in XML. Your MIS is required to provide an export in the correct format.

The file request will only accept XML format.

There may be some scenarios where the Schools Data Team cannot process the submitted file, for example, an incomplete file, missing information, incorrect DfE format.

In these instances, you will receive a notification, and the status of the return will change to **rejected**. The reason for rejection will show when hovering the cursor over the file return status.

NAME OF REQUEST	ISSUED BY	DATE ISSUED ▼	DEADLINE	STATUS	INFO	FILE
Staffordshire Example File Request	Emma Starkey	09/04/26 14:06	16/04/26	Rejected		Download ↻ REPLACE FILE(S)



Once the reasons for the rejection have been rectified you can upload your new reprocessed file via the **Replace File(s)** button.

Deadlines

The deadline date you see on the File Request will be the date set for submissions by Staffordshire County Council. We respectfully ask that these deadlines are met, this is to enable the Schools Data Team to process the data and work with schools to ensure the data fully represents their pupils' achievements before we submit to the DfE.

Description	Deadline date for submission
Early Years Foundation Stage Profile (EYFSP)	Friday 19th June 2026
Phonics (Year 1 and Year 2 resits)	Wednesday 17th June 2026*

* If a pupil is away from school during testing week, please let the Schools Data Team now via email so ensure we are aware of additional data to be included afterwards.

Contact information

Any queries regarding submitting assessments or access to Perspective, please Schools Data Team via e-mail schools.dateam@staffordshire.gov.uk or call 01785 895600.

Appendix

Appendix 1 - logging on



The link to access Perspective Lite is

<https://perspective.angelsolutions.co.uk/perspective/login.aspx>

Further information can be found at - <https://www.staffordshire.gov.uk/staffordshire-learning-net/school-administration-and-management/data-support/perspective-lite>

Appendix 2 - Forgotten passwords

If you have forgotten your password, please try '**forgot password**' option available on the login page:

 **Perspective** &  **Lite**

Management and improvement toolkit for schools, academies & MATs.

Useful tools, resources and reports for schools & teachers.

Username or Email:

Password:

[Forgotten password?](#)

LOGIN →

By logging in, you are agreeing to the [Terms & Conditions](#) of use.
(Last updated on 20/10/2022)

There is also further guidance on forgotten passwords on the Perspective Lite helpdesk here: <https://perspective.zendesk.com/hc/en-gb/articles/360020324172-Resetting-Your-Password>

Appendix 3 - Access privileges and new users

Headteachers are the owners of their own data and management of users on their Perspective Lite accounts. They can set up additional users within their school to use the site.

As default all permissions are set to OFF. The head teacher can then decide what permission each user can have access to.

Off	Unable to access this information
Read	Have access to read only the information
Action	Have access to read and edit the information

There are several areas to provide access to - to use file requests you will need the LA/Org Documents set to action.

Data	Access to reports, analysis and real time data
LA / Org Documents	Access to send and receive data from the Schools Data Team
Census	Access to census data imports and infographics
Visits	Access to visits
Admin	Access to all areas and ability to set up new users ** it is recommended to have at least one other user with this permission along with the head teacher

Further information can be found at - <https://www.staffordshire.gov.uk/staffordshire-learning-net/school-administration-and-management/data-support/perspective-lite>