Early Years Foundation Stage Profile (EYFSP)

2019 assessment collection

LA Collection	LA Deadline	Schools/PVIs return to?
Early Years Foundation Stage Profile (EYFSP)	By midday Monday 24th June	Local Authority via AnyComms+
Who is in the scope for the statutory collection? All funded children at the end of the early years foundation stage in state-funded schools and private, voluntary and independent settings.		
What is required? The EYFS Profile consists of 17 early learning goals covering 7 areas of learning (3 within 'prime' areas of learning, and 4 within 'specific' areas of learning). State-funded schools or private, voluntary or independent settings should record for each eligible child an assessment score (1 for Emerging, 2 for Expected, and 3 for Exceeding) for each of the 17 early learning goals.		
Timetable **Midday on Monday 24 June 2019**: State-funded schools and private, voluntary or independent settings with eligible funded children submit return to the Local Authority.		

Collection guidance

Information for all EYFSP Providers (with funded children):	Information for state-funded schools using SIMS:	Information for state-funded schools using other Management Information Systems (MIS):
Appendix A: Statutory data required	See Capita SIMS documentation in appendices C & D in order to: • **Appendix C: Importing Key Stage Pack:** (contact your school's MIS/IT support to do this if necessary).	Contact your MIS/IT Support provider for the latest 2019 guidance in order to: • process 2019 EYFSP assessments
Transferring return securely to Local Authority via AnyComms+: **Appendix B: AnyComms+ (EYFSP)**	and • **Appendix D: Processing Results:** Process the 2019 EYFSP assessments and export results in a CTF return.	• produce statutory 2019 EYFSP CTF export.

Collection guidance (continued)

Information for all EYFSP Providers (with funded children):	Information for all EYFSP Providers (with funded children):
Children who transfer to a new school: • If a child transfers schools before the summer half term holiday, the new setting must report the child results to the Local Authority (LA). • If a child transfers schools during the second half of the summer term then the previous school is responsible for reporting to the Local Authority (LA).	The profile should be completed with an 'A' code for each scale where: • An exemption has been granted by the Secretary of State from the profile; • The child has recently arrived from abroad and so an accurate & valid assessment cannot be completed; • The child has spent a lengthy period of time away from the setting i.e. due to illness or medical treatment. If a child is continuing in the EYFS provision beyond the year in which they turn 5, the school/setting should discuss their intention to defer with the LA EYFSP Moderation Manager. In this exceptional case, the profile is submitted once, at the end of the year before the child moves into KS1.

Support Contacts

Name	Role	Contact Details
Education Performance & Information Team	LA Data Collection helpdesk	Email: edu.performance@walthamforest.gov.uk
Elisha Brett	LA EYFSP Moderation Manager	Email: Elisha.Brett@walthamforest.gov.uk Tel: 07773 046322
Standards & Testing Agency (STA)	National Curriculum Assessments Helpline	Tel: 0300 303 3013

Additional link(s)

2019 Early years foundation stage: assessment and reporting arrangements (ARA)	EYFS Profile handbook	

Appendix A: Statutory data required

EYFSP 2019: Data required for funded children

Data required

- Local authority number

- Establishment number of the school: for local authority maintained schools and nursery schools. This is a 4-digit number.

- Early years unique reference number of the school: for all other funded settings, including independent schools and private and voluntary settings. It is a 6-digit number (starting with a 5, 6 or 7) as used for early years census

- Academic year: This year will be 2018 to 2019

CTF pupil data

- Child`s surname

- Child`s forename

- Child`s gender

- Child`s date of birth

- Unique pupil number: This is a 13 character identifier

- Home postcode

Note: You will be aware of the importance of a child's home postcode for analyses based on designated areas of deprivation. Local authorities will ensure that postcodes are included in the early years foundation stage profile data submitted to the department for education for every child, except where there are legal or exceptional reasons why this data is not available (eg traveller children). In these circumstances, please ensure that a notepad entry is recorded in COLLECT providing reason.

Appendix A: Statutory data required (continued)

There are 17 scales covering 7 areas of learning

	Area of learning	Scale	
Prime areas of learning	Communication and language	Listening and attention	G01
		Understanding	G02
		Speaking	G03
	Physical development	Moving and handling	G04
		Health and self-care	G05
	Personal, social and emotional development	Self-confidence and self-awareness	G06
		Managing feelings and behaviour	G07
		Making relationships	G08
Specific areas of learning	Literacy	Reading	G09
		Writing	G10
	Mathematics	Numbers	G11
		Shape, space and measures	G12
	Understanding the world	People and communities	G13
		The world	G14
		Technology	G15
	Expressive arts, designing and making	Exploring and using media and materials	G16
		Being imaginative	G17

The department requires that the school / setting record an assessment score for each of the 17 early learning goals.

1 for Emerging: Indicates a pupil who is at the 'emerging' level at the end of the EYFS

2 for Expected: Indicates a pupil who is at the 'expected' level at the end of the EYFS

3 for Exceeding: Indicates a pupil who is at the 'exceeding' level at the end of the EYFS

A: Indicates a pupil who has not been assessed due to long periods of absence, for instance a prolonged illness; a pupil who arrives too late in the summer term for teacher assessment to be carried out ie within 2 weeks of the data submission date; or a pupil who has an exemption.

Appendix B: AnyComms+ (EYFSP)

	Sending the 2019 EYFSP return to the Resident Insight and Performance Team

In terms of data protection - the 2019 EYFSP return is to be sent to the Education Performance & Information Team via the AnyComms+ secure file transfer website https://www.wfresearch.org.uk.

Login details will be needed to access and use the secure website. If needed, contact edu.performance@walthamforest.gov.uk).

i)   Login to https://www.wfresearch.org.uk;

ii) From the Main Menu click on **Upload File to a Local Authority;**

iii) Browse and find 2019 EYFSP return;

iv) Select file and click **Open.** Note that the browsing window will reappear and you may upload further files if necessary by the same process. If you have uploaded the return, and no further files are required to be uploaded, click the **Cancel** button;
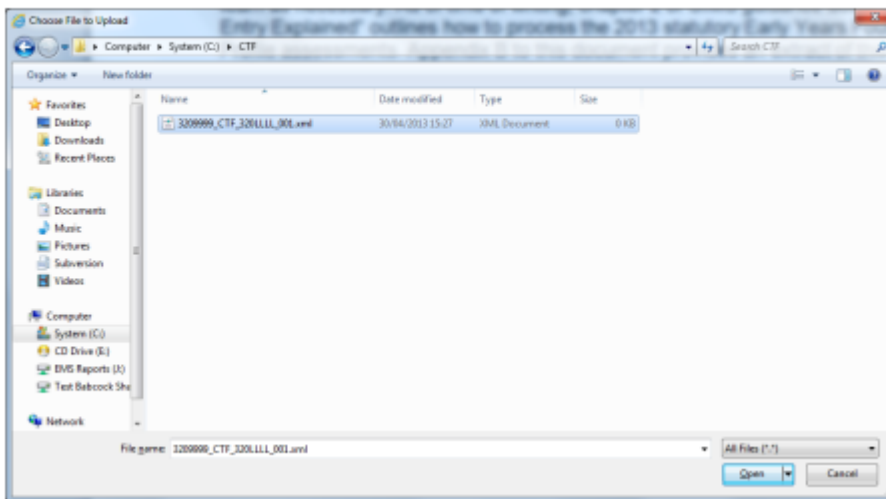
v)   In the **File Type** drop down box select '**EYFSP**'. In the 'Service' drop down box also select '**EYFSP**'. In the **Description Box**, enter your school name, or other information as required

Select what type of file you are sending, and select which service you are sending this file to.

File Name	Remove File	File Type	Service	Description
3209999_CTF_320LLLL_001.xml	Remove	EYFSP ▾	EYFSP ▾	Example School

Upload All Files

vi) Select '**Upload All Files**' to upload 2019 EYFSP return to the Resident Insight and Performance Team.

Upload All Files

Appendix C: Importing Key Stage Pack (SIMS)

	# Importing all Key Stage Packs

This chapter contains:

Chapter Introduction

The key stage resources formed part of the spring software release. These resources can be imported in bulk using the automated **Import Assessment Manager Resources process**.

Ensuring the Spring 2019 Release has been applied

Before continuing with this process, SIMS should be upgraded to version 7.186 or higher.

To check which version is currently installed, select **Help | About SIMS.net** on the menu bar.

If the correct version is not being used, you will need to contact your local support team.

Step by Step – Initiating the Automated Import Process

The Import Assessment Manager Resources process screen is initiated when you first enter the assessment area.

1. Select **Focus | Assessment | Marksheet Entry**.
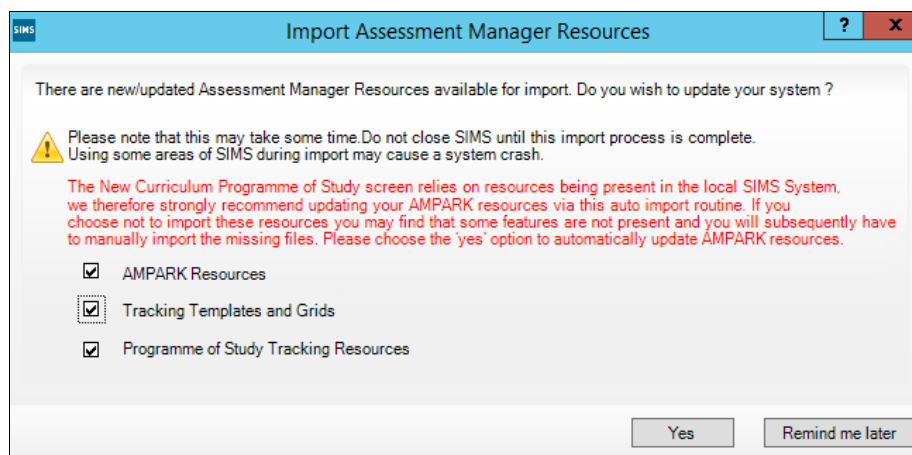
2. Ensure at least the **AMPARK Resources** box is ticked and select **Yes**. This will ensure the 2019 wizards and templates are available for import into SIMS.

> NOTE: If you choose to import all resources available please be aware that the process may take some time to complete.

3. On completion, an **Activity Log** is displayed. Use the scroll bar to check the import and click **Close**. You can also print and save the log for reference.

4. Close down the marksheet screen.

Step by Step – Check that all wizards have been imported correctly

The automated import will ensure all necessary key stage processes are imported. The next step is required to check that all necessary wizards are in place to manage the processes.

1. From the SIMS Home Page select **Tools | Performance | Assessment | Wizard Manager**.

2. All primary schools should see each wizard for 2019, similar to the graphic displayed below.
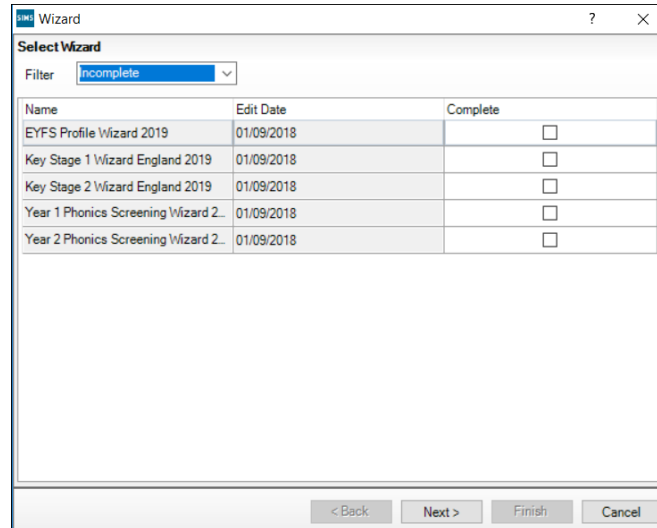
NOTE: The Filter will display Incomplete wizards by default. Therefore, if you fail to mark previous year wizards as complete, they may also be displayed. Additional wizards may appear in the list depending on what time of year this course is ran.

Step by Step – Manually importing the wizards

If the process to automatically import the AMPARK resources was not initiated then the import will need to be completed manually for each key stage wizard one at a time.

For example, at the time of checking the EYFS wizard failed to import. We, therefore, need to complete the following process.

1. Select **Routines | Data in | Assessment | Import**.

2. Click **field browser**.

3. Navigate to **C:\Program Files\SIMS\SIMS.net\AMPA**. (schools who are Capita SIMS' hosted solution need to refer to the explorer area on the hosted network)

NOTE: Schools who have a 64bit workstation will find the AMPA directory at the route of C:\Program Files x86\SIMS\SIMS.net\AMPA.

4. Double-click the **England Primary (and Middle Deemed Primary)** folder.
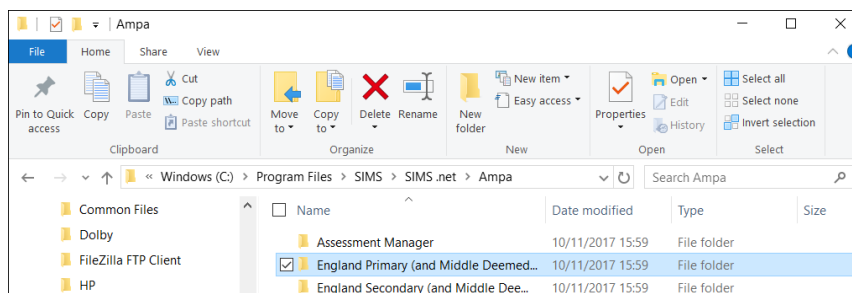
5. Select **Assessment Manager** and click **Open**.

6. Highlight **EYFS Profile Wizard 2019**.

7. Click **Open**.

8. Ensure you have the **Overwrite with Default Values** box checked.

9. Select **Finish** and **Yes** to proceed with the import.

10. On completion, an **Activity Log** is displayed. Use the scroll bar to check the import and click **Close**. You can also print and save the log for reference.
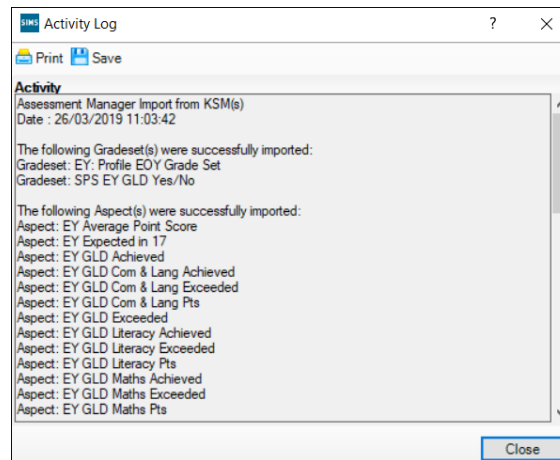
NOTE: You would need to repeat the above process for each key stage wizard as required.

Appendix D: Processing Results (SIMS)

	# Processing the Early Years Foundation Stage Profile Assessments

This chapter contains:

Chapter Introduction

This chapter covers the process from beginning to end for the early years' foundation stage, including entering results, printing the reports and exporting the results.

SIMS contains key stage wizards that enable schools to enter their key stage results onto marksheets to:

- record and save each pupil's attainment at the end of each key stage

- export results to the LA and other schools via a CTF

- use the results as part of a tracking system within SIMS Assessment

- produce individual reports for each pupil showing their key stage results

- upload copies of these reports to the document server

- print comparative reports for parents.

Identify the Early Years Foundation Stage Pupils

If all pupils being assessed are in reception year, continue as below. However, if pupils in other year groups are being included with year R, then a user defined group should be created for use in the wizard.

Step by Step – Using the Early Years Foundation Stage Wizards

The EYFS profile wizard enables you to enter results for each assessment section of the foundation stage profile. It is recommended that schools use this wizard to enter results.

1. Select **Tools | Performance | Assessment | Wizard Manager**.
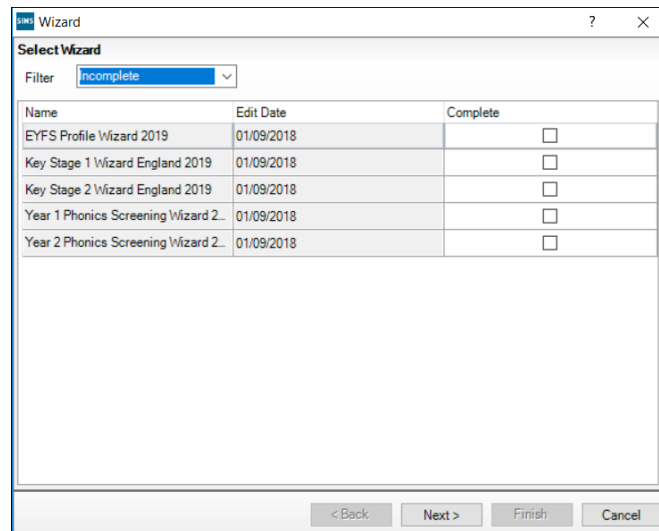
2. Leave the filter on **Incomplete** and click the wizard which is going to be worked on – in this case **EYFS Profile Wizard 2019**.

3. Click **Next**.

4. From the **Select Group** screen, click the **browser** to display the **Group Selector** dialog.
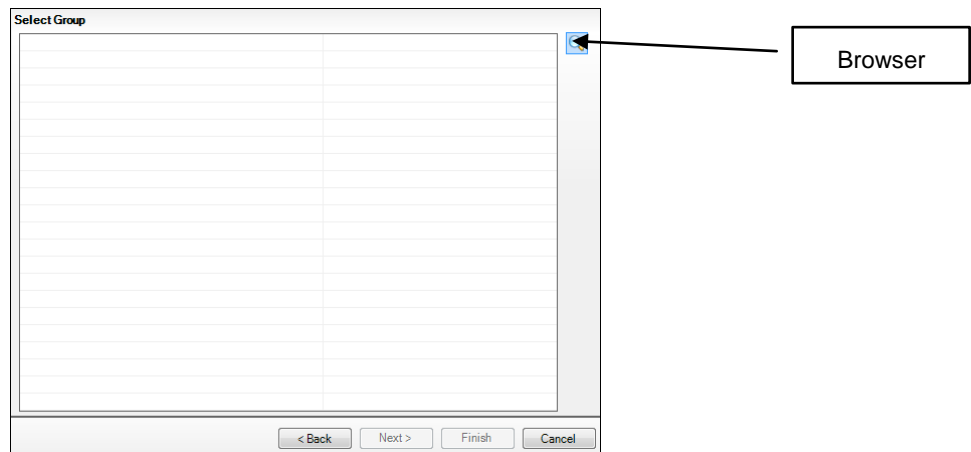
5. Click the **+** icon next to **Year Group** and select **Year R** or **+** next to **User Defined Groups** to select the user defined group that was created earlier and click **Apply**. This places the group on the **Select Group** screen.
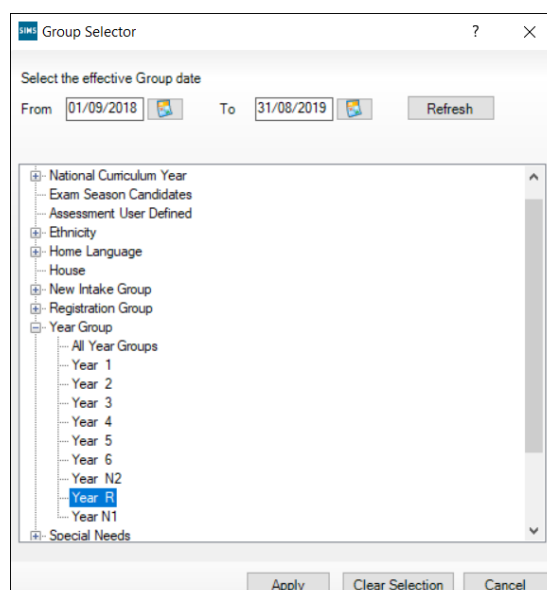
6.   Click **Next**.
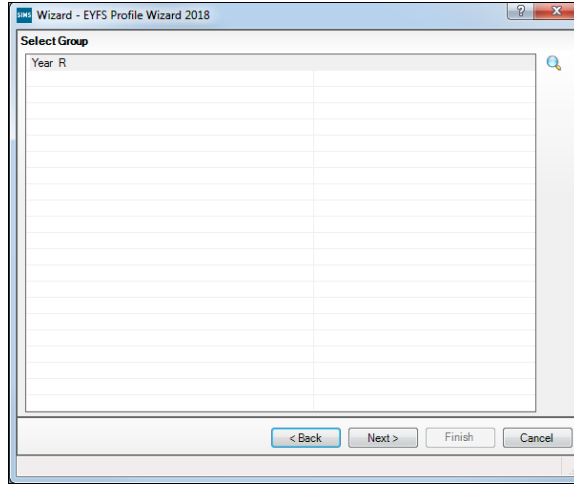
7.   There are two marksheets available, as shown in the graphic displayed below. The EYFS Profile 2019 and EYFS Profile Good Level Development 2019. The second marksheet will show data entered within the EYFS Profile 2019 and use this data to calculate a good level of development within the EYFS profile.
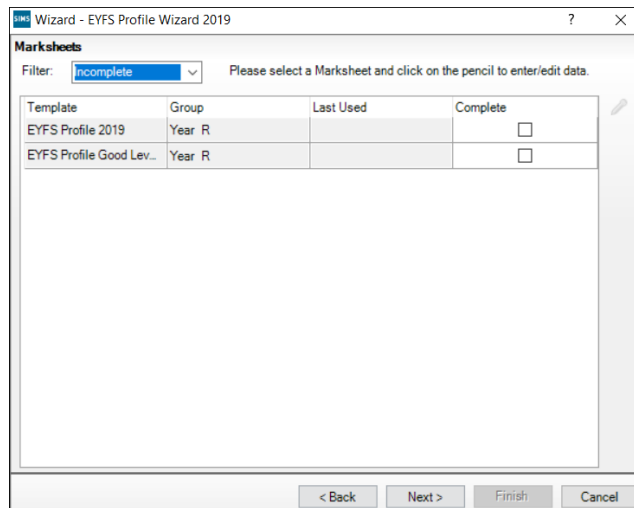
Step by Step – Results Entry

1.   Either double-click the EYFS Profile 2019 marksheet or highlight the marksheet and click **Edit Marksheet** (pencil icon).

A marksheet with the year R pupils or the EYFS 2019 group created earlier is displayed and columns relating to the seventeen assessments that need to be entered.

2.   Type either one of the following grades: **3** (Exceeding), **2** (Expected), **1** (Emerging) or **A** (Unable to access or exempt) for each pupil in the appropriate white cells.

3. A quicker method of entering grade results is to right-click in the first cell and **Select Grade for Cell** from the drop-down list, as shown in the graphic displayed below. Drag the **View Select Grade** dialog box so that this can be viewed with the pupils' names and the **Result** column. Double-clicking the result for the first pupil places that result on the marksheet and moves to the next pupil. Click **Close** to close the dialog box and return to the marksheet when complete.
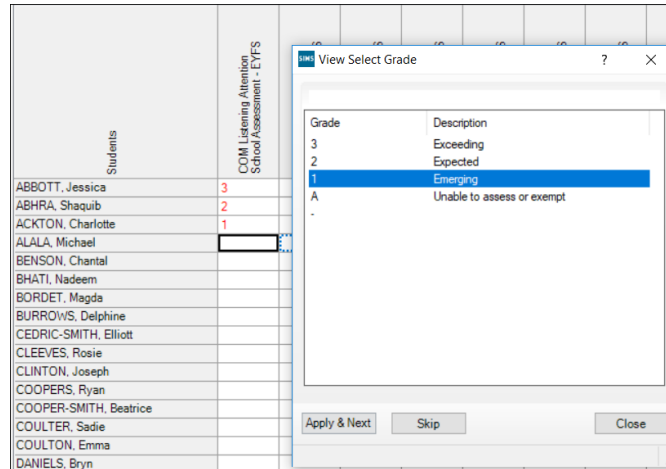
4. Each of the white columns without *f* enables the entry of the EYFS level (3, 2, 1 or A as described earlier).

5. Once all these columns are completed click **Save**. The columns with *f* in their header will be completed.

6. The **Data Check** column is used to check that there is an entry for each area for each pupil.

7. Make sure that levels are entered for all pupils.

8. Where a missing result is found, the **Data Check** column will return a value of **Missing Entry** and colour red, as shown in the graphic displayed below.

9. To correct a result (even if the result has been saved) just overtype with the correct number and click **Save** again so that the calculations are based on the most recent result.

10. Close the marksheet to go back to the EYFS wizard.

Step by Step – Calculating a Good Level of Development (GLD)

Using the data entered as the end of foundation stage attainment, the next marksheet – EYFS Profile Good Level Development 2019 will calculate the GLD.

1. Either double-click the EYFS Profile Good Level Development marksheet or highlight the marksheet and click **Edit Marksheet** (pencil icon).

2. The marksheet will display the results entered on the previous marksheet for each area of learning.

3. Click **Calculate**. The marksheet will display as per the graphic below.

The process will take each of the 3 prime areas plus literacy and mathematics and calculate who has achieved a GLD and exceeded GLD in each with a colour code (Achieved – Green, Not Achieved – Red, Exceeded – Blue). The final 2 columns will display an average point score and a Y for those children who achieved a GLD in all 17 areas.

4. **Save** the data.

5. Close the marksheet to go back to the EYFS wizard.

Using the Wizards for Reporting to Parents

When all the results are entered on the marksheets, reports can be produced. The wizard will produce an individual report for each pupil, a school report and a national report.

Step by Step – Reporting to Parents

To access and use the reports:

1. Select **Tools | Performance | Assessment | Wizard Manager** (if the wizard is already open – click next and follow bullet point 5).

2. Select the **EYFS Profile Wizard 2019**. Click **Next**.

3. The group selection may be left as it is. Click **Next**.

4. When presented with the list of marksheets, click **Next**.

5. Select the **EYFS Profile Pupil Report 2019** (2nd row) report. This will produce reports for all the pupils selected from the list below.
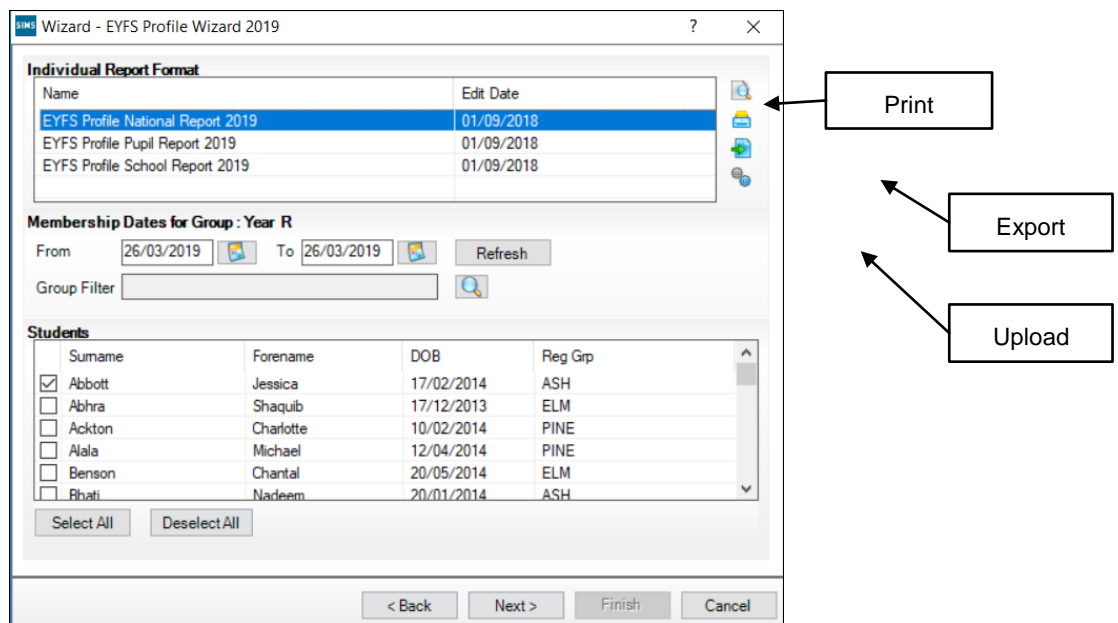
Step by Step – Previewing Reports

1. Make sure that only one of the pupils is selected and click **Preview Report**. The report will show the pupil's results.

2. As Word opens, select **Enable Macros/Enable Content** if prompted.

3. When the preview is displayed, close Word and return to the wizard. Click **No** if asked to save the report.

Step by Step – Printing Reports

1. If reports for all pupils are required, **Select All**. If not, go through the list and choose those who are required by selecting the check boxes.

2. Click **Print Report**. Reports will be created in Word for those pupils selected.

3. Close Word without saving.

Step by Step – Uploading Reports

A copy of each pupil's report can be saved in the document server. This can then be viewed at any time.

1. Once reports have been generated you can upload them either individually or in bulk, by clicking **Upload Report**.

2. To view the copy, open the **Pupil Details** screen for the pupil and select **Linked Documents** in the **Links** panel. The report will open as read-only.

Step by Step – Printing the 2019 Comparative Reports

1. Select **Tools | Performance | Assessment | Wizard Manager**.

2. Select the **EYFS Profile Wizard 2019**. Click **Next**.

3. The group selection may be left as it is. Click **Next**.

4. When presented with the list of marksheets, click **Next**.

5. Highlight the **EYFS Profile National Report 2019** report.

6. Select only one pupil and click **Print**.

The report is generic and therefore can be printed once and copied for each relevant child.

Print
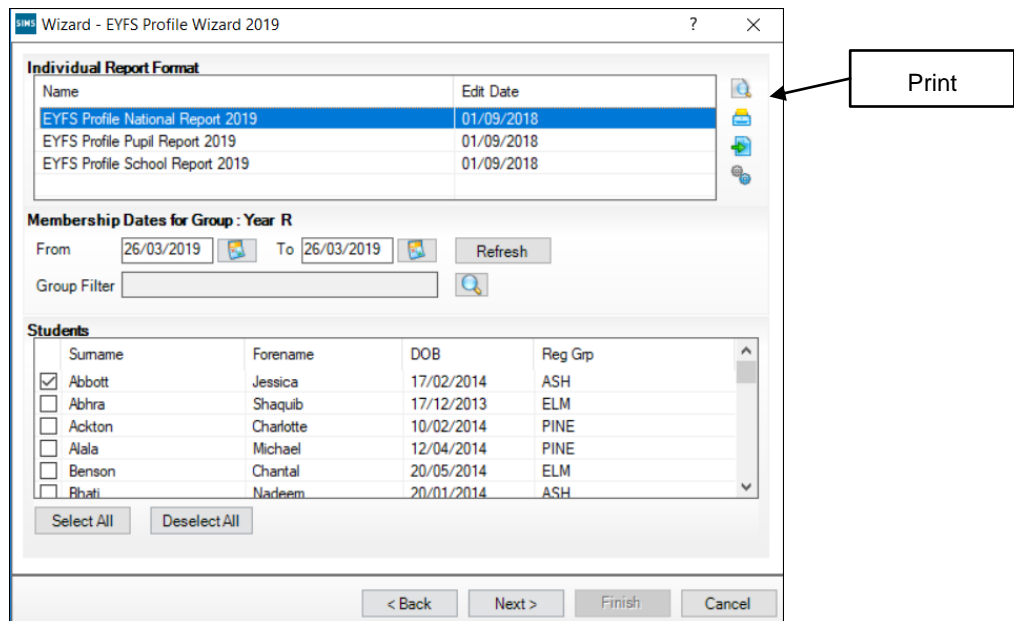
7. Repeat the above process for the **EYFS Profile School Report 2019**.

Exporting Results

Early years foundation stage results need to be sent to the Local Authority (LA) in a CTF.

Step by Step – Exporting the Results in a CTF

1. Click **Close** to close the wizard and select **Routines | Data Out | CTF | Export CTF**.

2. Select the CTF export type of **Early Years Foundation Stage data (FSP)**.
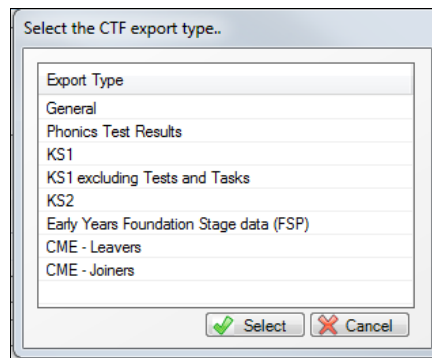
3. The default view displays all current pupils including those who have previously had a CTF created. Ensure the default of **Include students already exported** is active.

4. All pupils will be displayed. Click the down arrow to the right of **Year Group** and select **Year R**.

5. Right-click in the first cell of the column; **Destination LA/Other cell.**

6. **Select All** to highlight all pupils.

7. Left-click in the **Destination LA/Other cell** for the first pupil and using the down arrow scroll to your **LA Name**. Each pupil will now be marked with the relevant LA.

8. Click **Export CTF**.

9. You will receive a message related to address tidy. Select **Yes** to continue.

10. Check the **Exception Log** file.

11. The file is now ready to send via your preferred method of secure transfer, as defined by the LA. Make a note of the file name for your reference.

12. Close the export CTF page.