Early years foundation stage profile 2019 return

Input sheet guide – version 1.0

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Contents

Version history

Version	Change history	Author / date
1.0	Changes to the guide for the 2019 early years foundation stage profile collection input sheet guide have been made as listed below: ▪ Roll over of dates	Brenda Lanigan 15/02/2019

1.　Introduction

This document provides information to allow users to complete the 2019 early years foundation stage profile assessment excel spreadsheet.

1.1　Overview

The input spreadsheet is to be used to collect the 2019 early years foundation stage profile assessment scale summary scores. The spreadsheet can be used to create a CSV export file for up to 150 children in your school / funded setting.

The spreadsheet is provided in Excel 97 – 2003, if you are using Excel 2010 and you convert the spreadsheet to a 2010 version, you must save it as an 'xlsm' (Excel Macro-Enabled Workbook). This will retain the macro functions of the spreadsheet. You can still save it as 'xls' (Excel 97 – 2003 Workbook).

If you receive the spreadsheet as an email attachment or on disk, you are advised to copy the sheet on to your hard drive or into a folder to retain as your master copy; and use the copied version to make your entries.

1.2　Using the spreadsheet

On opening the spreadsheet, select the 'enable macros' option.

With the exception of the profile summary score of 'A', and the 'gender' field, entries are not case-sensitive. Drop down menus may also be used.

If you wish to close the spreadsheet at any time and save the data you have entered, click on the 'save' button; note the location of the file and save the sheet. It is recommended you 'save' the spreadsheet in a separate location to the original sheet. You may rename the file each time you save it if you wish or simply overwrite the previous version. Re-open the sheet to continue to make entries / amendments as necessary - always select the "enable macros" option on opening. You may use the 'save' option as often as necessary.

When you are satisfied that all children for whom a profile has been prepared are included on the sheet and all entries are complete, it is recommended you take a back-up copy of the final results by clicking on the 'save' button.

1.3 Exporting the spreadsheet

When you have saved a back-up copy of the spreadsheet, click the '**export**' button and follow the on-screen instructions, entering any missing details as directed. The 'export' button converts the spreadsheet to an export CSV file called "EYFSP_<school Estab

No/setting URN>_19.CSV" (eg EYFSP_3999_19CSV or EYFSP_599999_19.CSV) and will allow you to save the file to a location of your choosing before forwarding to your local authority. **Please do <u>not</u> amend nor re-name this CSV file otherwise your local authority / agency will be unable to process it.**

If you wish to amend any of the details for any pupils after you have created the export CSV file, go back to the saved back-up copy of the file and follow the procedures from paragraph 1.2.

The local authority / agency will inform you of the date by which it will require the CSV export file, and provide any other relevant instructions. If you need further assistance, please contact the local authority / agency.

2.   Completing the spreadsheet

This section provides information on how to complete the spreadsheet.

2.1   School identification details

Unless already entered for you, enter your school name, local authority number, and Department for Education school number (ie the 4 digit code), as prompted on-screen. Do not enter commas in the school name otherwise the CSV export file will not load correctly.

2.2   Individual children's identifying data

Using a new row for each child for whom a profile has been prepared this year, enter appropriate identifying details.

Please note: If you populate the spreadsheet with pupil identifying data by pasting from an existing Excel sheet, use the "paste special - values" option or paste the data as "text".

2.3   Surname and forename

Enter the surname by which the child is known and the first forename only. Do not separate any names by commas otherwise the CSV export file will not load correctly into the local authority / agency database.

2.4   Unique pupil number

Enter the child's 13 character unique pupil number if one has been allocated - maintained school children should have a unique pupil number. The spreadsheet will accept missing unique pupil number's but if an invalid unique pupil number is entered, a warning 'invalid UPN' will be displayed in the final column of the spreadsheet. Please re-enter the correct unique pupil number in such cases.

2.5   Home postcode

Please enter the child's home postcode, leaving a single space between first part of the code (the district / area code) and the second part of the code (the sector code) eg DL3 9BG. Please ensure that the number '0' (zero) and letter 'O' are correctly entered.

2.6   Profile summary scores

In the remaining boxes, enter the level of assessment ('1', '2', '3' or 'A') in each scale as marked in the child's profile that relate to each of the column headings on the sheet. If the child has been subject to an alternative assessment and has no score in a particular

scale(s), please enter 'A' in the scale(s). If it has not been possible to make a judgement for a child against any scale, for instance if the child is newly arrived from abroad, enter code 'A' in the relevant scales.

Please note: the penultimate column of the spreadsheet 'missing scale scores' will show the number of assessment scales for which no summary scores have been entered for a child. When all scale scores have been entered for a child, the 'missing scale scores' column will show '0'.

3.   Removing children from the spreadsheet

If you need to remove a child from the spreadsheet, you will need to delete each cell in the row separately. A complete row cannot be deleted. It is not necessary to move-up remaining data to fill the empty row.

4.   Creating an export file

When you are satisfied that all eligible children are included in the spreadsheet, you will need to create an export file for your local authority (see section 1.3). The local authority / agency will give instruction on the means by which the results' file is to be submitted.

Please note: the department for education cannot accept the CSV export file directly from a school. The file must be processed and formatted by the local authority / agency for submission to the department.

5.   Missing data at export

You will not be able to create an export file if any school or pupil identifying data is missing.

On-screen messages will appear if any data is missing or inappropriate each time you click on the 'export' button. Please enter the missing data or correct the inappropriate levels as prompted and follow the instructions to re-create an export file.

Appendix 1 - Column heading abbreviations

Communication and Language:

'LA' – Listening and Attention

'U' - Understanding

'S' - Speaking

Physical Development:

'M and H' – Moving and Handling

'HSC' – Health and Self Care

Personal, Social and Emotional Development:

'SC / SA' – Self Confidence and Self Awareness

'MFB' - Managing Feelings and Behaviour

'MR' - Making Relationships

Literacy:

'R' – Reading

'W' - Writing

Mathematics:

'N' – Numbers

'SSM' – Shape Space and Measures

Understanding the World:

'P and C' – People and Communities

'World' – The World

'Tech' - Technology

Expressive arts, Designing and Making

'EMM' – Exploring and using Media and Materials

'BI' - Being Imaginative

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