

## Early Years Foundation Stage Profile (EYFSP): state-funded schools

### 2024 assessment collection (statutory)

(click any underlined [link](#) to view or access the linked webpage or document)

LA Collection	LA Deadline	Schools/PVIs return to?
Early Years Foundation Stage Profile (EYFSP)	30 June 2024	Local Authority via Mimecast
<b>Who is in the scope for the statutory collection?</b>		
All funded children at the end of the early years foundation stage in state-funded schools.		
<b>What is required?</b>		
There are 17 early learning goals. They cover 7 areas of learning. For each funded child, you need to record an assessment judgement for each of the 17 early learning goals.		
See Appendix A for the statutory data required; and Appendix B for the steps to transfer the return securely to the Local Authority via Mimecast.		

### Collection guidance

Management Information System (MIS):	Children who transfer to a new school:	What should be completed:
<p>Schools should contact their management information systems (MIS) support provider for specific guidance about producing the CTF/XML return.</p>	<p>You should complete the profile for all eligible children registered at your school or provider.</p>	<p>Schools should complete the EYFSP during the summer term of the academic year in which a child reached age 5. Unless:</p>
<p><b>Changes from previous version</b></p> <p>The data item 'Gender' has been replaced with 'Sex'.</p>	<p>For dual registered children attending more than one school during their final year in the EYFS, the Profile must be completed by the school where the child spends most time during the year.</p> <p>If a child moves to a new school or provider during the academic year, the original school must send their assessment of the child's development against the ELGs to the new school or provider if the Profile has been completed.</p> <p>If a child starts at a new school on the first day of the second half of the summer term (or any time after that), then the previous school should submit the data.</p> <p>If a child moves school any time before the half term, then the new school should submit the data.</p>	<ul style="list-style-type: none"> <li>- an exemption has been granted for the <a href="#">setting</a> (reserved schools with established principles in conflict with the EYFS)</li> <li>- an exemption has been granted for an individual <a href="#">child</a> (reserved only for cases where a child's family has religious or philosophical beliefs that contradict the EYFS)</li> <li>- the child is continuing in early years foundation stage provision beyond the year in which they turn 5.</li> </ul> <p>If an exemption has been granted from the profile, use code 'A' code for every early learning goal.</p> <p>In exceptional cases where the child is continuing in EYFS provision beyond the year in which they turn 5, you should complete the EYFS profile only once - at the end of the year before the child moves into KS1.</p>

**Collection guidance (continued)**

<p><b>Private, voluntary and Independent (PVI) settings (with funded children):</b></p>	<p><b>Children who transfer to a new school:</b></p> <p>Where half term dates differ between local authority areas, it is the school where a child attends (or will attend) for the longest period of time that submits the data. Where the previous school is not in England and therefore does not follow the EYFS, the new school should submit the data.</p> <p>Note: The governing body or academy trust must arrange to have the child's educational record and the defined items of data that comprise the CTF sent to the child's new school. This task is often delegated to headteachers by governing bodies or academy trusts. The information must be sent within 15 school days of the child ceasing to be registered at their previous school unless the new school is not known. In this case it should be sent within 15 school days of receiving a request from the child's new school. More information is in the <a href="#">2024 EYFSP handbook</a>.</p>	<p><b>What should be completed:</b></p> <p>Schools should take care to make sure this decision does not prejudice the child's personal, social, and emotional development.</p> <p>Refer to the <a href="#">2024 EYFSP handbook</a> for more information. It also provides information on completing the EYFS profile for:</p> <ul style="list-style-type: none"> <li>- children with SEND</li> <li>- children who transfer schools during the academic year</li> <li>- children who are home schooled or missing in education</li> </ul> <p>The DfE do not need data for children who do not get the early education entitlement funding for eligible 3- and 4-year-olds.</p> <p>The school should discuss their intention to defer the child's statutory assessment with their local authority (<a href="mailto:earlyyears@walthamforest.gov.uk">earlyyears@walthamforest.gov.uk</a>). This will ensure the child's data is not considered missing when the provider submits EYFS profile outcomes for the current cohort.</p>
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**Additional link(s)**

<p><a href="#">Early Years Foundation Stage Profile: 2024 Handbook</a></p>	<p>DfE guidance on <a href="#">exemptions for providers</a></p>	<p>DfE guidance on <a href="#">exemptions for individual children</a></p>

**Support Contacts**

Name	Role	Contact Details
Business Intelligence Team	LA Data Collection helpdesk	Email: <a href="mailto:edu.performance@walthamforest.gov.uk">edu.performance@walthamforest.gov.uk</a>
Elisha Wilkinson	Early Years policy (including deferments & exemplification)	Email: <a href="mailto:earlyyears@walthamforest.gov.uk">earlyyears@walthamforest.gov.uk</a>

## Appendix A: Statutory data required

- your local authority number
- for local authority maintained schools, academies and nursery schools, the 4-digit establishment number
- for PVI settings, the 6-digit early years unique reference number starting with a 5, 6 or 7 as used in the 2024 early years census return
- the academic year, for example, 2023 to 2024
- the child's surname
- the child's forename
- the child's gender
- the child's date of birth
- the unique pupil number - this is a 13 character identifier
- the child's home postcode

The DfE need a home postcode for every child, except where there are legal or exceptional reasons why this data is not available (for example, traveller children). In these circumstances:

- leave the postcode field blank
- record a notepad entry in COLLECT explaining the reason

## Areas of learning

There are 17 early learning goals. They cover 7 areas of learning. For each funded child, you need to record an assessment judgement for each of the 17 early learning goals.

Area of learning	Early learning goal	Code		
Communication and language	Listening, attention and understanding	E01		
	Speaking	E02		
Personal, social and emotional development	Self-regulation	E03		
	Managing self	E04		
	Building relationships	E05		
Physical development	Gross motor skills	E06		
	Fine motor skills	E07		
Literacy	Comprehension	E08		
	Word reading	E09		
	Writing	E10		
Mathematics	Number	E11		
	Numerical patterns	E12		
Understanding the world	Past and present	E13		
	People, culture and communities	E14	Early years foundation stage profile judgement	Assessment rating
	The natural world	E15	Emerging	1
Expressive arts and design	Creating with materials	E16	Expected	2
	Being imaginative and expressive	E17	An exemption applies	A

**Statutory requirements:** The early years foundation stage profile return is a statutory requirement of providers and local authorities through regulations made under:

- Section 99 of the Childcare Act 2006 (Statutory Instrument 2008 No. 1722)
- The Childcare (Provision of Information about Young Children) Regulations 2009

You do not need to get consent from parents or carers for sharing this information.

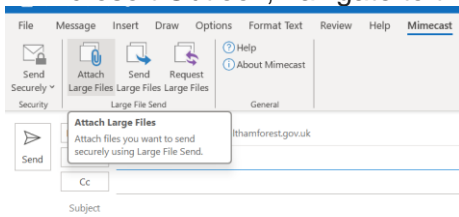
## Appendix B: Using Mimecast to securely submit the EYFSP return to the Local Authority

Secure Mimecast file transfer should be used to securely send the Local Authority the 2024 EYFSP statutory XML return. For data protection purposes, please do not simply email the child-level XML return to the Local Authority without encryption.

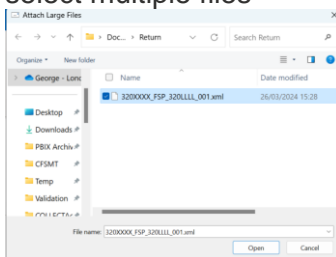
### a) Where the school user has a Mimecast client available on their local computer:

School user sends submission securely to the Local Authority ([edu.performance@walthamforest.gov.uk](mailto:edu.performance@walthamforest.gov.uk)) via Mimecast. Instructions for using Outlook's Mimecast 'Large File Send' option to send the return in a secure email attachment are below. Contact your school's IT Support Team if you are using a different Mimecast end user application.

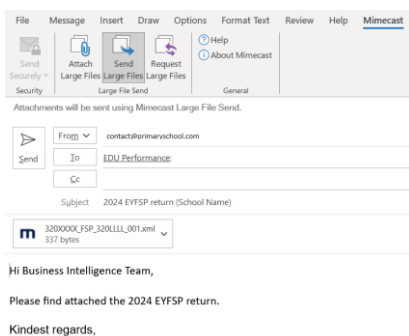
1. In Microsoft Outlook, navigate to the Mimecast tab at the top and select Attach Large Files.



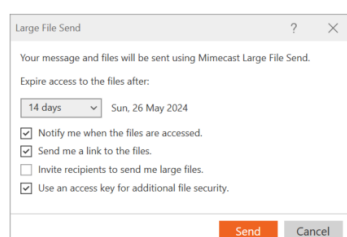
2. Select the XML return file(s) you wish to attach to the email. Note: Hold the CTRL key on your keyboard to select multiple files



3. The file(s) will attach to a new email. Add:  
 Email address: [edu.performance@walthamforest.gov.uk](mailto:edu.performance@walthamforest.gov.uk)  
 Subject: "2024 EYFSP return (School Name)"  
 Text: Any text to the body of the email to clearly provide information about the file(s) being sent (if required).



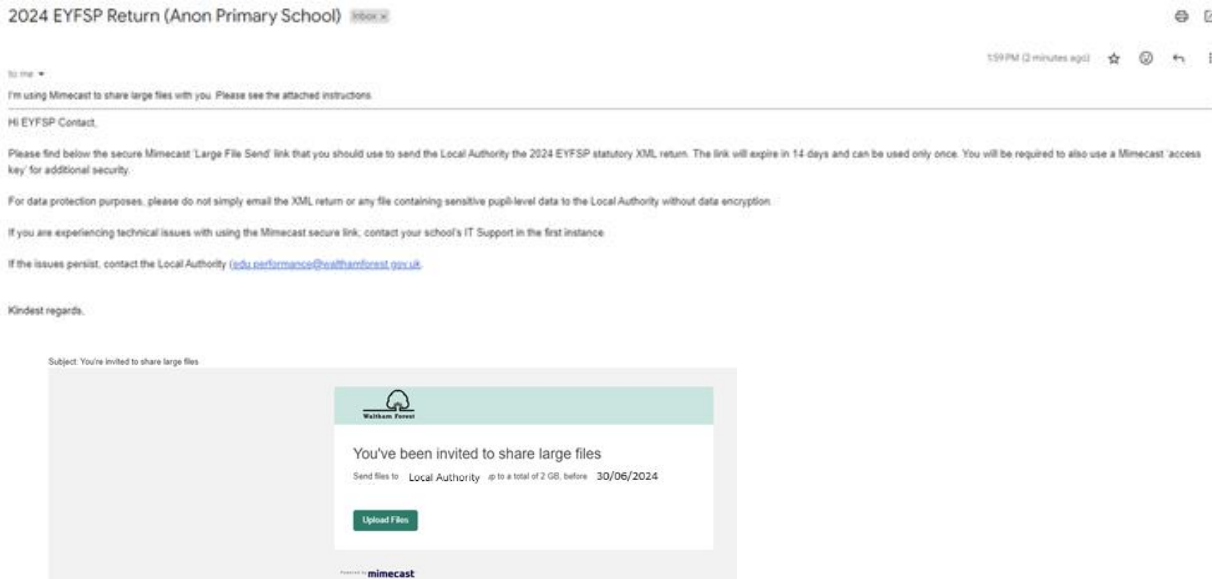
4. Sending the email. When ready, click Send. A new window will now appear on the screen. You can set an expiration date and other options from here. Use an access key for additional file security.



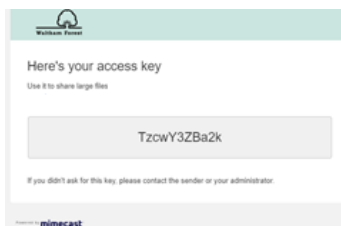
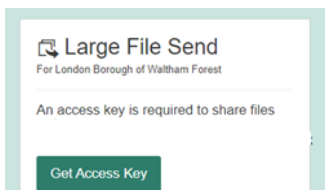
5. Click Send. You will receive a notification upon successful Mimecast transfer.

**b) Where the school user does not have a Mimecast client available on their local computer:**

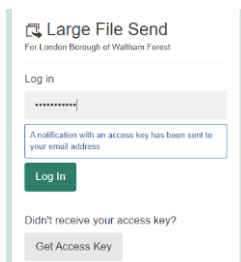
1. Contact [edu.performance@walthamforest.gov.uk](mailto:edu.performance@walthamforest.gov.uk) in advance of the deadline to obtain a secure Mimecast 'Large File Send' link from the Local Authority. You will receive an email containing the link as per the screenshots example below. The secure Mimecast 'Large File Send' link can be used only once.



2. School user selects 'Upload Files', and 'Get Access Key' to obtain a Mimecast access key. The access key will be sent via email to the user (as per the example screenshots below).



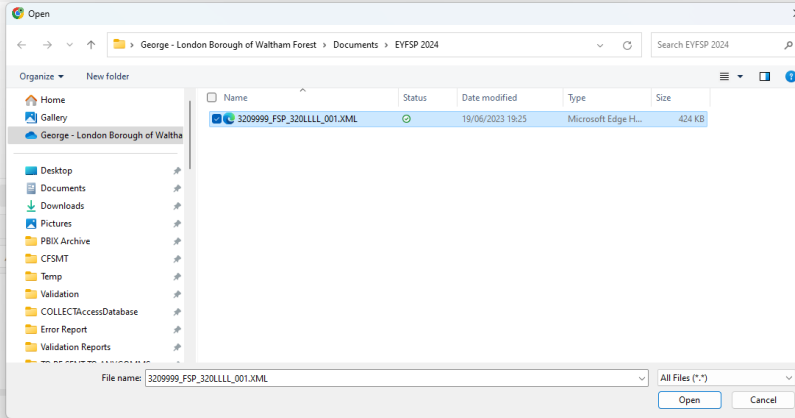
3. School user enters the access key details and logs into Mimecast Large File Send.



4. Once logged in, the School user selects 'Add Files' and locates the XML return(s) on local computer. Hold the CTRL key on your keyboard to select multiple files (if required).

## Send Files

Add Files to the queue. (send up to 2.00 GB)



5. A message may be added (optional). Click the 'Send' button to securely send the file(s) to the Local Authority.

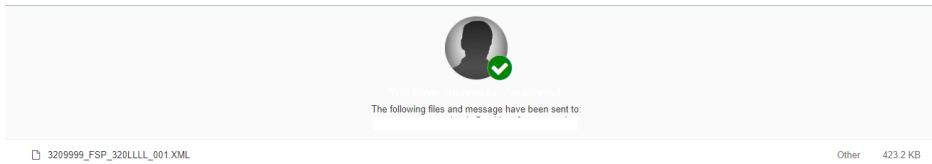
## Send Files

Add Files to the queue. (send up to 2.00 GB)

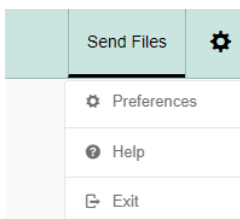
✓ 3209999\_FSP\_320LLLLL\_001.XML 100% 423.2 KB Remove



6. A message indicating the file(s) and message have been sent to Local Authority contact will appear.



7. Once completed, close the browser window, or select 'Exit' from the settings menu



Note: The link will only work once. If further secure Mimecast link(s) are required contact [edu.performance@walthamforest.gov.uk](mailto:edu.performance@walthamforest.gov.uk).