Early years foundation stage profile 2025 return

Input sheet guide – version 1.0

March 2025

Contents

Version history

Version	Change history	Author / date
1.0	Changes to the guide for the 2025 early years foundation stage profile collection input sheet have been made as listed below: ▪ Roll over of dates	Jessica Vickerstaff March 2025

1.   Introduction

This document provides information to allow users to complete the 2025 early years foundation stage profile assessment excel spreadsheet.

1.1 Overview

The input spreadsheet is to be used to collect the 2025 early years foundation stage profile assessment 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 the latest version of Excel. You must save it as an 'xlsm' (Excel Macro-Enabled Workbook). This will retain the macro functions of the spreadsheet. Saving in any other format will remove the macro functionality.

If you receive the spreadsheet as an email attachment, 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 score of 'A', and the 'sex' 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>_25.CSV" (eg EYFSP_3999_25.CSV or EYFSP_599999_25.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 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 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.

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 (4 digit code), or Early Years URN (6 digit code as used in 2025 EY census), 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 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) e.g. DL3 9BG. Please ensure that the number '0' (zero) and letter 'O' are correctly entered.

2.6 Profile assessment scores

In the remaining boxes, enter the score ('1', '2' or 'A') in each early learning goal as marked in the child's profile that relate to each of the column headings on the sheet. If a child has a formal exemption, please record 'A' against the early learning goals they are exempt from.

Please note: the last column of the spreadsheet 'missing early learning goals' will show the number of early learning goals for which no score has been entered for a child. When all scores have been entered for a child, the 'missing early learning goals' 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.
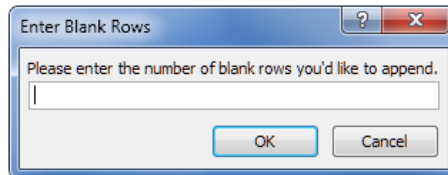
4.   Additional functionality

Adding or removing blank rows

To insert additional data rows into the template you should use the inbuilt functionality that will ensure the structure of the template is unaffected and prevent errors from being encountered when generating the CSV file. Click on 'Add Blank Rows' to add the desired number of rows.

Add Blank Rows

Enter the number of rows you wish to add and click on the 'OK' button.

Enter Blank Rows

Please enter the number of blank rows you'd like to append.

OK   Cancel

To delete blank rows from the template, click on the 'Remove Blank Rows' button. This will remove all rows that do not contain any pupil data regardless of their position within the template.

5. 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 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 for submission to the department.

6. 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:

'LAU' – Listening, attention and understanding

'S' - Speaking

Personal, Social and Emotional Development:

'SR' – Self-regulation

'MS' – Managing self

'BR' – Building relationships

Physical Development:

'GMS' – Gross motor skills

'FMS' – Fine motor skills

Literacy:

'C' – Comprehension

'WR' – Word reading

'W' - Writing

Mathematics:

'N' – Number

'NP' – Numerical patterns

Understanding the World:

'P and P' – Past and present

'PCC' – People, culture and communities

'NW' – The natural world

Expressive Arts and Design

'CWW' – Creating with materials

'BIE' - Being imaginative and expressive

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