

## **Early Years Foundation Stage Profile**

### **Overview:**

- This is the second year of the new EYFS Profile, and the process is the same as 2013.
- Schools are only required to submit the end-of-Reception Year assessment, to the LA / DfE, and not any age-related in-year assessments.
- There are different systems that can record Early Years data. For example school MIS and pupil tracking systems have developed templates that allow teachers/users to enter the end-of-EYFS Profile scores for each pupil and send the information to the LA as per the statutory requirement. Other examples include “eProfile” software (please note this is no longer provided free by the DfE – see <http://eprofile.org.uk/> for further details). There is no “preferred” system – schools are free to decide which system to use.

### **SUBMISSION DEADLINE: Friday 20<sup>th</sup> June**

All schools with Year R pupils are asked to submit their new EYFS Profiles **by Friday 20<sup>th</sup> June (early returns are encouraged)**.

Note: Schools that are being moderated in week 16-20<sup>th</sup> June should submit their assessments as soon as possible after the moderation visit. The Information Team are aware which schools are being moderated.

### **SUBMISSION PROCESS**

- (1) **ENTER:** Schools are required to record the EYFS Profile assessment for each pupil in each of the 17 Early Learning Goals. It is recommended that this is recorded in, or transferred to, your main MIS (eg. SIMs or other) so all your pupil attainment data is in one central place - this will also enable you to easily produce an electronic export in the correct CTF format to submit to the LA. Schools are only required to submit the end-of-Reception Year results, and not any in-year assessments.
- (2) **SUBMIT:** Once complete, and **by Friday 20<sup>th</sup> June (early returns are encouraged)** the data should be exported in CTF format \*including pupil addresses\* (see important note below) and submitted to the Information Team, via Anycomms Plus: <https://acplus.nsix.org.uk/Login.aspx> (If you use a secure data transfer system other than Anycomms Plus, please contact the LA Information Team to advise how and when you are sending it.)

#### **IMPORTANT**

When creating your EYFS Profile export, please ensure you tick the box for “**Pupil Addresses**” in the Export CTF window > Data to be exported panel.

**Please note you will need to upload your data; your school MIS (SIMs or other) does not automatically “send” the file to Anycomms Plus.**

- (3) **CHECK:** Provisional EYFS Profile reports will be made available at >[My School](#)>[KeyData](#)>[More Info](#)> [Attainment \(provisional data\)](#) in mid-August, ready for schools to check in September. Please contact the Information Team as early as possible in September regarding any errors.

## MI Sheet 103/14 Recording and submitting assessments 2014

### (Primary schools and Academies)

#### FURTHER GUIDANCE

- Further guidance on statutory assessment and reporting to parents can be found in the Assessment and Reporting Arrangements Early Years Foundation Stage 2014 booklet at: <https://www.gov.uk/government/publications/early-years-foundation-stage-assessment-and-reporting-2014>
- Detailed step-by-step guidance, including Norfolk cribsheets, will be available on the ICT Services website [www.ict.norfolk.gov.uk](http://www.ict.norfolk.gov.uk).
- If schools and Academies need a reminder of their username / password to access AnyComms Plus please contact the ICT service desk on [ict@norfolk.gov.uk](mailto:ict@norfolk.gov.uk) or by telephone – 0845 303 3003.

#### EYFSP SUMMARY

- i. Note the submission deadline, Friday 20th June (early returns are encouraged)
- ii. Follow submission process above, (1) Enter, (2) Export and upload to Anycomms Plus, and (3) Check
- iii. Provisional EYFS Profile reports will be made available at >My School>KeyData>More Info>Attainment (provisional data) in mid-August, ready for schools to check in September. Please contact the Information Team as early as possible in September regarding any errors.

#### LA Information Team:

For further advice on the submission process or information on school performance data

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