

Submission of Assessment Information 2015 (Primary) Early Years Foundation Stage Profile

Overview:

- The process is the same as 2014. (The deadline date is a week later than 2014)
- Schools are only required to submit the end-of-Reception Year assessment to the LA, 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.

SUBMISSION DEADLINE: Friday 26th June

All schools with Year R pupils are asked to submit their completed EYFS Profiles **by Friday 26th June (early returns are encouraged)**.

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 (e.g. 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 26th 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

The DfE require postcodes of all EYFS pupils so please ensure you include this information when creating your EYFS Profile exports.

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 (note – new location) in Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports, for schools to check. We will advise schools when these provisional reports become available. Please contact the Information Team as early as possible regarding any errors.

FURTHER GUIDANCE

- Further guidance on statutory assessment and reporting to parents can be found in the Assessment and Reporting Arrangements Early Years Foundation Stage 2015 booklet at: <https://www.gov.uk/government/publications/early-years-foundation-stage-assessment-and-reporting-arrangements-ara>

- Detailed step-by-step guidance, including Norfolk crib sheets, will be available on the ICT Services website 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 / 0845 303 3003.

EYFSP SUMMARY

- i. Note the submission deadline, Friday 26th June (early returns are encouraged)
- ii. Follow submission process above, (1) Enter, (2) Export and upload to Anycomms Plus, and (3) Check in Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports

LA Information Team:

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

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