

Early Years Foundation Stage Profile

OVERVIEW

- The process is the same as 2015
- Schools are only required to submit the end-of-Reception Year assessment to the LA, and not any age-related “in-year” assessments.

EYFS SUBMISSION DEADLINE: Friday 17th June

All schools with Year R pupils are asked to submit their completed EYFS Profiles **by Friday 17th June (early returns are encouraged)**.

EYFS 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) EXPORT & SUBMIT: Once complete, and **by Friday 17th 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>

IMPORTANT

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

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 School summary reports will be made available in Perspective Lite > Documents > Document Pool > LA Documents > 6 Summer 2016 > Provisional Key Stage reports, for schools to check – **available from 3pm Monday 20th June**.
- (4) REPORT any errors in the provisional report to the LA Information team as soon as possible.

FURTHER GUIDANCE

- Further guidance on statutory assessment and reporting to parents can be found in the Assessment and Reporting Arrangements Early Years Foundation Stage 2016 booklet at: <https://www.gov.uk/guidance/2016-early-years-foundation-stage-assessment-and-reporting-arrangements-ara>
- Detailed step-by-step guidance 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

EYFS Deadline – Friday 17th June
Enter data in MIS > Export CTF file > Submit to LA by uploading to Anycomms Plus > Check Provisional report in Perspective > Report any discrepancies to LA Information Team

LA Information Team:

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

Dom Mingaye / Chris Jackson

irc.schoolperformance@norfolk.gov.uk