

Early Years Foundation Stage Profile

OVERVIEW

- The process is the same as 2016
- Schools are required to submit only the end-of-Reception Year assessment to the LA, and not any age-related “in-year” assessments.

EYFS SUBMISSION DEADLINE: Friday 16th June

All schools with Year R pupils are asked to submit their completed EYFS Profiles **by Friday 16th 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 16th June (early returns are encouraged)** the data should be exported in CTF format *including pupil addresses* (see important note below) and submitted to the EAS/LA Information Team, via Anycomms Plus: <https://acplus.nsix.org.uk/Login.aspx> (In Service, select “EAS-Assessment Results”).

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 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 > (9) Summer 2017 > Provisional Key Stage reports, for schools to check – **available from Monday 19th June**.
- (4) **REPORT** any errors in the provisional report to the EAS/LA Information Team as soon as possible.
- (5) Please note that the data submitted will be published in the RAISEonline replacement/DfE Inspection Dashboards in the Autumn Term.

PUPILS WHO MOVE SCHOOLS

If a pupil transfers schools before the summer half term holiday, the new setting must report the pupil results to its LA. If a pupil transfers schools during the second half of the summer term then the previous school is responsible for reporting to the LA.

PUPIL TRANSFER FILES – TO NEW SCHOOLS

Please check that any formal End-of-Key-Stage judgements/outcomes/scores that were recorded in separate Assessment recording systems have been transferred to your main MIS system – this is to ensure that any Common Transfer Format (CTF) files you need to create and send to new schools contain ALL the relevant data for pupils who are moving schools.

FURTHER GUIDANCE

- Further guidance on statutory assessment and reporting to parents can be found in the Assessment and Reporting Arrangements Early Years Foundation Stage 2017 booklet at: <https://www.gov.uk/guidance/2017-early-years-foundation-stage-assessment-and-reporting-arrangements-ara>
- There is further help and guidance on the actual entering of assessment data, submitting the data returns, SIMS Crib Sheets, and common problems experienced, available at the following website: <http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments-/index.htm>
- There are further resources for SIMS users 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 16th 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 EAS/LA Information Team

Education Achievement Service (EAS)

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

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(Formerly also known as the LA Information Team)

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