Early Years Foundation Stage Profile LA submission Guidance

EYFSP:
Teacher Assessments

May 2022

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Birmingham
City Council

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Introduction

Key Points

This guidance is for schools submitting their Early Years Foundation Stage Profile (EYFSP) Assessment outcomes for the summer term 2022.

Headteachers have a duty to implement the EYFS. They must ensure their school or provision complies with the learning and development requirements and are responsible for the reliability of their EYFS profile outcomes. They must check to ensure that the data accurately reflects the outcomes of the current cohort of children.

Deadline

Please submit your EYFSP return by **Thursday 23ʳᵈ June 2022.** The recommended LA submission dates are slightly in advance of final deadline published in the EYFSP handbook. This is to allow us to support schools that may be experiencing difficulties.

Please submit the online Confirmation form at the same time as submitting the assessment file.

Early Years Foundation Stage Profile – Data Entry

The EYFS profile is intended to provide a reliable, valid and accurate assessment of each child's development at the end of the EYFS. It is made up of an assessment of the child's outcomes in relation to the 17 early learning goal (ELG) descriptors.

For the academic year ending 2022 there are now only two possible outcomes for each ELG.

- "**1**" – Child is at the 'emerging' level at the end of the EYFS
- "**2**" – Child is at the 'expected' level at the end of the EYFS

In some rare cases it is also appropriate to mark a child as "**A**" for Absent. This should **not** be used to indicate that a child has left. It should **not** be used to indicate a child with SEND where 'emerging' may be more appropriate.
Please refer to the Early Years Foundation Stage Profile Handbook for further information about inclusion.

Submission of results

You will need to submit a single file to the Data and Intelligence Team and a confirmation sheet.

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This year all files must be sent to the LA via the secure file transfer system known as **AnyComms+.**

This file will be a Common Transfer File (CTF) containing an outcome for each child for each of the 17 Early Learning Goals. The LA is required to submit data to the DfE at individual pupil level and it is the data from this file that will be used to make the required LA submission.

Before submitting your assessments, you should make sure that all final assessments have been entered.

SIMS.Net users

SIMS guidance is available on the Entrust knowledge base

[This is the link - https://link2ict.service-now.com/serviceportal](https://link2ict.service-now.com/serviceportal)

Search on the following document number:

SIMS.Net Guidance: **KB0011883**

If you require assistance using Entrust Knowledge Base or have any queries about their guidance, please call the Entrust schools' helpline on **0121 303 5100** or email edtech@entrust-ed.co.uk

Facility/CMIS or Cloud users

Support for Facility (CMIS) and Cloud School will come directly from **Advanced Learning**. If you are having trouble inputting your EYFSP results or generating the required CTF, you should contact Advanced Learning directly.

Support Portal: https://customers.oneadvanced.com

Telephone: 0330 122 4830 Option 1 for Cloud Schools and Facility (Key stages 1-5)

Users of other software

For schools using systems other than those described above, please contact your own IT support and produce the necessary CTF file for submission to the LA.

Sending assessment file back to LA

All schools will send back their CTF containing the assessments to the LA using AnyComms+.

Please ensure that your school can log in to this *before* the collections begin during the second half of the 2022 Summer term.

All schools regardless of ICT provision will have access to Anycomms+. If you have not yet been set up, please submit a Service request by using this link - https://www.birmingham.gov.uk/school_support_service.

AnyComms+ Guidance see this link - https://www.birmingham.gov.uk/primarydata, see section 'Anycomms+'

The web address for Anycomms+ is:

See this link - https://anycomms.birmingham.gov.uk/Login.aspx

Perspective Lite

This website will be used to publish your results as submitted to us. Please ensure that your school can log in to this *before* the collections begin during the second half of the 2022 Summer term.

This is the link - https://perspective.angelsolutions.co.uk

Perspective has a built in 'forgotten password' feature. Note: the Head account username is likely to be your school's 6-digit URN number (Ofsted reference).

For assistance please e-mail educationdata@birmingham.gov.uk.

Verification of your assessments

Each year we carry out various checks on the EYFSP results that you submit. It may be necessary to contact you concerning clarifications and corrections.

Once your data has been validated, we will feed back your summary results as downloadable PDF files via Perspective Lite. Once these are available, an email with guidance on finding and downloading these reports will be sent to your school's main email address.

If your report has not been posted by the last week of the Summer term contact educationdata@birmingham.gov.uk as a matter of urgency to ensure accurate data is submitted to the DfE.

Online Confirmation form

As part of the process of finalising your assessments, you should make sure that all internal moderation processes have been completed and that the assessments have been agreed by the Head Teacher and the teacher(s) and member(s) of staff responsible for EYFSP. This is to avoid problems with schools requesting changes to their results after they have been submitted to the DfE.

Upon approval from the Head Teacher, please complete online Confirmation form to confirm that your EYFSP results have been checked and agreed by the Headteacher. This should be completed and submitted to the Data and Intelligence team at the same time as you submit the results.

Pupils Moving Schools

If a child moves to a new school or provider during the academic year, the original school must send their assessment of the child's development against the ELGs to the new school or provider.

If a child starts a new school or provider on the first day of the second half of the summer term (or any time after that), then the previous school should submit the data.

If a child moves school or provider any time before the half term, then the new school should submit the data.

Where half term dates differ between LA areas, it is the school or provider where a child attends (or will attend) for the longest period that submits the data.

General enquiries

Data Collection queries:

Data and Intelligence Team please e-mail educationdata@birmingham.gov.uk

For technical issues around recording the assessments in your MIS or tracking software or creating the final file for the LA containing your assessments, contact your support provider.

AnyComms+ support - please contact:

Please select this link - https://www.birmingham.gov.uk/school_support_service

Links to DfE publications

Schools should also refer to the STA guidance available from:

Early years foundation stage profile handbook (2022)
Select link - https://www.gov.uk/government/publications/early-years-foundation-stage-profile-handbook
Information concerning the use of Common Transfer Files
Select link - https://www.gov.uk/government/collections/common-transfer-file