

# **Early Years Foundation Stage Profile LA submission Guidance**

Teacher Assessments

April 2026

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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 2026.

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

It is recommended that you submit your EYFSP return by **Thursday 18th June 2026**. This is slightly in advance of final deadline published in the EYFSP handbook 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 2026 there are 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

Following the reforms to the EYFS and changes to the administration and moderation of EYFS profile data, the DfE has taken the decision that the EYFS profile must be completed in all instances unless:

- an exemption has been granted by the secretary of state for the setting or an individual child.
- the child is continuing in EYFS provision beyond the year in which they turn 5.

If practitioners have seen no evidence that a child has met an early learning goal, for whatever reason including absence, it is important that they report the child as emerging and then communicate to the year 1 teacher why the assessment has been made.

For further guidance see the Exceptions and exemptions section in the early years foundation stage profile handbook Select link - [Early years foundation stage profile handbook - GOV.UK](#)

# Submission of results

## File Creation

You will need to submit a single file to the Data and Intelligence Team together with an online [Confirmation form](#).

This file should 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 -> [Entrust EdTech Service Portal Login - Entrust EdTech Service Portal](#)

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 *0333 003 7071* or email [edtech@entrust-ed.co.uk](mailto: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.

This is the link -> [One Advanced Login](#)

## 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 to LA

### File Request - Perspective Lite

This year, we are requesting that data submissions are sent to us through the "**File Request**" module within Perspective Lite. For specific guidance on how to do this follow this link:

[File request submission guidance for schools May 2026 | Birmingham City Council](#)

*Please ensure that your school can access Perspective Lite and have users with permission to use File Request module before the collections begin during the second half of the 2026 Summer term.*

This is the link - [Perspective Lite Login Page](#)

If unable to log in, 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](mailto: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, please contact [educationdata@birmingham.gov.uk](mailto: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 the 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.

Link to online confirmation form: <https://forms.office.com/e/bqL6nRakk2>

## Pupils Moving Schools

Where a child moves to a new school or provider during the academic year, the original school or provider must share the child's EYFS Profile assessment information to support completion of the Profile and a smooth transition.

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), the previous school or provider should complete and submit the EYFS Profile data.

If a child moves school or provider at any point before the start of the second half of the summer term, the new school or provider should complete and submit the EYFS Profile data.

Where half-term dates differ between local authority areas, the school or provider where the child attends (or will attend) for the longest period should complete and submit the data.

Where the previous school is not in England and therefore does not follow the EYFS, the new school must submit the data.

The EYFS Profile is not required for children who are no longer registered at a school or provider, including those who are home-educated or missing education.

## Enquiries

Data and Intelligence Team please e-mail [educationdata@birmingham.gov.uk](mailto: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.

## Links to DfE publications

Schools should also refer to the STA guidance available from:

Early years foundation stage profile handbook (2026)

Select this link - [Early years foundation stage profile handbook - GOV.UK](#)

Information concerning the use of Common Transfer Files

Select this link - [Common transfer file \(CTF\) and co-ordinated admissions data - GOV.UK](#)