

Early Years Foundation Stage (Reception) Profile

Data Collection 2019

Guidance for Suffolk Infant, Primary and Special Schools

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It is strongly recommended that you read this document before starting the Data Collection Process for 2019. The deadline for the return to the LA is

Friday 28th June 2019

Introduction

This guide will take you through the Early Years Data Collection process. At the end of it you will have

- completed your assessments using SIMS or your school's own software
- exported the completed mark sheet and sent it to the LA.

You must use software that will produce a CTF file in the correct format. Your own Excel spreadsheet will not do this.

Headteacher responsibilities

The Headteacher is ultimately responsible for ensuring that correct data is returned on time. Although processes may be delegated to other staff, it is still essential that the Headteacher checks and clears all data returns before they are submitted.

It is also essential that all staff involved in the data collection process have a clear picture of the overall exercise. They also need to have knowledge of and access to the correct materials – data collection letters and emails, manuals, and the Suffolk data collection website.

Guides

This document is split into two parts. The first part ([pages 3-13](#)) gives guidance on how to set up and complete the EYFS profile if you are using SIMS to record pupils achievements. If you are using a different software further details for completing the EYFS profile will be available from your software supplier.

The second part ([pages 13-14](#)) details submitting to the LA your file, for both schools using SIMS and those using different software.

Schools using SIMS

For schools using SIMS, this guide will take you through the EYFS Data Collection process. It covers how to find and import the SIMS Wizards for the 2019 Templates which are needed to create the 2019 EYFS marksheet. It also covers the process of entering and editing marksheets as well as how to use the EYFS Wizard to create a file containing your data to return to the LA.

Schools using other software

There is a variety of other software available for you to record the Early Years information that should allow you to produce the necessary file the LA requires for submission to the DfE. Schools not using SIMS will need to refer to their software guidance or contact the supplier to make sure they can create the export file.

Necessary documents

2019 Early Years Foundation Stage: Assessment and Reporting Arrangements

The ARA provides details about making judgments and reporting at the end of EYFS and can be downloaded via the following link:

<https://www.gov.uk/government/publications/2019-early-years-foundation-stage-assessment-and-reporting-arrangements-ara>

Suffolk Learning Website

Various guidance and help sheets are available on www.suffolklearning.co.uk (click on **Education & Learning → Assessment & Data → Statutory Data Collection**).

Direct Link: <http://www.suffolklearning.co.uk/leadership-staff-development/assessment-data/statutory-data-collection>

Help

Please see [Appendix 3](#) for FAQ's.

For questions regarding the submission of assessments

Contact the Data Collection mail box data.collection@suffolk.gov.uk in the first instance. The Data Collection Team will reply by email or phone call. You may also contact the team by telephone on: 01473 260668 / 264556.

For general enquiries regarding SIMS

Contact the IT Service Desk via telephone 01473 265555 who will be able to pass you through to the SIMS Team for immediate response or via email itservicedesk@suffolk.gov.uk for non-urgent enquiries.

1. Which pupils do you need to provide assessments for?

The EYFS profile must be completed for each child who will be 5 years old on, or before, 31st August 2019 unless

- The Secretary of State for Education has granted an exemption from the profile
- The child is continuing in EYFS provision beyond the year in which they turn 5
- The child has attended the provision for an insufficient amount of time for the teacher to make an adequate assessment before the profile submission deadline and so an accurate and valid assessment can't be completed. It is for the practitioner to use their professional judgement to decide, on a case by case basis, whether an accurate assessment can be made in the time available. **You must include these children in your return to the LA marking them as A.**

Practitioners should make profile judgements based on cumulative observational evidence recorded over the course of the year.

Dual registered pupils

Where a pupil is registered as dual, the school which is the registered dual/main is responsible for submitting the assessment for the pupil, but both the dual/main and dual/subsidiary may be involved in assessing the pupil.

Pupils who transfer schools

If a child transfers schools before the summer half term holiday, the new setting must report the child's EYFS profile data to the LA. If a child transfers schools during the second half of the summer term the previous school is responsible for reporting to the LA.

2. SIMS essential preparation

You must have the Spring release of SIMS installed, to check this in SIMS.net go to **Help → About SIMS.net**. The version should be 7.186 or later – contact the SIMS helpdesk if you need help with this.

Please make sure you have full read and write permissions for the AMPA folder on the C Drive, you will not be able to import Wizards without it.

Only SIMS users who are members of the Assessment Co-ordinator User Group have the required permissions to use the Key Stage Wizard Manager.

Please ensure that pupils are entered on SIMS.net in their correct year group. If the marksheets have pupils who should not be there or there are pupils missing, then you must request your school's SIMS Manager to correct this in SIMS.net. Please check with your assessment coordinator as to whether the pupil list is correct.

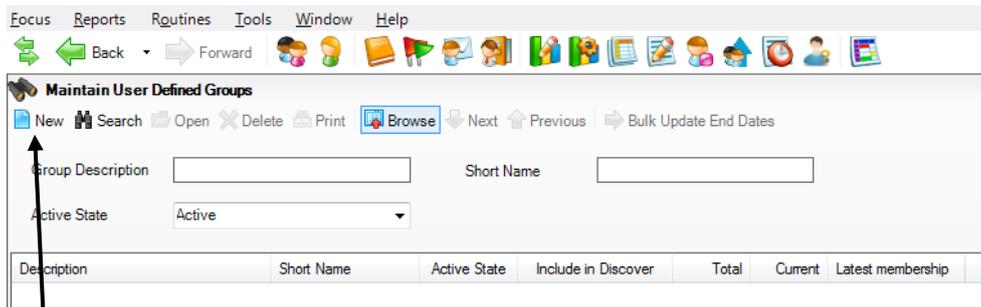
Please also clear out the folder your CTF exports go to. This can be found by going to **Tools → Setups → CTF**. This will help with the file naming and should also be done for GDPR compliance.

2.1. Set up an Assessment Defined Group (ADG)

If you have pupils who have recently left your school that you are still statutorily required to report results for you will need to set up an ADG. This is also used if you have pupils that are at the end of EYFS who are not marked as being in NC Year R in SIMS.net because they are being taught out of their Year Group.

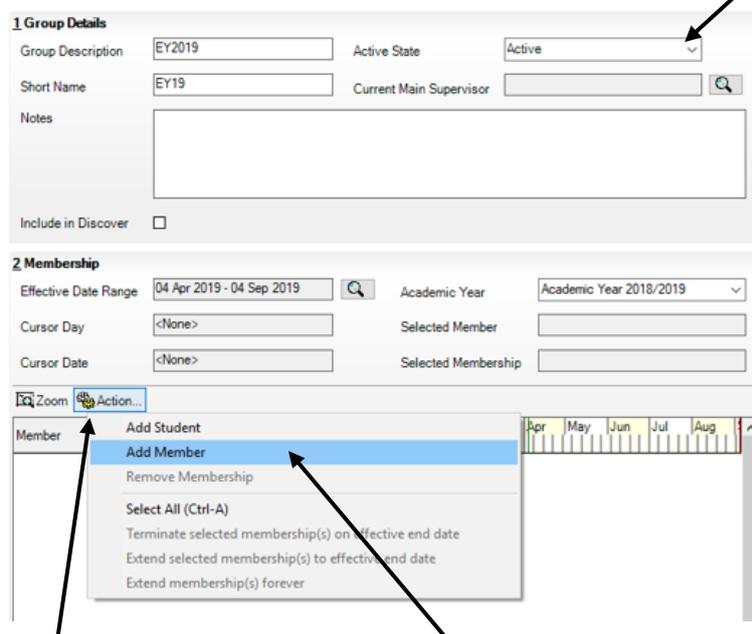
If you decide you do not need to set up an Assessment Defined Group turn to [section 2.2](#). Otherwise, please follow the guide below.

Go to **Focus** → **Groups** → **Assessment Defined Groups** and the following screen will appear.

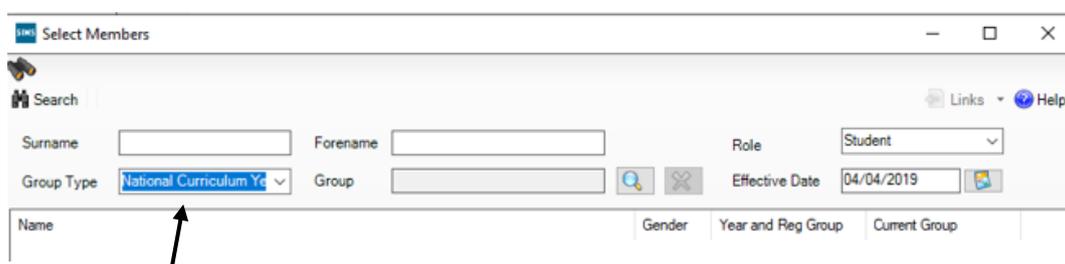


Click on **New** and the following screen will appear.

Add a relevant **Group Description** and **Short Name**. Make sure the **Active State** is set to **Active**. If you wish, add a brief description in **notes**.

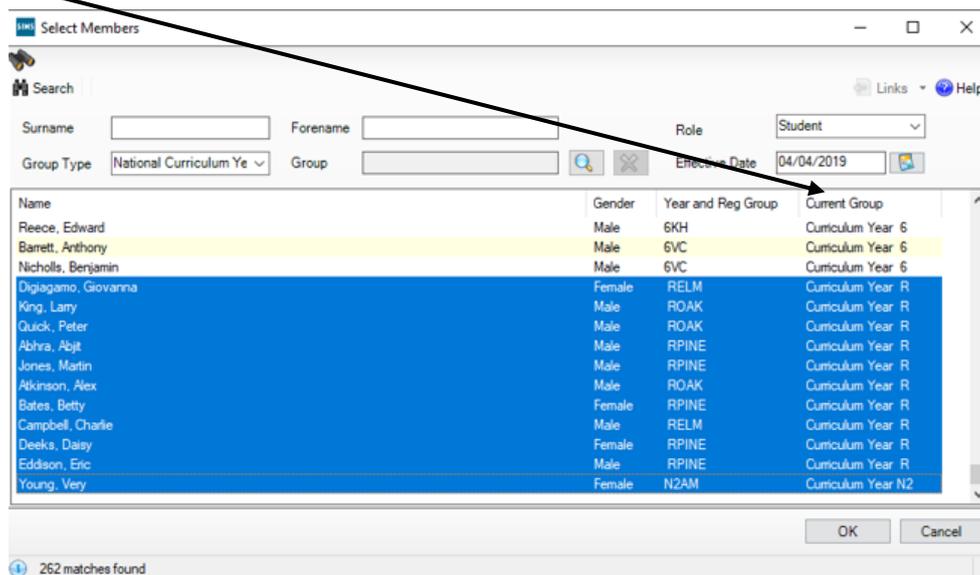


Then click on the **Action...** button and click **Add Member**. The following screen will appear.



Change the **Group Type** drop down to **National Curriculum Year**, then click **Search**. All the pupils in your school will now be displayed.

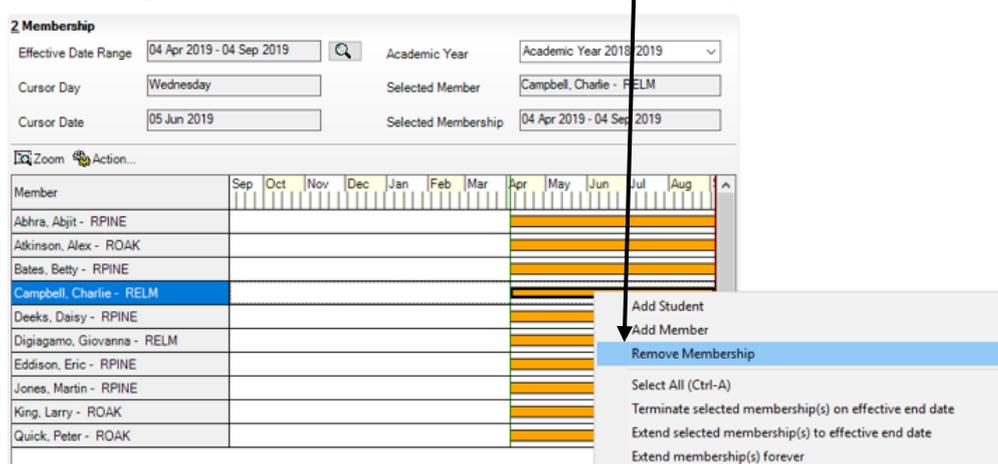
To ensure that all pupils in each year group are shown in order together, click on the **Current Group** header. This will sort the pupils by year group as shown below.



Select all the relevant pupils by left clicking on them while holding down the control (ctrl) key. To select multiple pupils at once, left click on the pupil at the top of those to be selected, hold down the shift key and left click on the pupil at the bottom of the pupils. When all pupils are selected click the **OK** button.

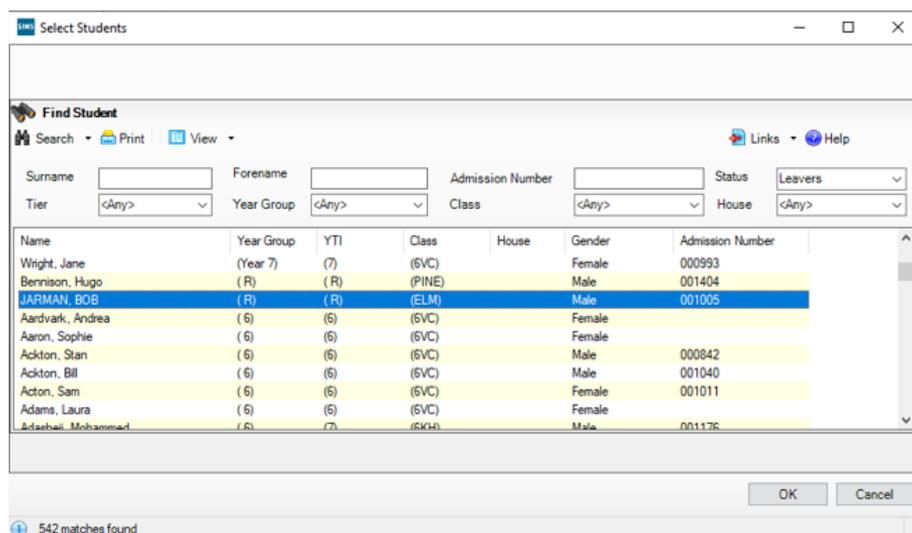
You will be returned to the Membership screen as shown below which has now been populated with the selected pupils.

If you need to remove a pupil from the group, click on the name to highlight it, right click on the orange line and click on **Remove Membership**.



If you need to add a current or past pupil to the group, click the **Action** → **Add Student** button.

The Select Students screen will show as below. Using the drop boxes select the **Status** required (**Current** or **Leavers**) and the **Year Group** (for Current Students ONLY). Click on **Search**.



Find the relevant pupil/s on the list, left click to highlight (holding down control if selecting more than 1 pupil), then click on **OK** when finished.

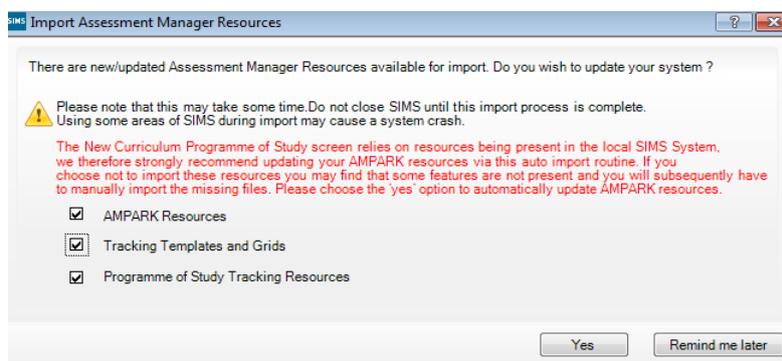
You'll be returned to the Membership screen where all chosen pupils will be displayed. Finally, click on the **Save** button near the top of the screen and **Close** the window.

2.2. Importing the SIMS Wizards and Templates for all the 2019 Data Collections

The Wizards and Templates for each Key stage are delivered in the Spring update but you will need to import them into SIMS. You will only need to do this once and the material for all Data Collections (Early Years, KS1, KS2 and Phonics) should become available in your SIMS system. If you have already set up one of the wizards this year, then skip to [section 2.3](#).

In SIMS click on **Routines** → **Data In** → **Assessment** → **Import**.

When you do this, regardless of which KS wizard you intend to import, the screen below should appear. Click **Yes**. If the screen does not appear, follow the steps on the next page to manually import each wizard.



Be patient, it can take several minutes (over 15) for all the templates to load into your SIMS system.

If the Wizard has been imported successfully you will an activity log. Please check a successful message appears for all imports and then **Close** the window.

Manual import for each Wizard/Template

For some schools it may not be possible to import all wizards and templates at the same time, or some may not import. If you need to import them individually then navigate to the **Assessment Manager** folder (via **Routines → Data In → Assessment → Import** and selecting the **folder icon**) which will open a new window.

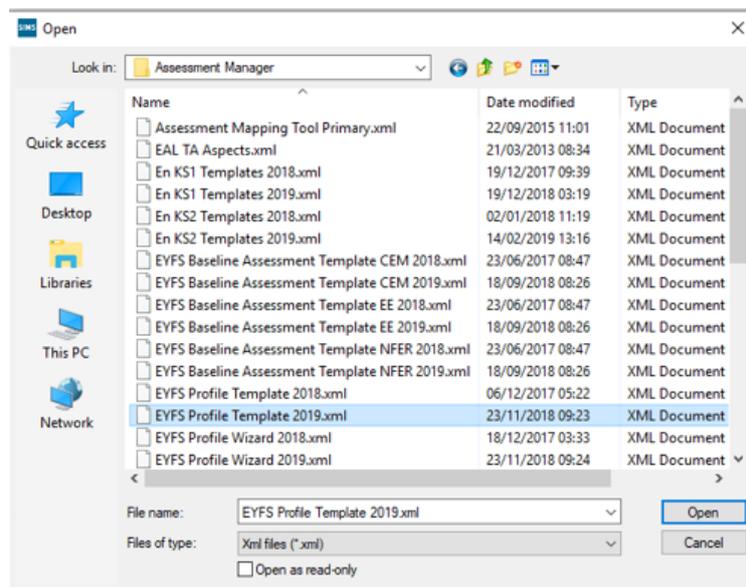
Then navigate to one of the following file paths:

C:\Program Files (x86)\SIMS\SIMS.net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

or

C:\Program Files\SIMS\SIMS.net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

Selecting the file path will open the following window.



Template

1. Select **EYFS Profile Template 2019.xml**
2. Click on **Open**
3. Click on **Next**
4. Click on **Next**
5. Tick the box next to EYFS Profile 2019
6. Click on **Finish** – and then **Yes** when asked if you want to proceed. The import will take a minute or two to complete
7. If the import has been successful, you can **Close** the activity log

Wizard

1. Select **EYFS Profile Wizard 2019.xml** (via **Routines → Data In → Assessment → Import** and selecting the **folder icon**)
2. Click on **Open**

3. Click on **Finish** – and then **Yes** when asked if you want to proceed. The import will take a minute or two to complete
4. If the import has been successful, you can **Close** the activity log

Failed imports

If the import has failed please contact the IT Service Desk by via telephone 01473 265555 and keep a screenshot of the activity log so that they can examine the errors, they will then instruct you on how to resolve this problem.

2.3. Using the Wizard

The Wizard Manager guides you through selecting the EYFS Wizard and the pupil/student group for the marksheet. It will then take you through recording and entering the assessments in marksheets. You will then export the results as a CTF file for return to Suffolk LA. The Wizard will also produce reports for school leaders and parents.

3. EYFS Marksheet

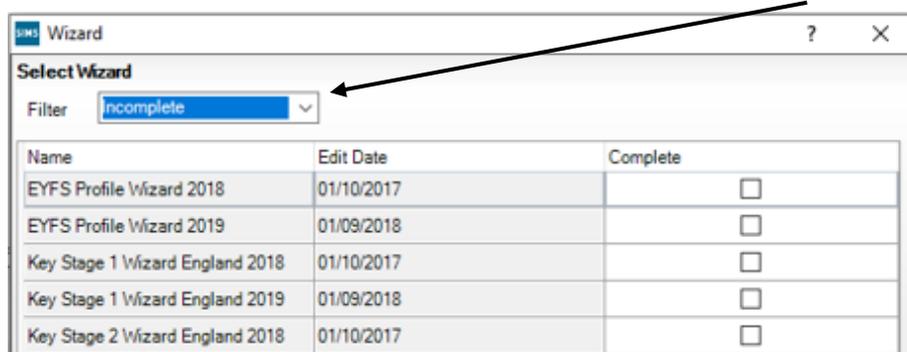
3.1. Using the EYFS Profile Wizard 2019 to create the marksheet

- Click on **Tools** → **Performance** → **Assessment** → **Wizard Manager**

If you find the EYFS Profile Wizard 2019 is not there, follow the process for Manual import for each Wizard in [section 2.2](#).

Using the Wizard Manager for the first time this year

When you first use the Wizard this year, ensure the **Filter** shows **Incomplete**.

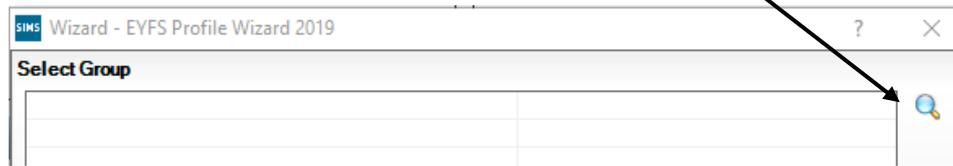


Mark all Wizards that relate to past years as **Complete** by filling the tick box.

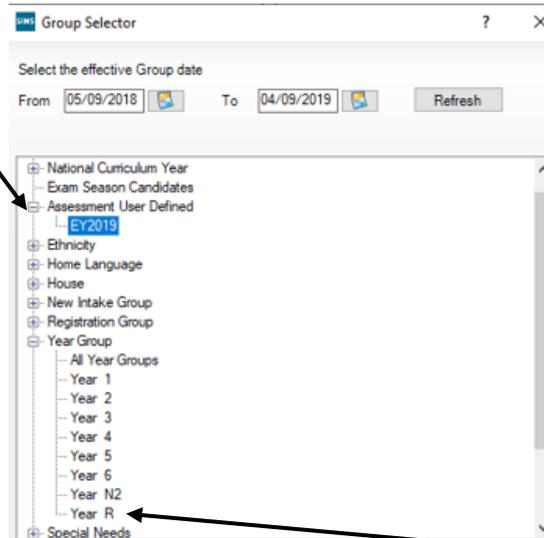
Do not mark this year's (2019) wizards as complete until next year.

- Click on **EYFS Profile Wizard 2019** and ensure its highlighted with a light blue border
- Click on **Next** (You may be asked “The complete status has been changed. Do you wish to save changes?” if you have marked last year’s Wizards as complete, click **Yes**)

- In the Select Group dialogue box click on the **magnifying glass** to open the Group Selector

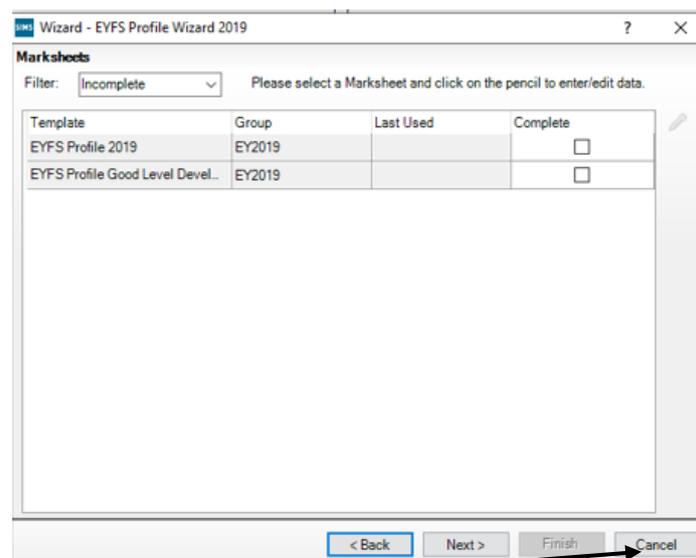


- If you have created an Assessment Defined Group, it will be available in the **Assessment User Defined** category of the tree



If you did not need an Assessment Defined Group, select **Year R** in the Year Group part of the tree. When you have selected the correct group, click **Apply**

- Select the group shown in the Select Group box. This will either be Year R or your Assessment Defined Group
- Click **Next**. The marksheet will now have been created



- Click on **Cancel** to close the Wizard. Do not click any further on the next button. Having created your marksheets you will only need to access the wizard again when you need to print reports

3.2. Working with marksheets in SIMS

- You do not need to adjust result dates on the marksheets – just enter the assessments.
- To save your work click on the **Save** button. When you close the marksheet it will always prompt you to save if you need to.
- To adjust an assessment before saving, you simply overwrite it.
- To clear an assessment that has been saved but is an error, you must right-click on the cell in question in the marksheet, select **View/Edit result history...**, highlight the row in the window and click on the red cross.
- If you wish to print blank marksheets to give to teachers to complete, please see [Appendix 1](#).
- Do not mark marksheets as complete as this can hide them from view.
- You do not have to add assessments all at once. You can return to your marksheet at any time to add further assessments or make changes.
- Unsaved entries have a red font until they are saved when they will change to black.
- If the marksheets do not appear then check that you have permission to see them with your SIMS Manager.

3.3. EYFS marksheet entry

- Click on **Focus → Assessment → Marksheet Entry**.
- Scroll down the list to find the marksheet **EYFS Profile 2019: Year R or name of your ADG**.
- Double-click on the item to open it.
- Enter the assessments as recorded by your teachers
 - 1 (emerging)
 - 2 (expected)
 - 3 (exceeding)
 - A (not been assessed due to long periods of absence, arrived too late in the summer term to be assessed or has an exemption)

Combinations of assessments 1-3 and A **cannot** be used. Pupils must be assessed in every area and recorded with scores between 1-3 **or** marked as A for every area. When entering 1,2,3, or a on marksheet - there is an option of - but this should not be used as it will display missing error in red when calculated

- Once all cells have been completed, click the **Calculate** button. This will check for omissions and populate the grey cells (denoted by *f*).

Marksheet Entry: EYFS Profile 2019: EY2019

Save Undo Print Export Calculate Help Favourite

1 Basic Details 2 Marksheet

1 Basic Details

Notes
This Marksheet enables you to enter EYFS Profile assessment for pupils at the end of Reception Year.
1. Enter the value for the 17 data entry aspects for the EYFS Profile as either 1,2,3 or A.
2. Once data has been entered, click on Calculate to highlight pupils for whom data is missing and to:

Last Used

Data entry for this Marksheet is complete

2 Marksheet

Result Date 04/04/2019 Group Membership Date 04/04/2019 Refresh Summary Narrow Zoom Reveal Freeze Additional Student Columns

Group Filter

Students	COM Learning Attention School Assessment - EYFS	COM Understanding School Assessment - EYFS	COM Speaking School Assessment - EYFS	COM Writing & Handling School Assessment - EYFS	COM Health & Self-care School Assessment - EYFS	PSE Self-confidence School Assessment - EYFS	PSE Feelings Behaviour School Assessment - EYFS	PSE Relationships School Assessment - EYFS	UT Reading School Assessment - EYFS	UT Writing School Assessment - EYFS	MA Numbers School Assessment - EYFS	MA Shape Space Measure School Assessment - EYFS	UTW People Communities School Assessment - EYFS	UTW The World School Assessment - EYFS	UTW Technology School Assessment - EYFS	EXP Media & Materials School Assessment - EYFS	EXP Being Imaginative School Assessment - EYFS	Data Check
ABHRA, Abjit	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	OK
ATKINSON, Alex	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	OK
BATES, Betty	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	OK
CAMPBELL, Charlie	2	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2	1	OK

- Ensure the Data Check column shows OK for all pupils (green). Red cells highlight an error, in which case please consult the teacher who supplied the information.
- **Save** and close your marksheet.

Adding or removing a pupil

After you have set up the Marksheet and are using the Wizard, you discover that you need to remove or add a pupil, you will need to create an Assessment Defined Group (ADG), see [2.1 Set up an Assessment Defined Group](#) for instructions.

You will need to ensure it is assigned to the marksheet in place of the original year group. You will not lose any assessments already entered. To do this click on

- **Focus** → **Assessment** → **Template**
- Scroll down the list to find the template: **EYFS Profile 2019**
- Double-click on the item to open it
- Scroll down to 3 Marksheets and click on **New**

3 Marksheets

Group	Supervisor	Create Date	Last Used	Complete	Multiple	Last Printed	
Year R		16/04/2018	16/04/2018	<input type="checkbox"/>	<input type="checkbox"/>		<ul style="list-style-type: none"> New Open Delete Print Complete

- This will open the Group Selector Dialogue Box. Select your ADG which will be available in the **Assessment User Defined** category of the tree
- Click on **Apply**, then **Save** and **Close** the page

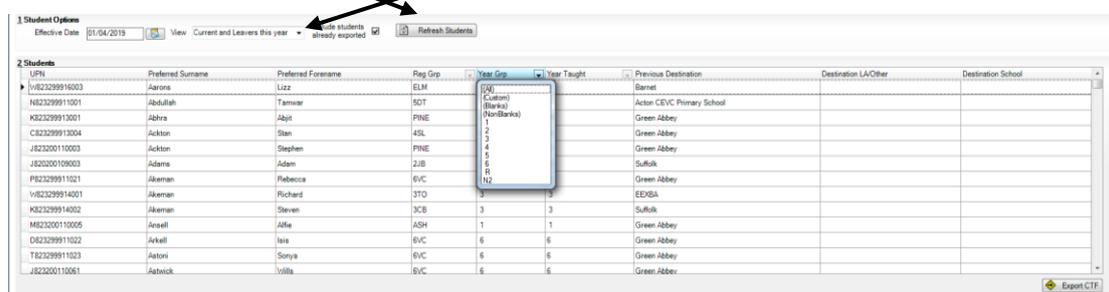
The Marksheet will now have been created with the correct group assigned to it.

4. Returning your assessments to Suffolk LA

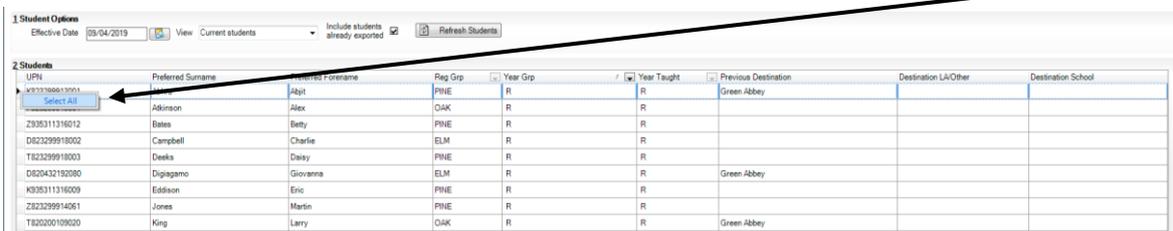
4.1. Exporting a CTF on SIMS

You will need to create a single file for return to the LA containing all your pupils who you have to complete EYFS assessments for.

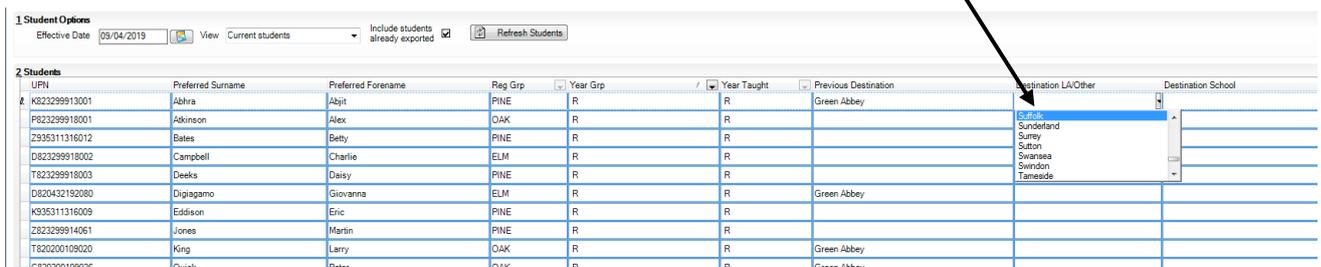
- Make sure the EYFS Wizards and marksheets are closed
- Navigate to **Routines** → **Data Out** → **CTF** → **Export CTF**
- When the Select the CTF export type dialogue box appears highlight **Early Years Foundation Stage data (FSP)** and click **Select**
- In 1 Student Options, ensure that the **Include students already exported** box is ticked. Select **Current and Leavers this year** in the **View** box. Click on **Refresh Students**



- In 2 Students select Year R pupils by filtering the **Year Grp** column. Click on the triangle (▼) and select **R** from the list
- Right-click on the first of the pupils in the list, and left click on **Select All**



- All the required pupils should now be selected with a blue boarder around all cells
- In the column Destination LA/Other click in the cell for the first pupil, then on the small down-pointing arrow, scroll down and select **Suffolk**, this will insert fill the column for all the pupils



Please ensure this is also done for pupils taught out of year group or leavers included in your marksheet.

- Go to the black triangle in the **Year Grp** column and choose **All**.
- You can now find pupils in other year groups or who have left the school. Children who have left the school will have a bracket around their Year Group number, e.g. (R). When you have found the correct pupil select **Suffolk** in the Destination LA/Other Column

If you have pupils who joined your school after the Summer half term or are marked as Dual (Subsidiary) you do not need to include these pupils in the export.

- Go to the black triangle in the **Year Grp** Column and ensure it is showing **All**.
- Left click once on the column header **Year Grp** to sort the list.
- Scroll down and individually select pupils who joined your school after the Summer half term, remove Suffolk from the Destination LA/Other Column by clicking on the black triangle in the Destination LA/Other column for that pupil and selecting the **blank** option at the top of the drop down list
- Click on the Year Grp header and select **All**. The Destination LA/Other column should contain Suffolk for all pupils required in the export. The Destination School column is left blank for all.
- Click the **Export CTF**. Say **Yes** to the query about addresses. The file saves in your CTF export folder. If you are not sure where this is, it can be found by going to **Tools** → **Setups** → **CTF**.
- When the CTF has been created, a dialogue box will appear. Check the Exception Log box beneath it for any problems in creating the CTF. There should be no exceptions. Make sure that the number of students in the file is what you expect. Any errors regarding missing UPNs or scores must be resolved in SIMs.net or Assessment Manager and a new CTF created.

Do not rename the file.

4.2. Using your school's commercial software

Ensure that you are running the latest version of your software to ensure that your software provider is complying with the most recent requirements for data from the DfE. Please check with your provider if you are unsure. Follow the software supplier's instructions for producing a file for exporting/returning data to the LA.

To ensure data quality and security we would strongly recommend importing your data into the schools MIS system (in most schools this is SIMS) before submitting to the LA.

Suffolk requires an XML file type to be produced – please ensure that the software produces a file that meets the DfE requirement for EYFS – the file **MUST** include pupils' postcodes.

The file name should follow the following convention
935XXXX_FSP_935LLLL_nnn.xml where

- 935 is the LA number
- XXXX is the Establishment number (4-digit DfE number)
- nnn is the incremental number of files produced (e.g. the second xml file export will be **935XXXX_FSP_935LLLL_002**)
- LLLL is part of the filename, and therefore does **not** need replacing

4.3. Transfer to the LA via AnyComms

Copy your xml file and place it in your AnyComms folder S:\OTHER\OUT\ASSMNT and run AnyComms.

If you need to send a new file because there is an error in the data just export another file following the procedures above and the new file will have a new number. **Do not rename the file.** Send the file via AnyComms. We will pick it up and discard the one you sent earlier.

Confirmation

You would normally receive an acknowledgement of your data return by email within 48 hours. If you haven't had response within 2 days, then please send an email to data.collection@suffolk.gov.uk and we will check to see if the data file has turned up at our end.

Remember that the AnyComms system can become congested at peak times and data files can be held in waiting rooms even though they have been dispatched by the school. **Aim for an early return** to allow for any resubmission if necessary before the deadline - Friday 28th June 2019.

Checking your return on Perspective Lite

We will regularly place school reports with the pupil assessments from your data return on Perspective Lite. Reports of errors in data returns will also be placed here. <https://perspective.angelsolutions.co.uk/perspective/login.aspx>.

It is essential that schools login to perspective lite to find any error reports and to check that the assessments submitted are accurate. If you have lost or forgotten your username or password, please contact Angel Solutions on 0845 833 7190 or email: perspective@angelsolutions.co.uk.

Appendix 1 - Print out blank marksheets for teachers to complete

Open each of the marksheets (**Focus → Assessment → Marksheet Entry**) and click on the **Print** button. This will open a new window, make sure the **Print Blank Marksheet** box is ticked to produce a blank for teachers to fill in.

Check with the Assessment Coordinator that all names are correct. Print as many copies of each marksheet as there are teachers who will need to record assessments.

The onscreen marksheet has some columns with shaded cells. Their contents will be filled in for you. They do not appear shaded when printed, cross them out on the printed marksheets so that teachers do not record information unnecessarily.

Appendix 2 - Previewing and printing reports

Do not start this until you have sent off your assessment results to Suffolk LA.

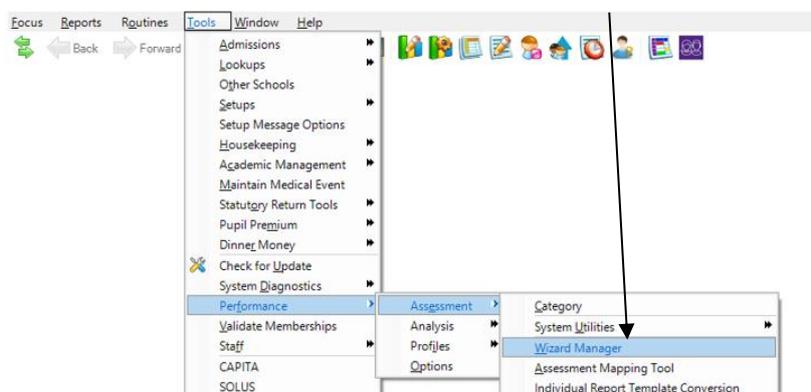
It is important that this is completed this school year. Do not wait until September as Year R will be a different set of pupils and it will be more difficult to retrieve the correct pupil set.

- Click on **Tools → Performance → Assessment → Wizard Manager**.
- Click on **EYFS Profile Wizard 2019**
- Click on **Next → Next → Next** to reach the Individual Report Templates (i.e. printouts) screen. From here you can print the EYFS Reports for the Headteacher and for parents.
- **EYFS Profile Pupil report 2019** produces a report for each pupil. Click on **Select All** and then either on the **Print** button or the **Export Report** (green) icon to save the reports in a folder. Selecting just one pupil will give you a single copy that you can reproduce for parents.

Before Running your Early Years Foundation Reports

To ensure the “Achieved a Good Level of Development” figure populates, please follow the following guidance.

Go to **Tools → Performance → Assessment → Wizard Manager**.



Highlight the **EYFS Profile School Report 2019**, ensure the Students for whom you require reports have been selected, and **preview** or **print**.

Individual Report Format

Name	Edit Date
EYFS Profile National Report 2019	01/09/2018
EYFS Profile Pupil Report 2019	01/09/2018
EYFS Profile School Report 2019	01/09/2018

Membership Dates for Group : EY2019

From To Refresh

Group Filter

Students

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Abhra	Abjit	20/11/2014	PINE
<input checked="" type="checkbox"/>	Atkinson	Alex	21/05/2014	OAK
<input checked="" type="checkbox"/>	Bates	Betty	02/01/2014	PINE
<input checked="" type="checkbox"/>	Campbell	Charlie	11/03/2014	ELM
<input checked="" type="checkbox"/>	Deeks	Daisy	25/06/2014	PINE
<input checked="" type="checkbox"/>	Diniagamo	Giovanna	03/10/2004	ELM

Select All Deselect All

< Back Next > Finish Cancel

Once generated the report should appear like this:-

Early Years Foundation Stage Profile 2018
School Report

For each Early Learning Goal, these tables show the percentage of pupils in the school at each level in 2018.

Percentage of all pupils at each level for each Early Learning Goal

	Emerging	Expected	Exceeding	All levels achieved
Communication and language				
Listening and attention	0	60	40	100
Understanding	0	40	60	100
Speaking	0	0	100	100
Physical development				
Moving and handling	0	40	60	100
Health and self-care	0	20	80	100
Personal, social and emotional development				
Self-confidence and self-awareness	0	20	80	100
Managing feelings and behaviour	0	40	60	100
Making relationships	0	20	80	100
Literacy				
Reading	0	40	60	100
Writing	0	20	80	100
Mathematics				
Numbers	0	40	60	100
Shape, space and measures	0	20	80	100
Understanding the World				
People and communities	0	40	60	100
The World	0	20	80	100
Technology	0	40	60	100
Expressive arts, designing and making				
Exploring media, music and materials	0	20	80	100
Being imaginative	0	40	60	100
Achieved a Good Level of Development				100

Percentage of pupils not assessed: 0

1. Calculations of percentages are based upon the number of results, not the number of pupils in the group.
2. Percentages may not add up to 100 due to rounding.
3. The 'All Levels Expected' column is based upon 'Expected' and 'Exceeding' grades.

Appendix 3 - FAQs

Can I resubmit the data?

Yes, up to the deadline. We will discard any previous submissions. Please return exactly as described. Do not change the file name as the data collection system will not see it. Please inform the data team (data.collection@suffolk.gov.uk) when you have done so.

Appendix 4 - Process checklist

Please use the checklist below to help you manage the data collection process within SIMS. Ensure that each named role in school is involved in the relevant parts of the process.

Check	Checked by	Tick/Date
My Software is the latest version	IT Technician SIMS Manager	
The SIMS pupil database is up to date	SIMS Manager	
I have imported the EYFS Profile Template 2019 and EYFS Profile Wizard 2019	SIMS Manager Assessment Co-ordinator	
I have printed marksheets for teachers to fill in	SIMS Manager Assessment Co-ordinator	
Teachers have completed all necessary teacher assessments in line with data collection requirements	Assessment Co-ordinator Teachers SENCO	
Data has been entered onto SIMS	SIMS Manager	
The Calculate Results button has been used and no errors have been reported.	SIMS Manager	
Marksheets have been printed for checking by Teachers, Assessment Co-ordinator, SENCO and Headteacher	SIMS Manager Teachers Assessment Coordinator SENCO Headteacher	
Data has been checked for accuracy	Assessment Coordinator Headteacher	
Common Transfer File has been submitted to Suffolk LA	SIMS Manager Headteacher	