Early Years Foundation Stage Profile (Reception) Teacher Assessments

Data Collection 2023

Guidance for Suffolk Infant, Primary and Special schools

Please read this document before starting the Data Collection Process for 2023.

Friday 30th June 2023

The deadline to return your data to the Local Authority

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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.

Useful links

2023 EYFS: Early Years Foundation stage profile 2023 Handbook

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

Early years foundation stage profile handbook 2023 (publishing.service.gov.uk)

Suffolk Learning Website- Various guidance and help sheets are available on:

https://suffolklearning.com/assessment-data/statutory-data-collection/

Help

For questions about the submission of assessments

Contact the Data Collection mail box data.collection@suffolk.gov.uk in the first instance. We will reply by email or phone call. You may also contact the team by telephone on 01473 263809 / 264556 / 260668.

For general enquiries about SIMS

Contact the IT Service Desk by telephone 01473 265555, to log a service request with the SIMS team or via email itservicedesk@suffolk.gov.uk for non-urgent enquiries. The SIMS Team aim to respond to all calls within two working days.

Please see Appendix 4 for FAQ's.

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 2023 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
- Following changes to the DfE EYFSP return administration guide, the EYFSP must be completed even if the child is new to the setting or has not attended the setting for a long time. **You must include these children in your return with valid assessments.** If the practitioner is unable to find evidence that the pupil is at the 'expected' standard, even if this is due to long periods of absence or similar, an assessment of 'emerging' should be used. **Do not use the code "A"** unless an exemption has been granted by the Secretary of State. This is unlike previous years when the teacher could have returned a code of 'A'.

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 2023 release of SIMS installed. To check this in SIMS.net go to **Help ➔ About SIMS.net**. The version should be 7.21 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)

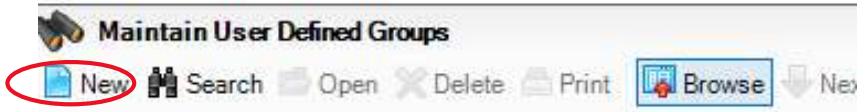
CYP Intelligence Hub

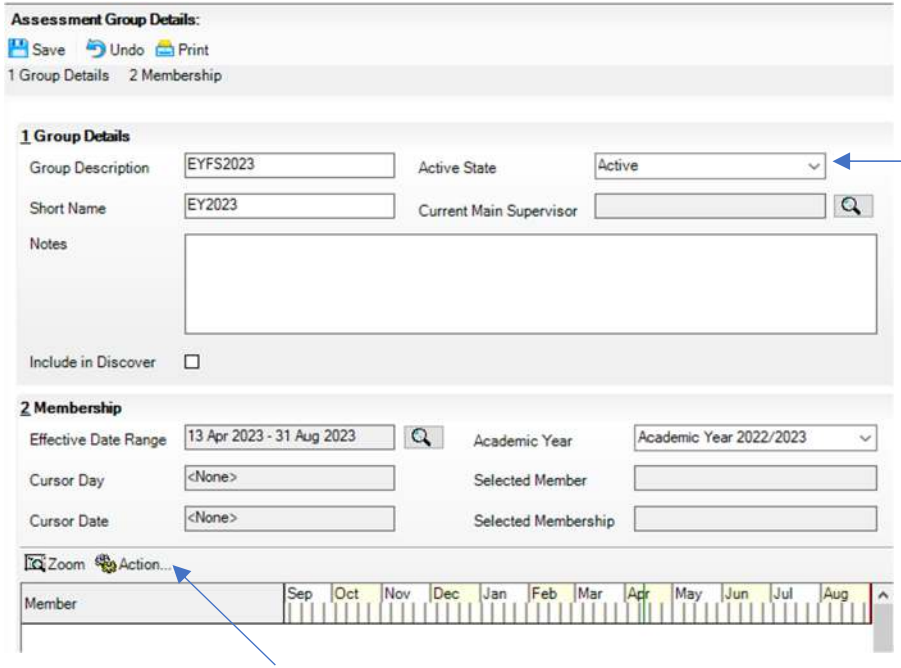
Set up an ADG if:

- you have pupils who recently left your school that you are still required to report the results for
- you have pupils who are at the end of EYFS but are not marked as being in NC Year R in SIMS because they are 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.

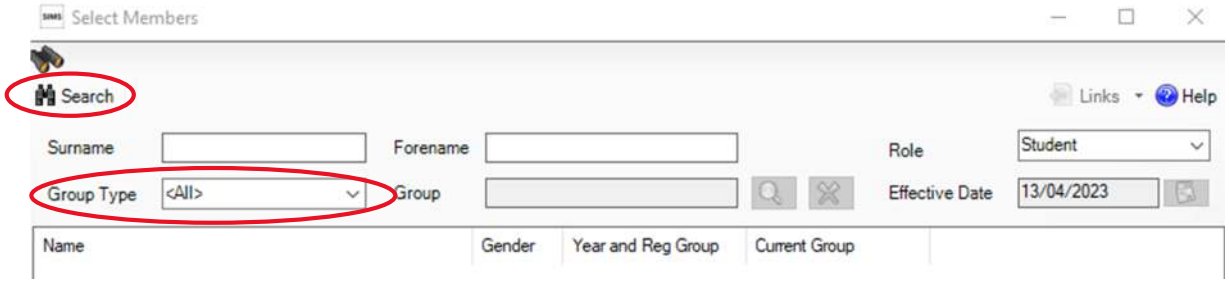
Go to **Focus ➔ Groups ➔ Assessment Defined Groups**.
Click on **New** and the screen below will appear.





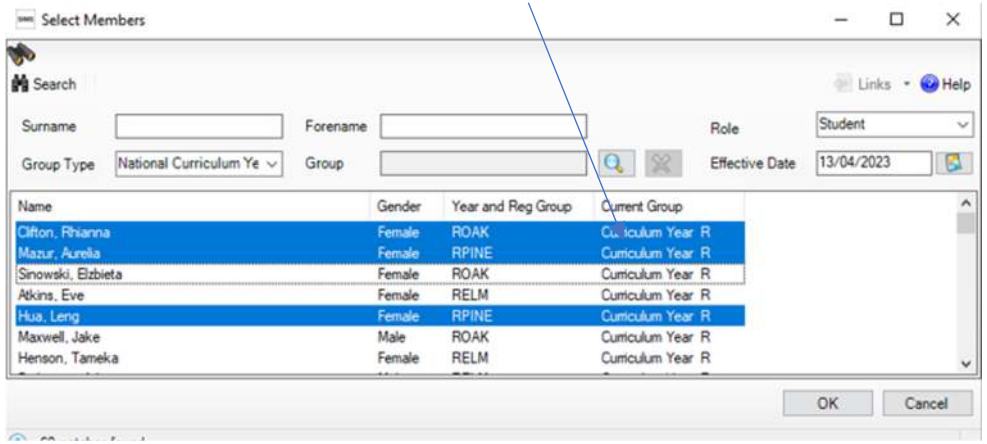
Add a relevant **Group Description** and **Short Name**. Make sure the **Active State** is **Active.** If you wish, add a brief description in **notes**.

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



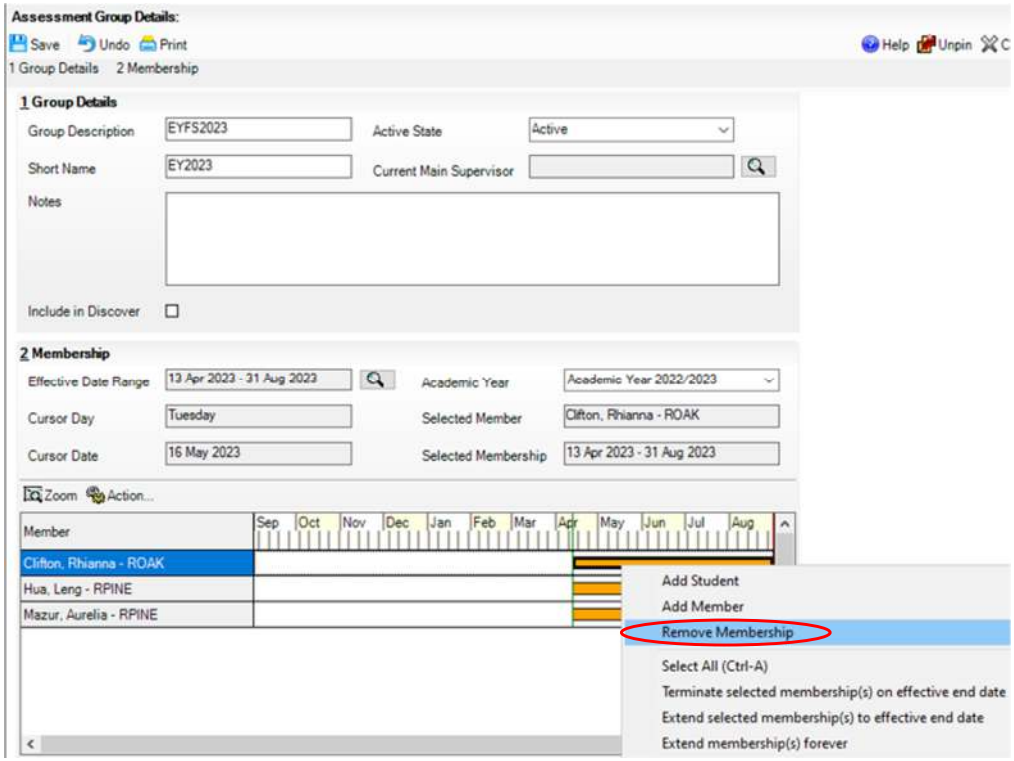
Change the **Group Type** drop down to **National Curriculum Year**, then click **Search**. All the pupils in your school will now be displayed.

Click on the **Current Group** header to ensure that all pupils in each year group are shown together.



Select all the relevant pupils by left clicking on them while holding down the control (ctrl) key. To select many pupils at once, left click on the pupil at the top of the list, hold down the shift key and left click on the name at the bottom of the pupil list. 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. 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.

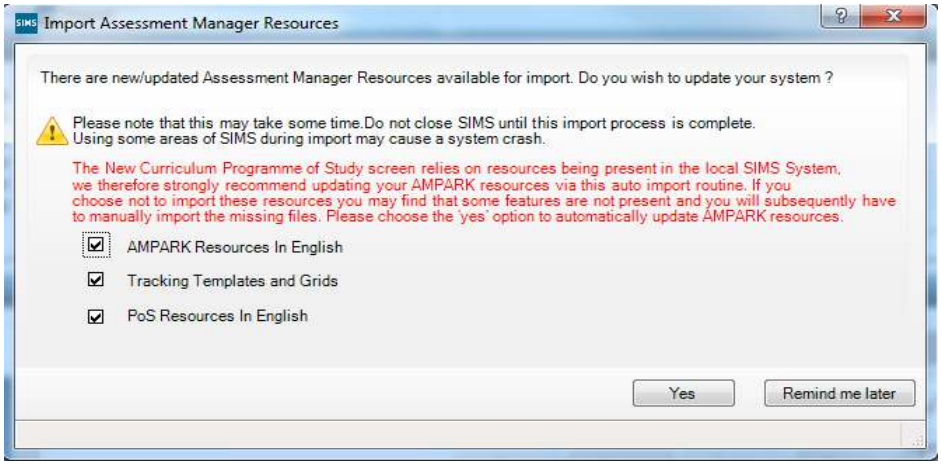
You will be returned to the Membership screen where all chosen pupils will be displayed.

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 2023 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 Wizard 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.** The screen below should appear. Click **Yes** to start the import process. If the screen does not appear, follow the steps for the manual import process below.



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 see an activity log. Please check that successful messages appear for all imports and then close the window.

2.3. Manual import for each Wizard /Templates

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**). 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

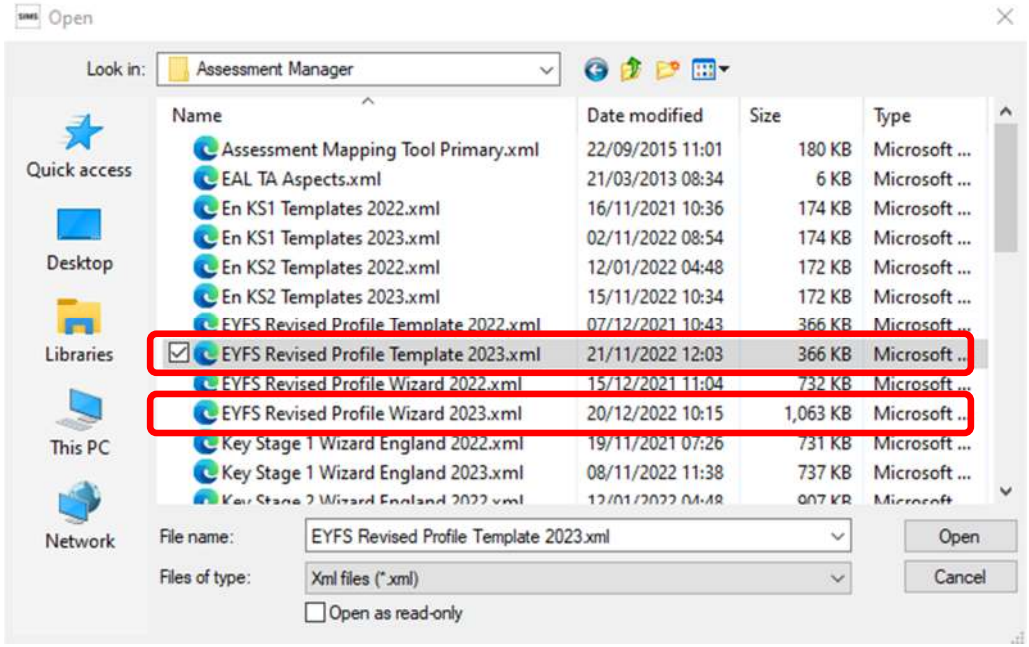
Selecting the file path will open the following window.

Template

1. Select **EYFS Profile Template 2023.xml**
2. Click on **Open**
3. Click on **Next**
4. Click on **Next**
5. Tick the box next to EYFS Profile 2023
6. Click on **Finish** – and then **Yes** when asked if you want to proceed.
7. The import will take a minute or two to complete

Wizard

1. Select **EYFS Revised profile Wizard England 2023.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.

2.4. 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.

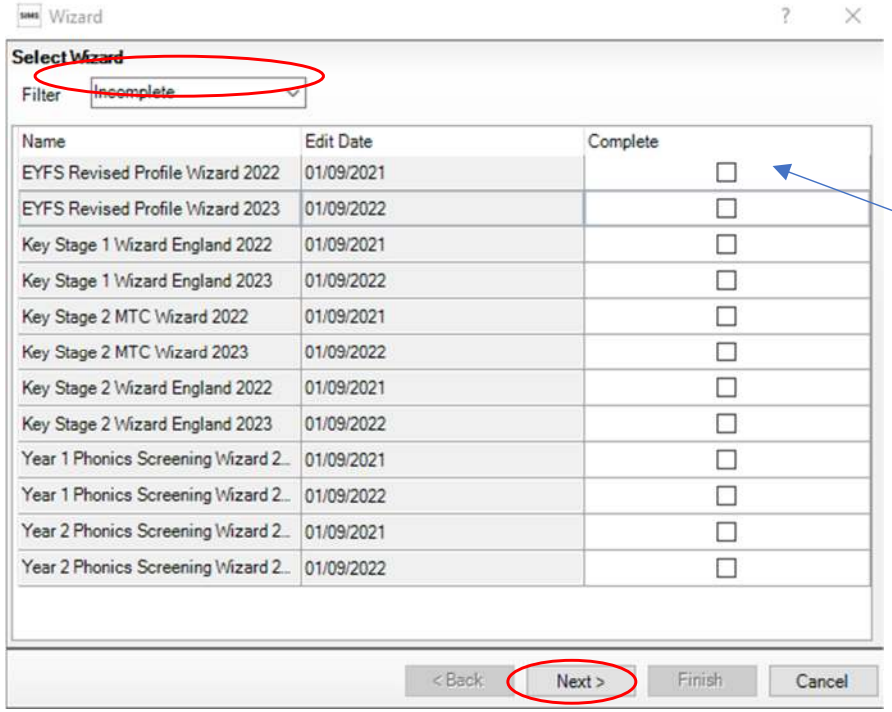
3.1. Using the EYFS Revised Profile Wizard England 2023 to create the marksheets

- Click on **Tools ➔ Performance ➔ Assessment ➔ Wizard Manager**.

If you find the EYFS Revised Profile Wizard England 2023 is not there, follow the process for Manual import for each Wizard in section 2.2

Using the Wizard Manager

When you use the Wizard for the first time 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 (2023) wizards as complete until next year.**

- Click on EYFS Revised Profile Wizard 2023 and ensure its highlighted with a light blue border

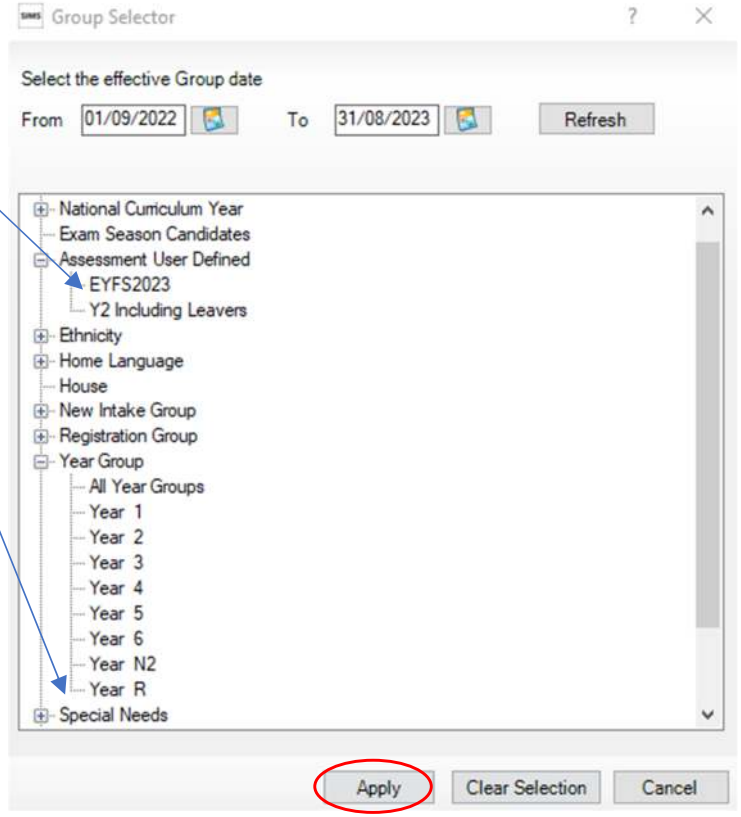
- Click **Next** (and confirm the "View settings" changes messages **if** it appears)

- You may be asked to save this setting after you move to the next screen. If asked "The complete status has been changed. Do you wish to save changes?" then click Yes. (this will only happen when you have marked the wizards as complete)

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

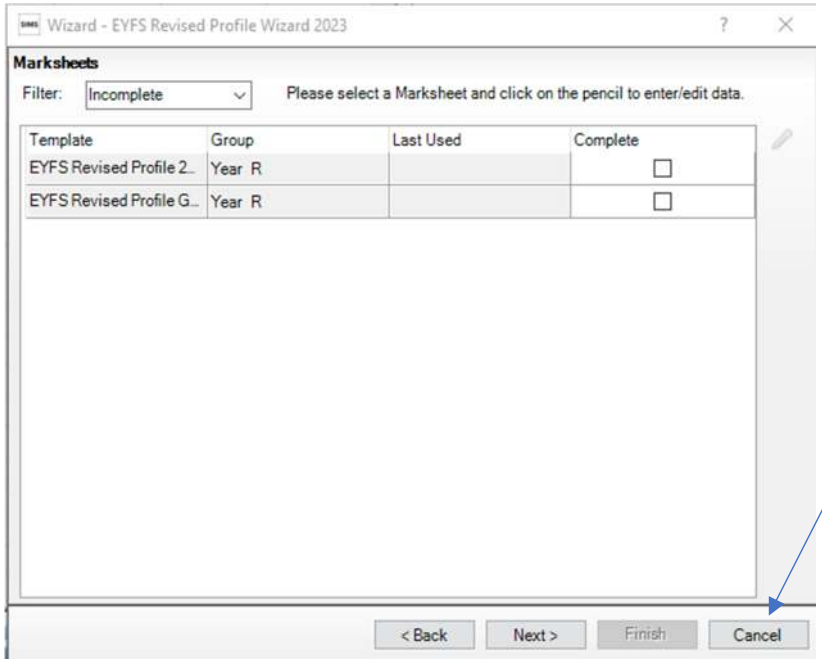
• If you have created an **Assessment Defined Group**, it will be available in the Assessment User Defined category of the tree

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 as shown in the image below.



• Click **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

Using the Wizard Manager

- 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 a 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, you must right-click on the cell in question in the marksheet, select **View/Edit result history...**, highlight the row 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

This marksheet holds National Curriculum teacher assessments.

- Click on **Focus ➔ Assessment ➔ Marksheet Entry**.
- Scroll down the list to find the marksheet **EYFS revised Profile 2023:Year R** *or* the name of your **ADG**
- Double-click on the item to open it.

- Enter the assessments as recorded by your teachers: (17 early learning goals can be seen on Appendix 4)
  - 1 (emerging)
  - 2 (expected)
  - A (has an exemption from the Secretary of State)
- Right clicking in the cell to bring up the grade select menu. Left click on **Select Grade for Cell** which will open a window with the available grades.

Once all cells have been completed, click **Calculate**. This will check for omissions and populate the grey cells.

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.

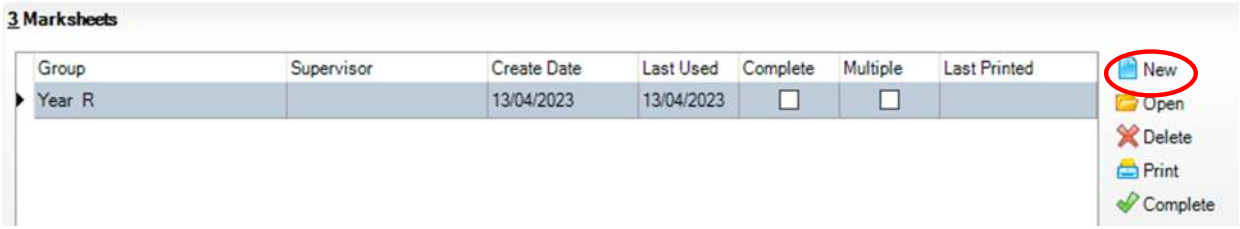
Save and close the marksheet.

3.4 Adding or removing a pupil

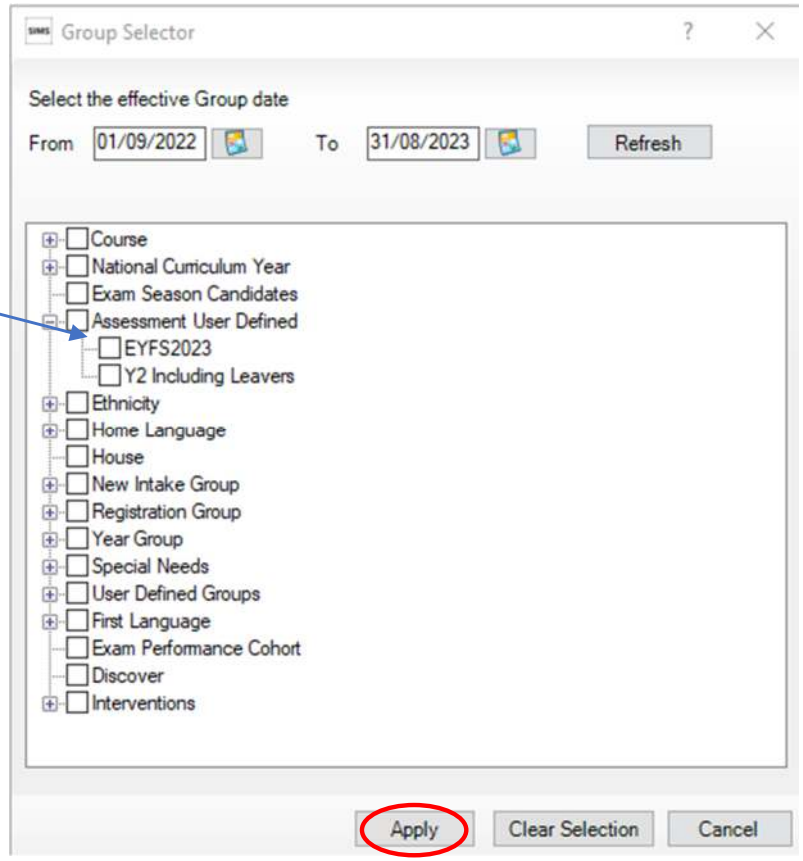
After you have set up the Marksheet and are using the Wizard and you discover that you need to remove or add a pupil, you will need to create an Assessment Defined Group (ADG) see 2.1 Set up an Assessment Defined Group for instructions.
Ensure the ADG is assigned to the marksheet in place of the original 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 revised Profile 2023**
- Double-click on the item to open it

- Scroll down to 3 Marksheets and click on **New**



- 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 window



The marksheet will now have been created with the correct group assigned to it.
Any assessments you have already added for pupils will be populated in the new marksheet.

4. Returning your assessments to Suffolk LA

4.1. Exporting a CTF on SIMS

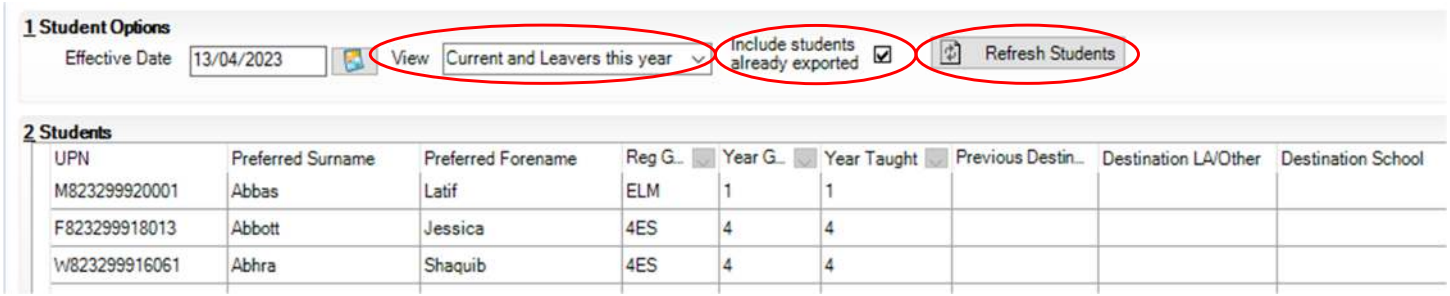
You will need to create single file for return to the LA containing all your pupils who you must complete EYFS assessments for.

- Make sure the EYFS revised Wizard and marksheets are closed.
- Navigate to **Routines ➔ Data Out ➔ CTF ➔ Export CTF**.
- Choose the CTF export type **Early Years Foundation Stage data (FSP)** and click **Select.**

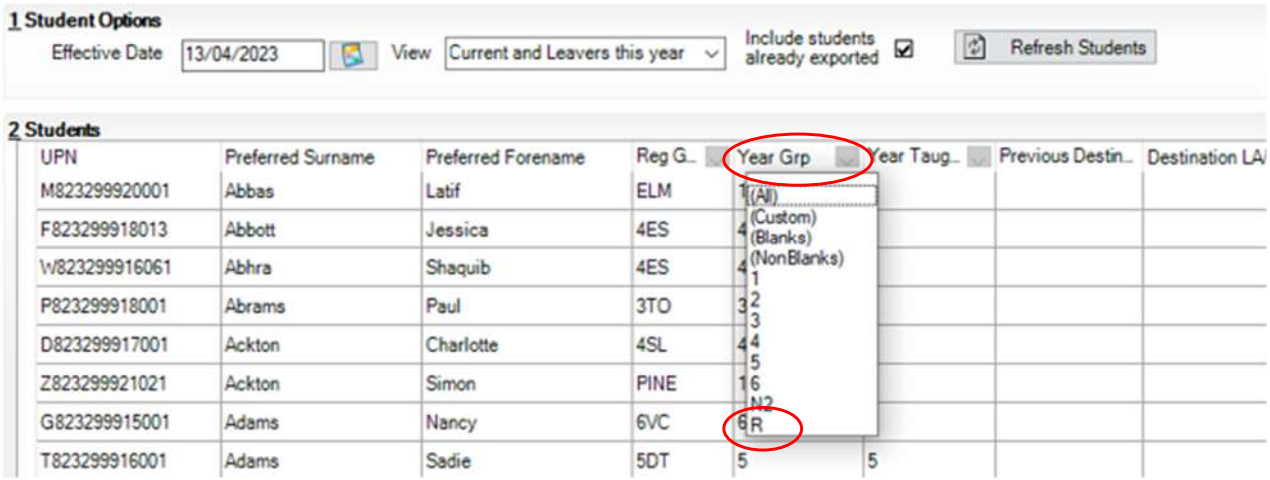
In 1 Student Options, ensure that the '**Include students already exported**' box is ticked.

Select '**Current and Leavers this year**' in the **View** box.

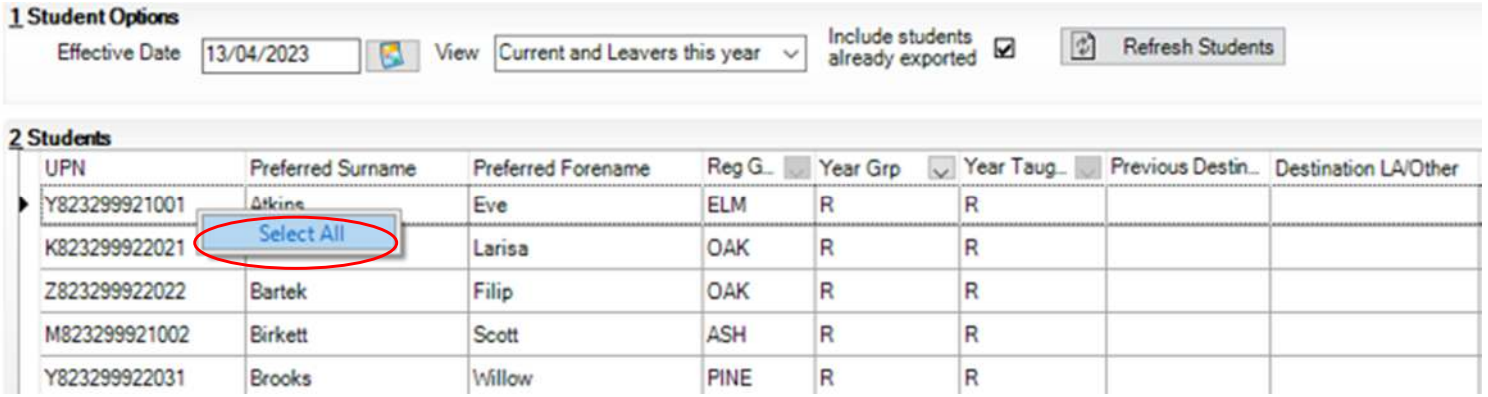
Click on **Refresh Students**



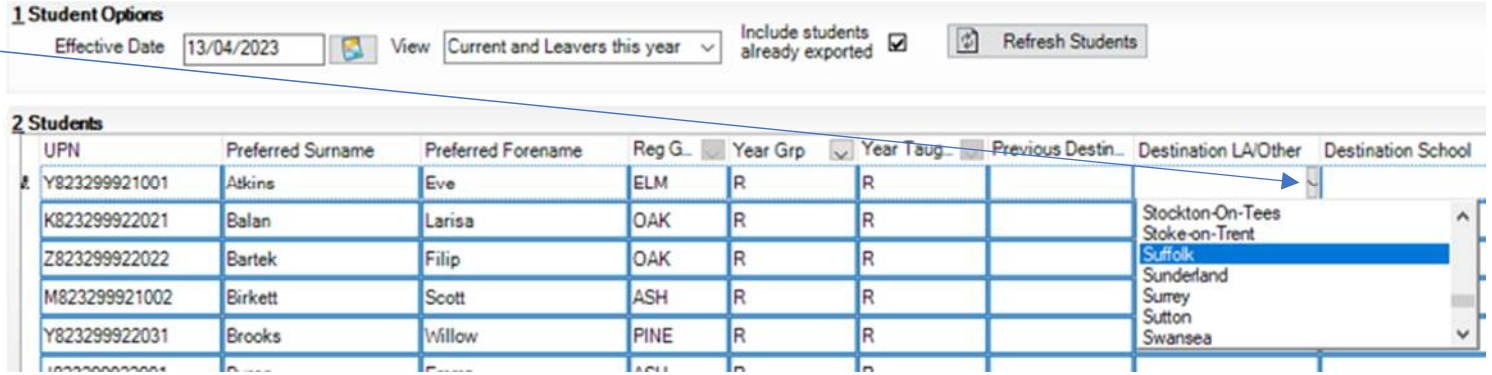
In 2 Students, filter the Year Group column and select **R**.



- right-click on the first of the pupils in the list and left-click on **Select All**
- All the required Year R pupils should now be selected with a blue border around all cells.



- In the column **Destination LA/Other** click in the cell for the first pupil, then on the small down-pointing arrow and select **Suffolk**, this will fill the column for all 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
- 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**.

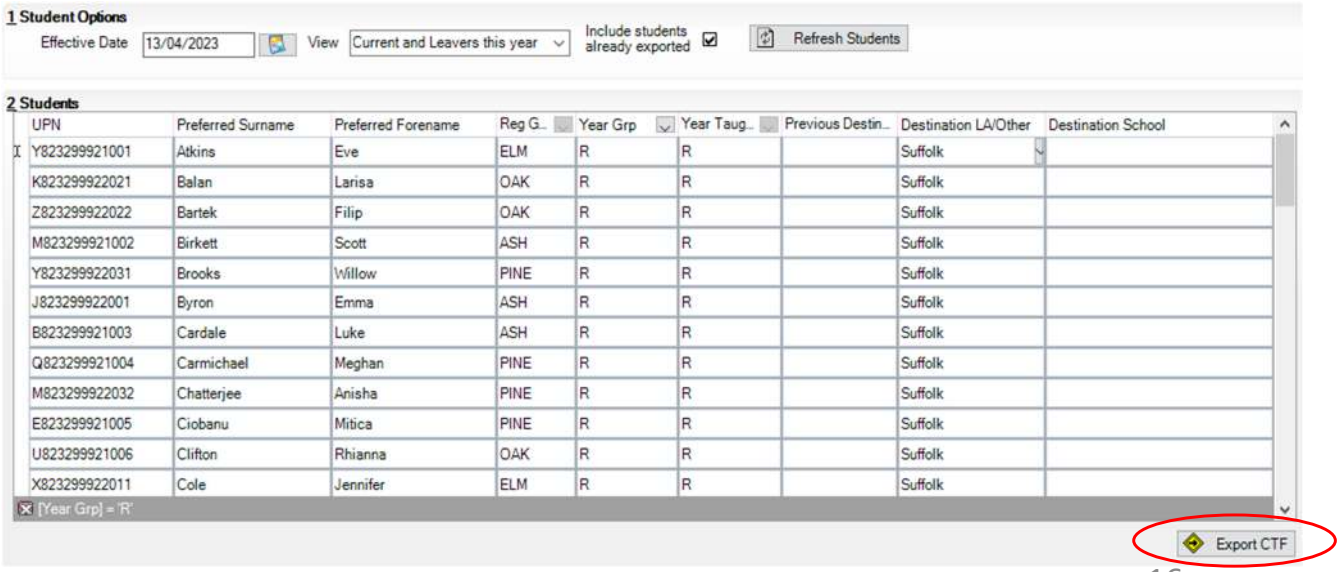
- Go to the black triangle in the **Year Grp** column and choose **All**.
- You can now find pupils in other year groups or who have left the school. Children who have left the school will have a bracket around their Year Group number, e.g. (R). When you have found the correct pupil select **Suffolk**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

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

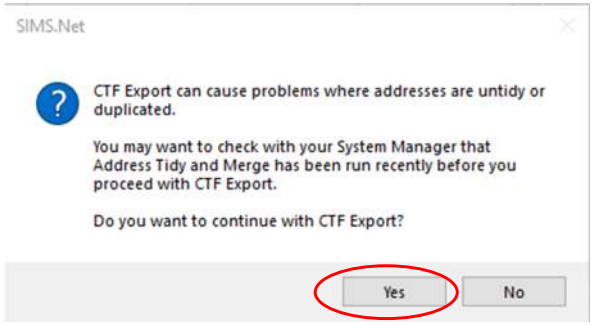
- Go to the black triangle in the **Year Grp** Column and ensure it is showing **All**.
- Left click once on the column header **Year Grp** to sort the list. You can now scroll down and individually select pupils who joined your school after the Summer half term, remove Suffolk from the Destination LA/Other 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.

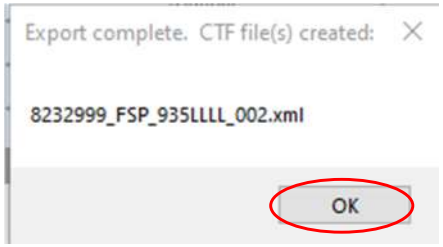
If you are not sure where this is it can be found by going to **Tools ➔ Setups ➔ CTF**.



- Click on **Yes**



- When the CTF has been created a dialogue box will appear.
- Click on **OK.**



- 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 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

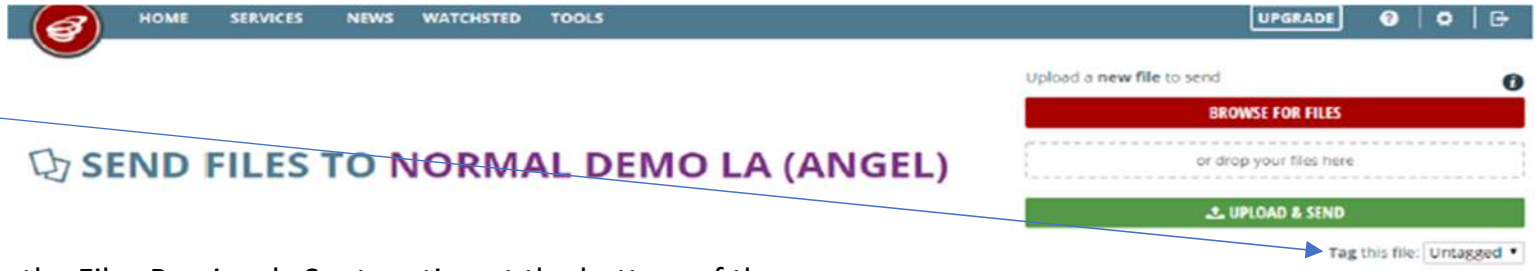
- 935 is the LA number
- XXXX is the Establishment number (4-digit DfE number)
- LLLL is part of the filename, and therefore does **not** need replacing
- nnn is the incremental number of files produced (e.g. the second xml file export will be **935XXXX_FSP_935LLLL_002**)

4.3. Transfer to the LA using Perspective Lite

File Returns in Perspective Lite is a free and secure portal available to all schools and academies in Suffolk. It can be used to transfer or receive files securely from the data collection team. Any user with the **Documents > Action** permission in Perspective Lite can send and view previously sent files. This permission is granted by the Head Teacher.

To send a file:

1. Log into Perspective Lite. https://perspective.angelsolutions.co.uk/
   Head Teachers will have log in details and can add other members of staff if needed.
2. In the **LA Services/Services** menu, click **File Returns**
3. Click the **Browse For Files button** and locate your file. Click **Open** when your file is selected.
4. Select the correct file tag from the drop-down menu – in this case **EYFSP**



5. Click **Upload & Send**.
6. All sent files are visible in the Files Previously Sent section at the bottom of the page

If you believe you have uploaded the wrong document, or you wish to make changes to it, click the **Recall** option next to it. Please note that once the file has been received by the LA, you will be unable to recall it.

If you do send an incorrect file, it will be rejected by the LA. You will receive a notification within your **Documents area** in Perspective Lite that the file hasn't been accepted. The Head Teacher will also be notified via email.

Confirmation

- You will be able to see the name of the file you sent in the Files Previous Sent section and the date it was sent.
- You can also see if the file has been received by the LA, when they have received it and who received it.
- We will regularly place school reports with the pupil assessments from your data return on Perspective Lite in the Data Collection 2023 folder, in LA Documents. Reports of errors in data returns will also be placed there.

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 129 7197 or email: perspective@angelsolutions.co.uk.

Remember to aim for an early return, to allow for any resubmission if necessary, before the deadline – Friday 30th June 2023.

Perspective Lite- Useful links

User Permissions

https://perspectivelite.zendesk.com/hc/en-gb/articles/360025508491-User-Permissions

Setting up users on Perspective Lite-

https://perspectivelite.zendesk.com/hc/en-gb/articles/360024539012-Setting-up-your-Users

Appendix 1 - Print out blank marksheets for teachers to complete

Open each of the marksheets (**Focus ➔ Assessment ➔ Marksheet Entry**)

- Double click on marksheet want to open **EYFS revised Profile 2023:Year R or name of your ADG**
- 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.

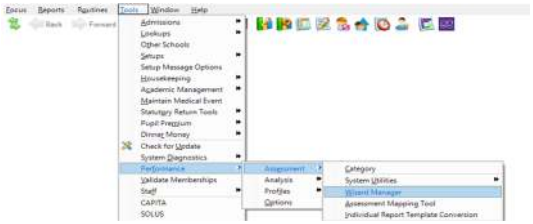
It is important that this is completed this school year. Do not wait until September as Year R will be a different set of pupils and it will be more difficult to retrieve the correct pupil set.

- Click on **Tools ➔ Performance ➔ Assessment ➔ Wizard Manager**.
- Click on **EYFS Profile Wizard 2023**
- 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 2023** 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.

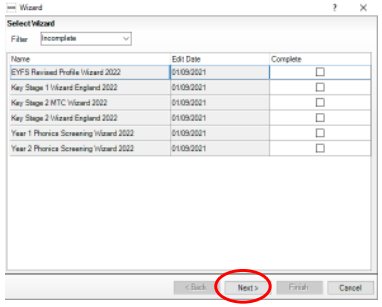
Before Running your Early Years Foundation Reports

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

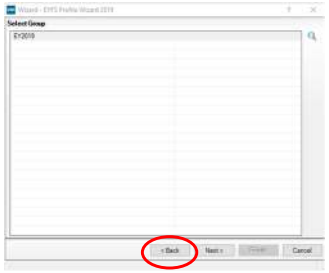
Go to **Tools ➔ Performance ➔ Assessment ➔ Wizard Manager**.



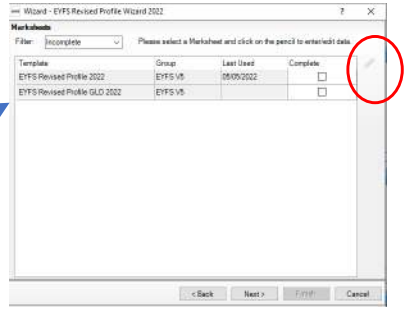
- Single click to highlight the EYFS Profile Wizard 2023 then click on Next



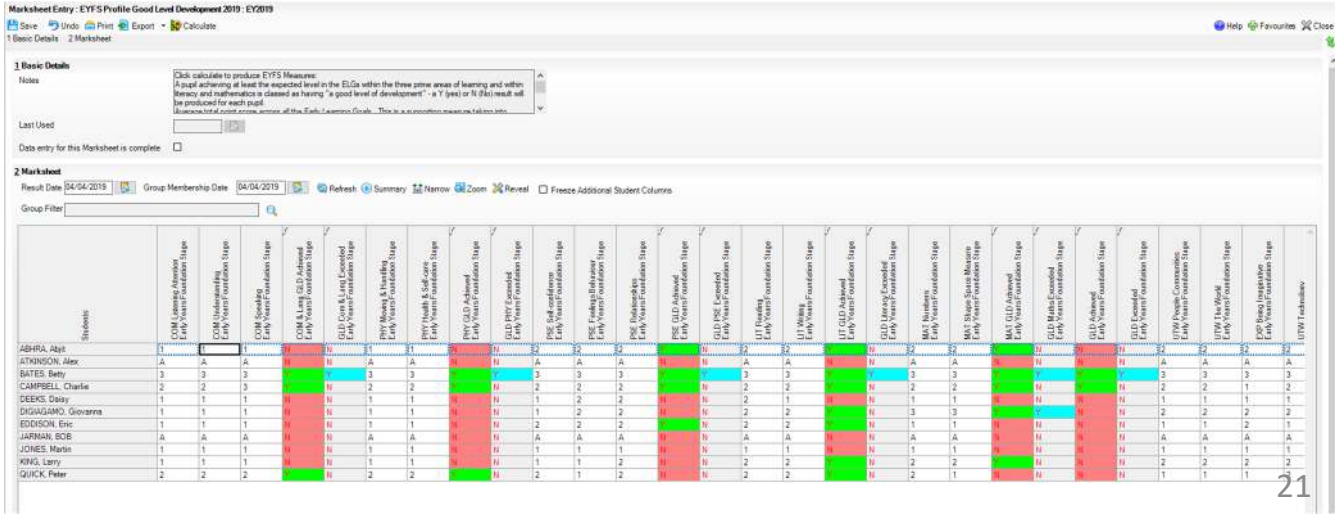
- Highlight your Group and click on Next



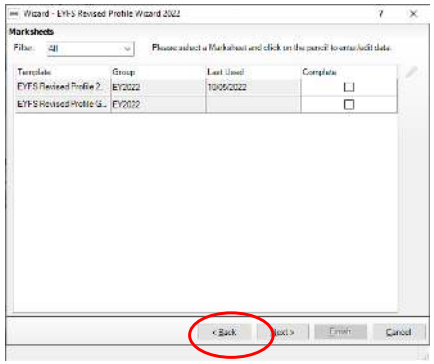
- Highlight the second marksheet in your list and click on the **pencil** to open the EYFS Profile Good Level Development 2023 Marksheet



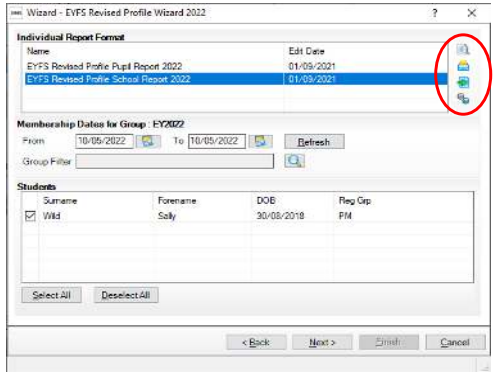
- Click on Calculate
- Click on Save
- Close the Marksheet



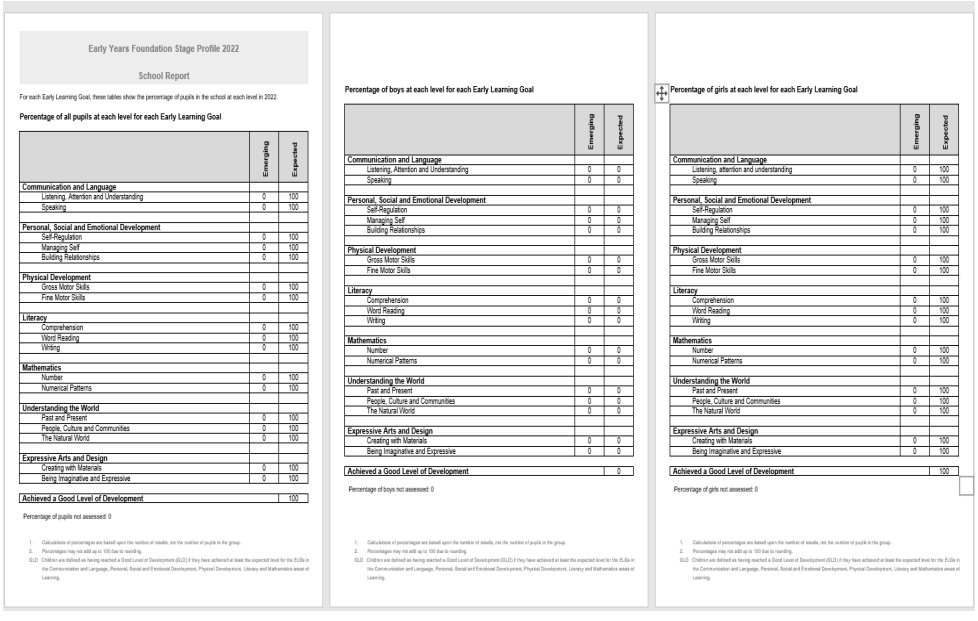
- Having closed the Marksheet you have returned to the Wizard, click on **Next**



- Highlight the EYFS Profile School Report 2023, ensure the Students for whom you require reports have been selected, and preview or print



- Once generated the report should appear like this:-



Appendix 3 (17 early learning goals)

	Area of learning	Scale	
Prime areas of learning	Communication and language	Listening, attention and understanding	E01
		Speaking	E02
	Personal, social and emotional development	Self-regulation	E03
		Managing self	E04
		Building relationships	E05
	Physical development	Gross motor skills	E06
		Fine motor skills	E07
Specific areas of learning	Literacy	Comprehension	E08
		Word reading	E09
		Writing	E10
	Mathematics	Number	E11
		Numerical patterns	E12
	Understanding the world	Past and present	E13
		People, culture and communities	E14
		The natural world	E15
	Expressive arts, designing and making	Creating with materials	E16
		Being imaginative and expressive	E17

Appendix 4 - 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 5 - 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
The SIMS pupil database is up to date	SIMS Manager	
I have imported the latest 2023 Wizard	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 in both marksheets and no errors have been reported.	SIMS Manager	
Completed 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 the LA	SIMS Manager Headteacher	

After data has been sent to the LA and has been verified.

Check	Checked by	Tick/Date
Printouts produced for parents	SIMS Manager Headteacher	