

# **Secure File Transfer using Perspective Lite for EYFS Profile Guidance for Early Years & Childcare Providers**

**Friday 28 June 2024**

This is the deadline to return your data to the Local Authority (Suffolk County Council)

## Guidance for Secure File Transfer using File returns in Perspective Lite

File returns in Perspective Lite is a free and secure portal available to all settings in Suffolk. It can be used to transfer or receive files securely from the data collection team.

When the LA sends out a file request you will receive an email alerting you. The email will include a link to log in to Perspective Lite.

### **A new File Request has been issued by your Local Authority**

Hi Suffolk Test,

Your Local Authority has just issued a File Request.  
*2024 EYFSP Data Collection*

The deadline for this request is: 27/06/2024.

Navigate to the File Returns page in Perspective to take a look. For instructions on returning files, check out our [help guide](#).



**Click here to log in**

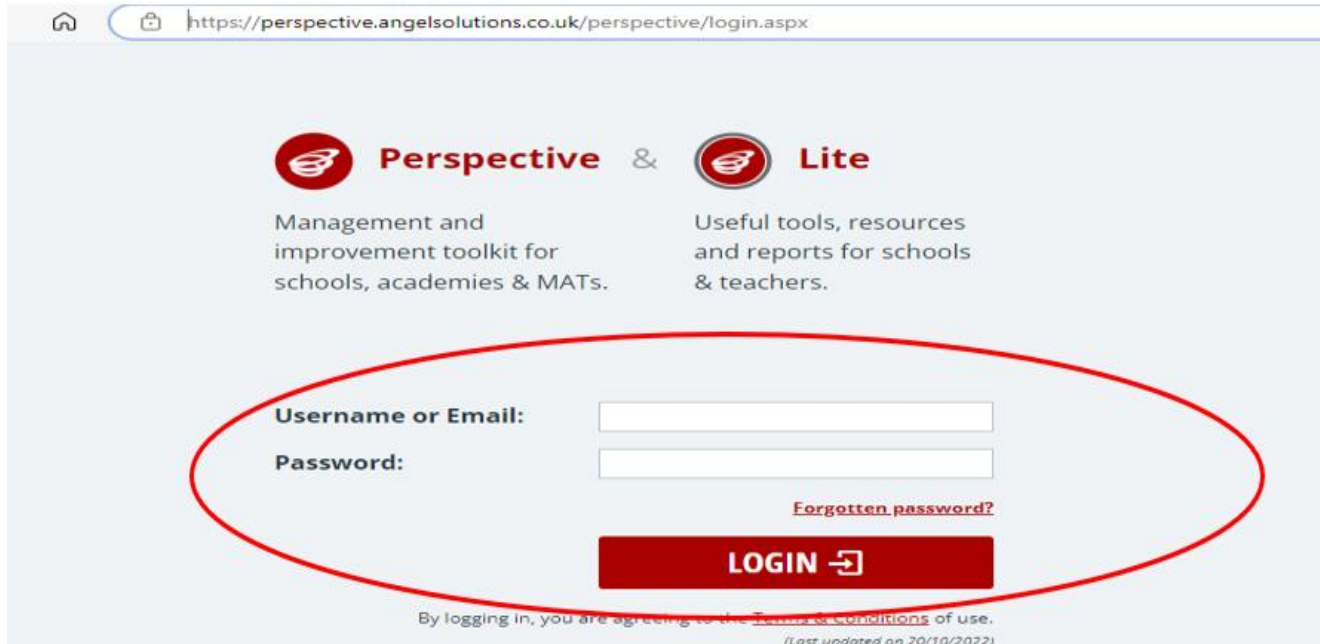
Alternatively, go to [Perspective \(angelsolutions.co.uk\)](https://angelsolutions.co.uk)

Log in to Perspective Lite using the login details you should have received by email.

If you have not yet received your login details, contact Angel Solutions:

email: [perspectivesupport@angelsolutions.co.uk](mailto:perspectivesupport@angelsolutions.co.uk)

phone 0845 129 7197.



The screenshot shows the login page for Perspective Lite. The browser address bar displays <https://perspective.angelsolutions.co.uk/perspective/login.aspx>. The page features two columns of text: 'Perspective' (Management and improvement toolkit for schools, academies & MATs) and 'Lite' (Useful tools, resources and reports for schools & teachers). Below this is a login form with two input fields: 'Username or Email:' and 'Password:'. A red oval highlights these fields and the 'LOGIN' button. A link for 'Forgotten password?' is located below the password field. At the bottom, there is a disclaimer: 'By logging in, you are agreeing to the [Terms & Conditions](#) of use. (Last updated on 20/10/2022)'.

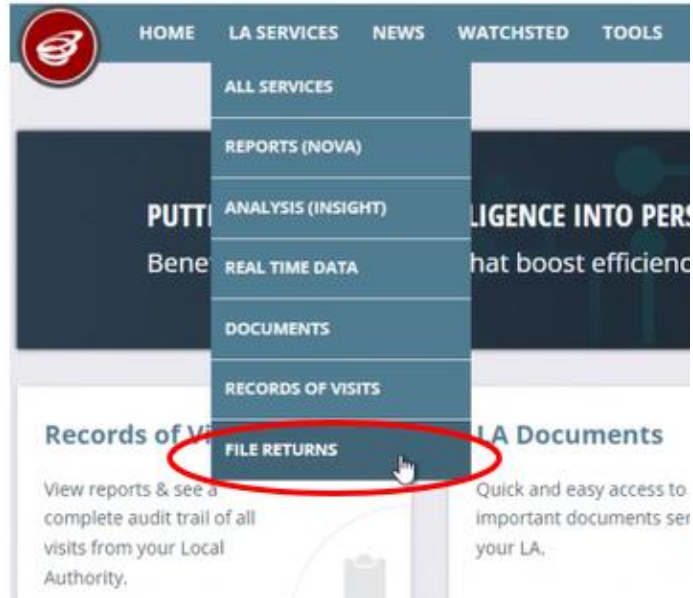
### Forgotten your password?

Click the forgotten password and enter either your username (if known) or your email address, a reminder of your login details will be emailed to you.

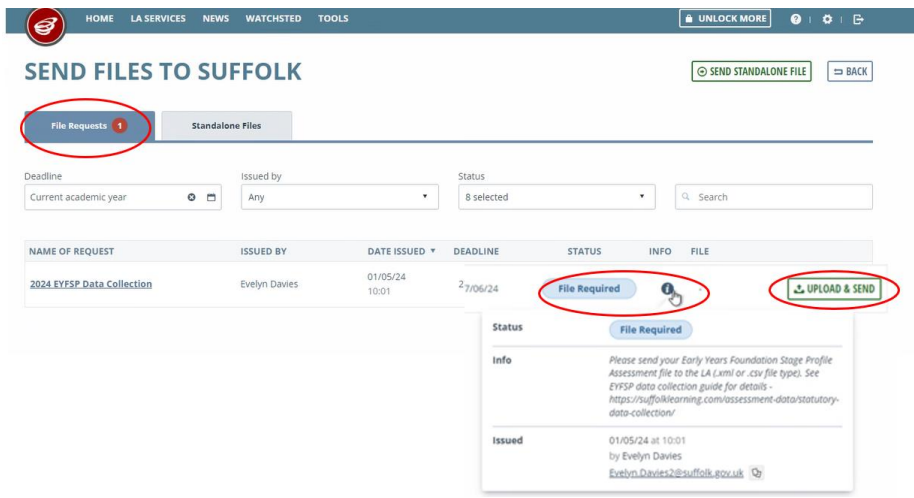
The email address that you enter will need to be the address that is assigned to your Perspective Lite login, password retrieval will not work if you use a different email.

**To send a file:**

1. In the **LA Services/Services** menu, click **File Returns**

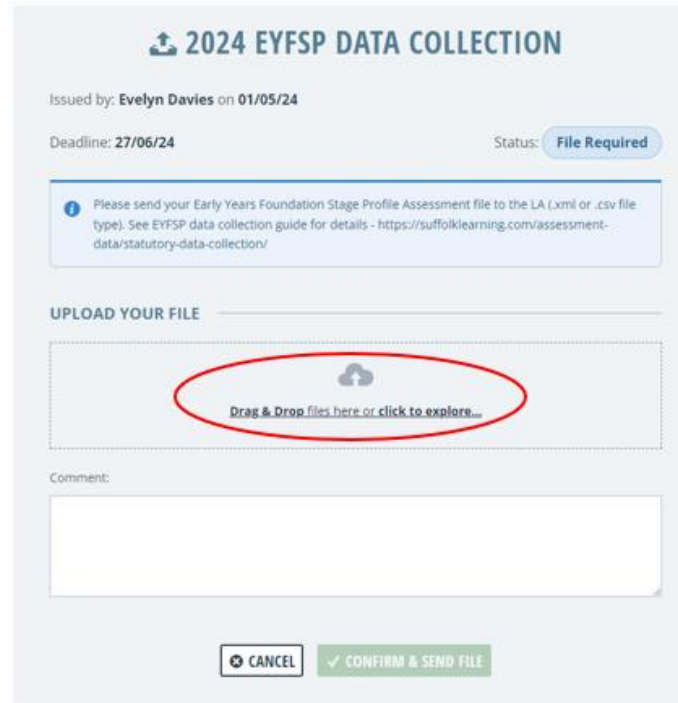


2. You will see file request has the number 1 in (this is letting you know you have a request from the local authority) to see what the LA requires you can hover over the **File request** or **info** button



3. Click on **Upload & Send**

4. Click on **Drag & Drop or Explore**



**2024 EYFSP DATA COLLECTION**

Issued by: **Evelyn Davies** on **01/05/24**

Deadline: **27/06/24** Status: **File Required**

Please send your Early Years Foundation Stage Profile Assessment file to the LA (.xml or .csv file type). See EYFSP data collection guide for details - <https://suffolklearning.com/assessment-data/statutory-data-collection/>

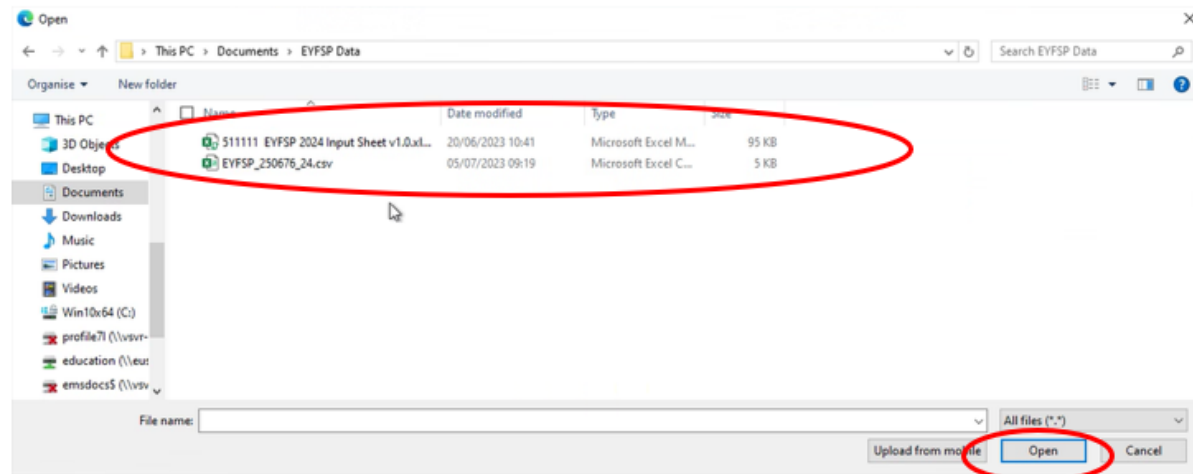
**UPLOAD YOUR FILE**

**Drag & Drop files here or click to explore...**

Comment:

**CANCEL** **CONFIRM & SEND FILE**

5. This will open your PC files search; Locate the file you require to upload.

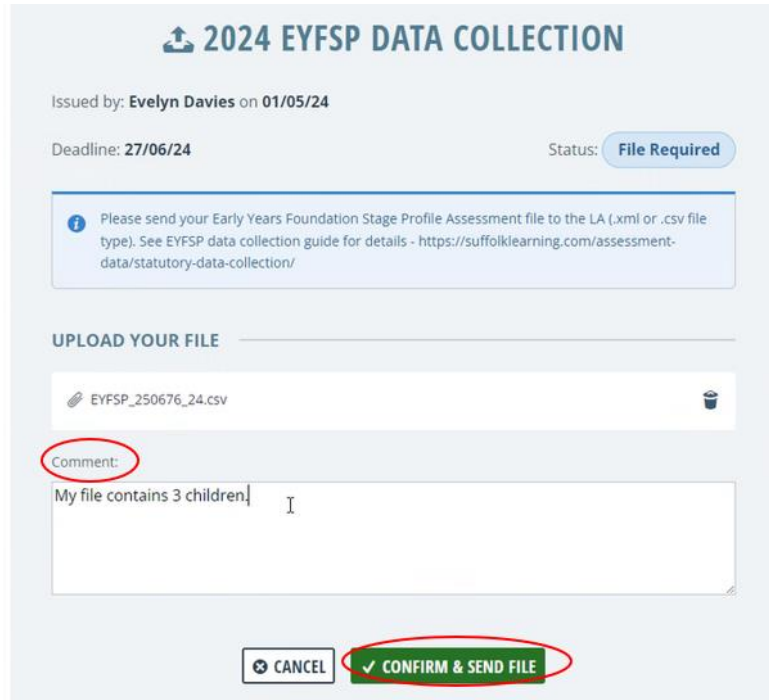


6. Highlight and then click open

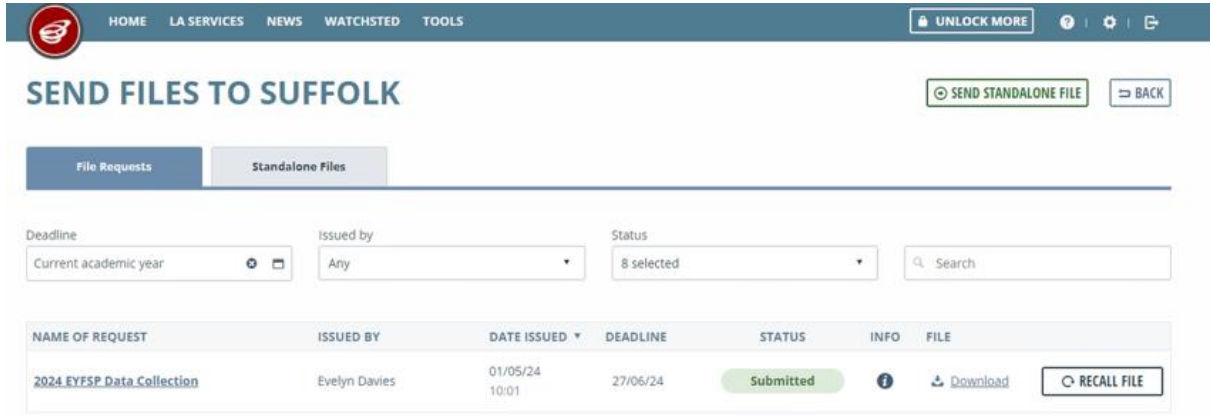
7. This then returns you to this screen.

8. Write a comment if needed.

9. Click on **Confirm & send File**



10. You should then see the file is submitted

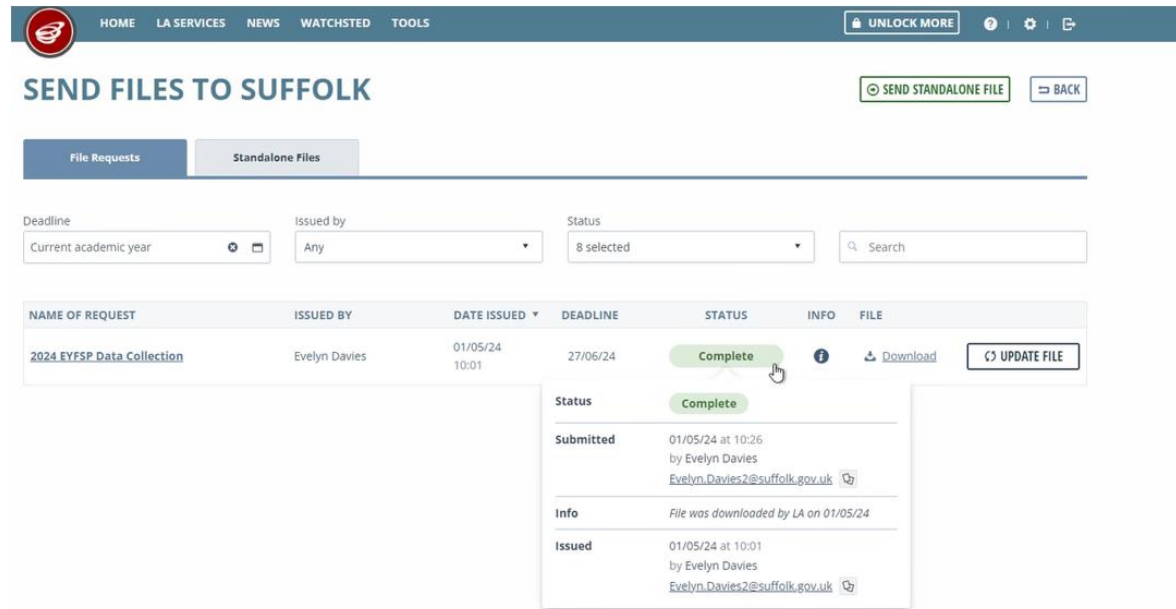


| NAME OF REQUEST            | ISSUED BY     | DATE ISSUED    | DEADLINE | STATUS    | INFO | FILE   |
|----------------------------|---------------|----------------|----------|-----------|------|--|
| 2024.EYFSP_Data_Collection | Evelyn Davies | 01/05/24 10:01 | 27/06/24 | Submitted |      | <a href="#">Download</a> <a href="#">RECALL FILE</a> |

## Local Authority (LA) download

When Suffolk County Council (SCC) has downloaded your file, you will see this.

Hover over **complete** to see any messages



The screenshot shows the 'SEND FILES TO SUFFOLK' dashboard. At the top, there is a navigation bar with 'HOME', 'LA SERVICES', 'NEWS', 'WATCHSTED', and 'TOOLS'. Below this, there are buttons for 'SEND STANDALONE FILE' and 'BACK'. The main content area has two tabs: 'File Requests' and 'Standalone Files'. Below the tabs, there are filters for 'Deadline' (Current academic year), 'Issued by' (Any), and 'Status' (8 selected). A search bar is also present. The main table lists requests with columns: NAME OF REQUEST, ISSUED BY, DATE ISSUED, DEADLINE, STATUS, INFO, and FILE. One request is shown: '2024.EYFSP.Data.Collection' by Evelyn Davies, issued on 01/05/24 at 10:01, with a deadline of 27/06/24 and a status of 'Complete'. A tooltip is visible over the 'Complete' status, showing details: Status: Complete; Submitted: 01/05/24 at 10:26 by Evelyn Davies (Evelyn.Davies2@suffolk.gov.uk); Info: File was downloaded by LA on 01/05/24; Issued: 01/05/24 at 10:01 by Evelyn Davies (Evelyn.Davies2@suffolk.gov.uk).

**SCC will mark the file as complete if everything appears to be correct with your uploaded file. The file will then be marked as closed.**

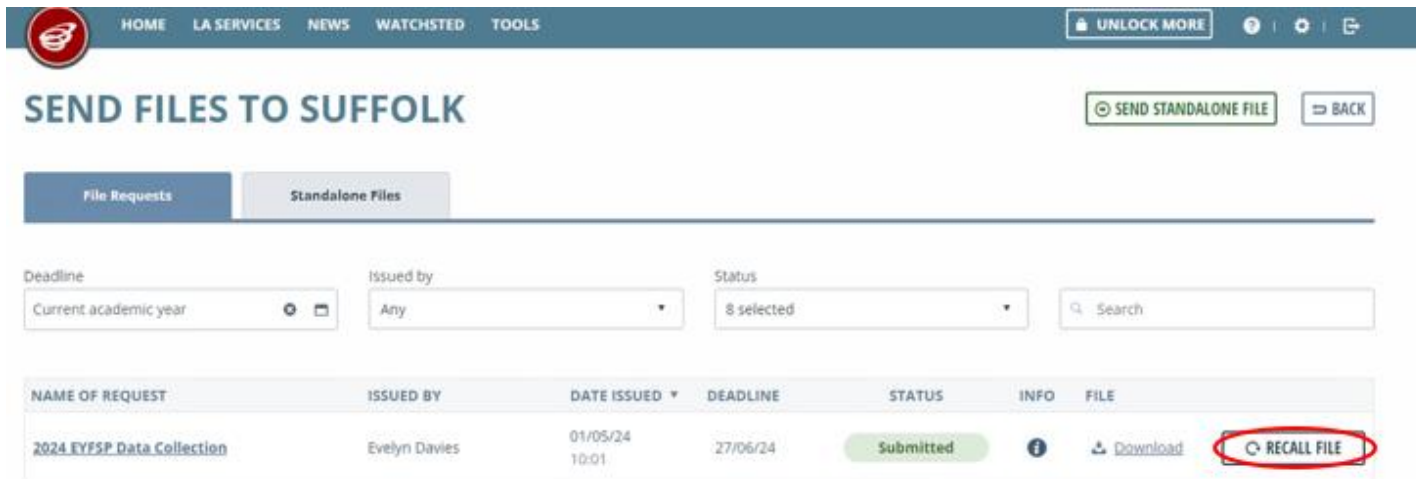
**It will disappear from your dashboard; you will be able to filter to search for closed requests.**

## Resubmitting file

If you believe you have uploaded the wrong document, or you wish to make changes to it, click the **Recall** option next to it.

You can recall your file if the LA has not downloaded it. Following step 3 onwards on page 4.

Please note that once the file has been received by the LA, you will be unable to recall it.



The screenshot shows the 'SEND FILES TO SUFFOLK' web interface. At the top, there is a navigation bar with 'HOME', 'LA SERVICES', 'NEWS', 'WATCHSTED', and 'TOOLS'. A 'UNLOCK MORE' button is also visible. Below the navigation bar, the main heading is 'SEND FILES TO SUFFOLK'. There are two buttons: 'SEND STANDALONE FILE' and 'BACK'. Below this, there are two tabs: 'File Requests' and 'Standalone Files'. The 'Standalone Files' tab is active. Below the tabs, there are search filters for 'Deadline' (Current academic year), 'Issued by' (Any), and 'Status' (8 selected). A search bar is also present. Below the filters is a table with the following columns: NAME OF REQUEST, ISSUED BY, DATE ISSUED, DEADLINE, STATUS, INFO, and FILE. The table contains one row with the following data: NAME OF REQUEST: 2024 EYFSP Data Collection; ISSUED BY: Evelyn Davies; DATE ISSUED: 01/05/24 10:01; DEADLINE: 27/06/24; STATUS: Submitted; INFO: Information icon; FILE: Download icon and a 'RECALL FILE' button circled in red.

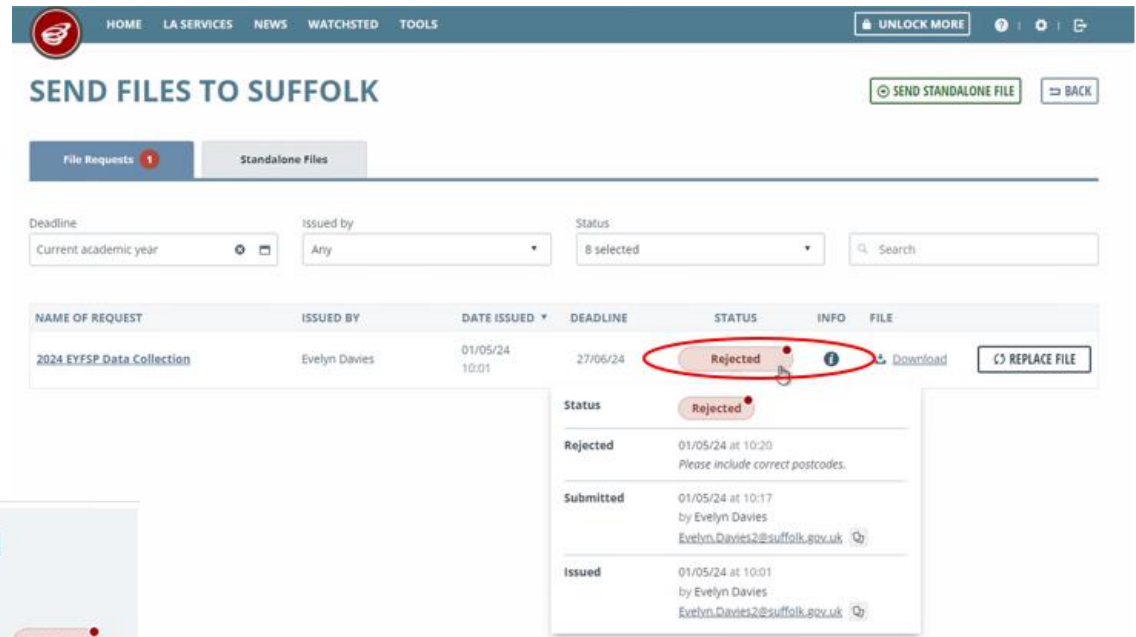
| NAME OF REQUEST                            | ISSUED BY     | DATE ISSUED       | DEADLINE | STATUS    | INFO | FILE                        |
|--|---------------|-------------------|----------|-----------|------|-----------------------------|
| <a href="#">2024 EYFSP Data Collection</a> | Evelyn Davies | 01/05/24<br>10:01 | 27/06/24 | Submitted |      | Download <b>RECALL FILE</b> |



## Rejected Files

If your file is rejected:

- Hover over the rejected or info button to see why the file is rejected
- Click on replace file




HOME LA SERVICES NEWS WATCHSTED TOOLS UNLOCK MORE

### SEND FILES TO SUFFOLK

SEND STANDALONE FILE BACK

File Requests **1** Standalone Files

Deadline: Current academic year Issued by: Any Status: 8 selected Search

| NAME OF REQUEST            | ISSUED BY     | DATE ISSUED    | DEADLINE | STATUS   | INFO  | FILE                  |
|----------------------------|---------------|----------------|----------|----------|---|-----------------------|
| 2024 EYFSP Data Collection | Evelyn Davies | 01/05/24 10:01 | 27/06/24 | Rejected |  | Download REPLACE FILE |

Status: Rejected

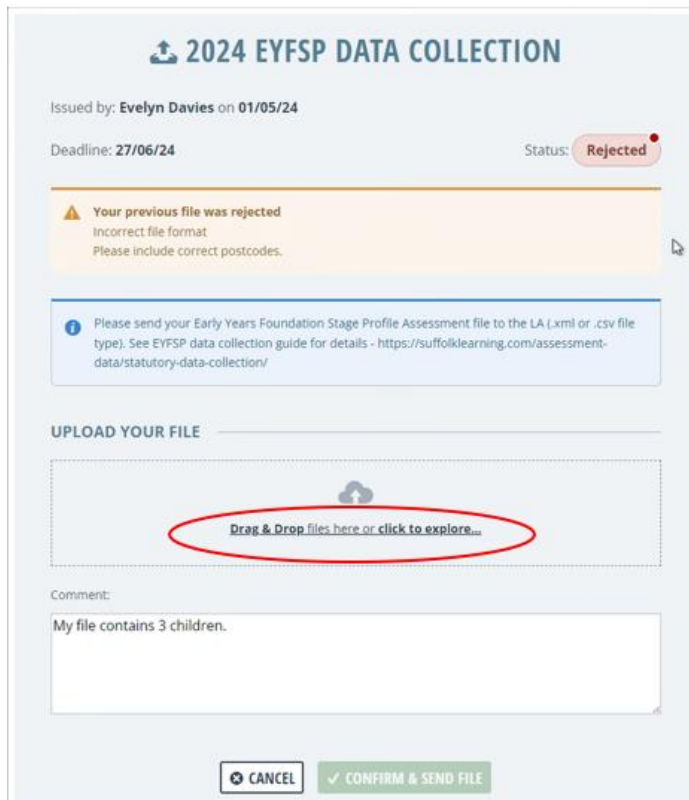
Rejected: 01/05/24 at 10:20  
Please include correct postcodes.

Submitted: 01/05/24 at 10:17  
by Evelyn Davies  
Evelyn.Davies2@suffolk.gov.uk

Issued: 01/05/24 at 10:01  
by Evelyn Davies  
Evelyn.Davies2@suffolk.gov.uk

## To re-upload

- You will see this screen, upload your revised file clicking in the **Upload Your File** box
- Go back and follow instruction from **step 3**



### 2024 EYFSP DATA COLLECTION

Issued by: Evelyn Davies on 01/05/24

Deadline: 27/06/24 Status: Rejected

**⚠ Your previous file was rejected**  
Incorrect file format  
Please include correct postcodes.

**i** Please send your Early Years Foundation Stage Profile Assessment file to the LA (.xml or .csv file type). See EYFSP data collection guide for details - <https://suffolklearning.com/assessment-data/statutory-data-collection/>

UPLOAD YOUR FILE

Drag & Drop files here or click to explore...

Comment:  
My file contains 3 children.

CANCEL CONFIRM & SEND FILE

## 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 2024 folder, in LA Documents. Reports of errors in data returns will also be placed there.

**Important: remember to aim for an early return, to allow for any resubmission, if necessary.**

**Data return deadline - Friday 28 June 2024.**

## Need help?

### Early Years Foundation Stage Profile (EYFSP) guidance

[PVI Data Collection – Suffolk Learning](#) - For documents explaining more about the statutory requirement to complete the EYFS Profile, along with the input sheet and users guide.

### For help with completion of EYFS Profile assessments email:

[Childcare.planning@suffolk.gov.uk](mailto:Childcare.planning@suffolk.gov.uk)

### For with submitting EYFS Profile assessment data

Email SCC Data Collection Team

Email: [data.collection@suffolk.gov.uk](mailto:data.collection@suffolk.gov.uk)

Alternately phone:      01473 263809  
   01473 264556  
   01473 260668

### Upload your assessment data using Perspective Lite [Perspective \(angelsolutions.co.uk\)](https://angelsolutions.co.uk)

For help with logging in or technical issues contact **Angel Solutions directly:**

Email: [perspectivesupport@angelsolutions.co.uk](mailto:perspectivesupport@angelsolutions.co.uk)

Phone: 0845 129 7197

### Perspective Lite- Useful links

#### User Permissions

[User Permissions – Perspective Lite \(zendesk.com\)](#)

#### Setting up users on Perspective Lite

[Setting up your Users – Perspective Lite \(zendesk.com\)](#)