Please ensure you have completed the Import Routine for all Key Stages prior to starting the following processes
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Early Years Foundation Stage 2017

Statutory guidance can be found on the GOV.UK website, under the title 2017 Early Years Foundation Stage Assessment and Reporting Arrangements (ARA). Follow the link below;

**Early Years Foundation Stage Assessment & Reporting Arrangements**

Various documents relating to the Early Years Foundation Stage Profile are available from the above site, and contain important information for schools to make an accurate record and return of data to Northamptonshire LA:-

It is important that all schools refer to the guidance prior to completing the return.

PLEASE NOTE – The deadline for submitting data to Northamptonshire Local Authority is **Friday 30th June 2017**.

These instructions will guide you through completion of the above requirements.
Running the Early Years Foundation Stage Profile Wizard

Log into SIMS and from the Home Page select the route:

**Tools | Performance | Assessment | Wizard Manager.**

The drop-down list in the **Filter** box allows you to display **Incomplete, Complete** or **All** definitions. Note: Each time you open the Wizard the default view is set to **Incomplete**.

Highlight **EYFS Profile Wizard 2017**.

Select **Next**.
Selecting the Pupil Group

This page allows you to select the Group whose Early Years Foundation Stage Profile scores you wish to input and or review. You can also use this page to replace a currently selected Group.

Note: For the creation of Marksheets the Wizard only allows one group at a time. If you require Marksheets for more than one Registration Group you would need to re-open this Wizard and create Marksheets for each relevant group. These can then be accessed either via the Marksheet navigator in Assessment (and can then be exported if required) or by re-entering the wizard and selecting the relevant group you wish to work on. It is recommended that you select Year Group R - Reception for the purpose of Early Years Foundation Stage Profile administration.

Effective Group Date

The Group From and To Dates default to the current Academic Year.

Expand Year Group by clicking on the + to the left of Year Group.

Select Year R.

Select Apply.

Year R is now displayed in the Select Group box.

Select Next.
Early Years Foundation Stage Profile Marksheets

This part of the Wizard displays the Marksheets created from the Templates in the imported Early Years Foundation Stage Profile pack and the group that you have selected.

There are two marksheets available, as shown in the graphic displayed below. The EYFS Good Level of Development is a new marksheet for 2017. This marksheet will use the data entered on the EYFS Profile 2017 and calculate a good level of development at EYFS.

You can open these Marksheets directly from this page and enter, edit and validate scores.

As with the first page of the Wizard you have the option to filter the display to show Incomplete, Complete or All Marksheets. The default filter is Incomplete.

Marksheets can be sorted on all but the Complete column by clicking on the column header.

There is a Last Used column which displays the date the Marksheet was last saved and the Complete check box can be selected to indicate that you have finished working on a particular Marksheet.

Choose the Marksheet: EYFS Profile 2017 by highlighting and selecting the Edit Marksheet icon or by double-clicking the Marksheet.
This Marksheet contains columns relating to the 17 assessments that need to be entered.

The Marksheet can be printed with blank columns for the collection of data from class teachers. Only the first 17 columns need to be completed.

The Marksheet can be exported to Excel, for data to be entered. Only the first 17 columns need to be completed.

The Notes section provides you with information regarding the completion of this Marksheet, including a list of acceptable values.

You will need to scroll down to read all the information given.
Enter the Teacher Assessment into the appropriate columns as described below.

**IMPORTANT NOTE:** If you have used the EYFS tracking Marksheets for each of the development matters areas and completed the summer data, the columns may already be populated. However, you will still be required to calculate the data for the return to NCC, to return the valid grade (see table 2.4 below).

Enter the grade into each cell and click **Save**.

The acceptable grades, as outlined in Section 2.4 – Data Specification of the assessment and reporting arrangements, for the 17 aspects are;

Enter the grade into each cell and click **Save**.
After data has been entered:

Save the data you have entered by selecting  

Notice your data has now changed from Red (unsaved) to Black (saved).

Print the marksheet and pass to the Reception teachers to check data accuracy.

The Formula (/) Read only columns will be populated. These columns form the basis for the statutory return.

The column: **Missing Entry Check**, checks that you have entered all the required data. When you “Calculate” if data is missing you will receive a **Missing** in this column.

If this occurs:
- Data must be checked and entered in the appropriate column  
- **Calculate** again.  
- Repeat until the column shows **OK**.

You will need to scroll down the Marksheet to check all entries.

On selecting Save, formulas will be activated.
Remember:

When you commence the processes within the Wizard – all tasks **DO NOT** need to be completed in one go.

If you wish to close the wizard and do further inputting at a later time, you should **Cancel** as instructed above. You will be returned to the SIMS homepage.

You can continue inputting data at a later time via the Wizard by following the route: **Tools | Performance | Assessment | Wizard Manager | EYFS Profile 2017**, and select **Next** until you reach the Marksheet screen.

If you so wish you can select **Cancel** to exit the wizard, and come back to it later, to complete.

You will be returned to the Wizard.
**EYFS PROFILE 2017 CONTINUED – DATA CHECKED**

Reception teachers must check and confirm that the data entered is correct. Any amendments that are required should be made to the marksheet and saved.

Re-open the **EYFS Profile** marksheet via the wizard.

Make any amendments that are required.

[Image of a screenshot showing the Marksheet and buttons for Calculate & Save and Close.]
Calculating a good level of development (GLD)

When all data has been checked and verified as the end of foundation stage attainment, the next marksheet – “EYFS Profile Good Level Development 2017” will calculate the GLD.

Either double-click the EYFS Profile Good Level Development 2017 marksheet or highlight the marksheet and click Edit Marksheet.

The marksheet will display the results entered on the previous marksheet for each area of learning.

Click Calculate. The marksheet will display as per the graphic below.

The process will take each of the 3 prime areas plus literacy and mathematics and calculate who has achieved a GLD and Exceeded GLD in each with a colour code (Achieved – Green, Not Achieved – Red, Exceeded – Blue). The final 2 columns will display an Average point score and a Y for those children who achieved a GLD in all 17 areas.

Save the data.

Close the marksheet to go back to the EYFS Wizard.
Sending EYFS Results to the Local Authority

The Early Years Foundation Stage Profile data must be completed and sent to Northamptonshire LA by **Friday 30th June 2017**. This is done by creating a Common Transfer File (CTF). Schools are able to create CTFs for the Local Authority by selecting a destination of LA. Please note that all pupils require a UPN (Unique Pupil Number) before you are able to create and send CTFs.

**Creation of Common Transfer File for Year Reception**

Open SIMS and log in with the appropriate access level to create CTFs.

Follow the route:
- **Routines**
- **Data Out**
- **CTF**
- **Export CTF**

Highlight *Early Years Foundation Stage data (FSP)* and click Select.
The default view displays all current pupils including those that have previously had a CTF created. Please ensure that the default of Include students already exported is active.

Select Refresh Students.

The student selector by default shows all pupils currently on roll, alphabetically by surname.

Click the drop-down arrow in the Year Grp column.

Choose to show students in year group R

Right click in the Destination LA/Other cell for the first pupil.

Select All will appear, click on this to highlight all the pupils.
Left click in the Destination LA/Other cell for the first pupil and a down arrow will appear, select this to see a list of LA’s.

Start typing NORTH - and this should take you to Northamptonshire.
Click on Northamptonshire and the destination for the highlighted pupils will now be Northamptonshire.

Select Export CTF.
The production of the file may take some time, please be patient.

Ignore the address tidy message and select Yes to continue.

Make a note of the file name and select OK.
Upon completion an **Exception Log** will be displayed showing the number of pupils contained in the file and the number of pupils processed. There should be no pupils not exported.

**Please note:** Information may appear in this box – it does not normally mean that the pupil’s information has not been exported. It is alerting you to any information that may be incorrect in the pupil’s record.

Check that the number of pupils in the file is correct

The CTF file has now been created and is saved to the **CTfout** folder waiting for the AVCO routine to be run in order to despatch to the LA.
Run AVCO (Secure File Transfer Service)

Sending the Early Years Foundation Stage Profile results file to the local authority (NCC)

The same process is used to send and/or receive files via AVCO Secure File Transfer. The procedure looks for files in the relevant inboxes and outboxes and sends/receives as necessary.

Northamptonshire Schools who are Capita Hosted will follow a similar process to all other schools. However, you will access the AnyComms process differently.

The next page will display the AnyComms transfer routine showing both versions of a school set up. Please refer to the section that reflects your school.

Non hosted schools

To send the file containing the Early Years Foundation Stage results to the LA click on the Start button and select All programs, AnyComms Client and select the route as shown below.

![Click Pupil](image-url)
Click **Start Call.**

At this point you can follow the progress of the connection by watching for several visible indicators shown in the port status and the call status.

The screen below is an example of the log file that will displayed. Your transfer may contain files not listed in the example. However, please ensure that the EYFS files are included.

The CTF files transferred will be displayed here.

Any other LA export files will be displayed here (if appropriate)

When the relevant information has been transferred the window can be closed. (You may want to print this log before closing the screen).
Hosted Schools

To send the file containing the Early Years Foundation Stage results to the LA click onto the SIMS ID Launcher screen to view the tiles.

Click **AVCO Pupil** to initiate the connection to AnyComms.

Click **Connect** to confirm connection.
The connection will commence.

Please be patient as connection will depend on the speed of your internet.

The upload process will commence.

**N.B.** Please be aware that the file transfer bar does not show the progress. Please be patient as this may take some time to complete.

The CTF files transferred will be displayed here.

Any other LA export files will be displayed here (if appropriate).

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**Early Years Foundation Stage 2017**
APPENDIX 1: AMENDING DATA ENTRY IN MARKSHEETS

Care should be taken to ensure that all the data you have entered into the Marksheet is accurate.

SIMS Assessment Marksheets with formulas attached do not work like Microsoft Excel formulas where, when you change a figure the formulas automatically re-calculate.

With SIMS Assessment if you change a Pupil’s result, you will need to “Calculate” and “Save” again in the Marksheet to ensure that all data are up to date.
APPENDIX 2: UPLOADING INDIVIDUAL REPORTS TO THE DOCUMENT MANAGEMENT SERVER

There are 3 reports that can be printed in relation to EYFS;

- EYFS Profile National Report 2017 – National percentages based on 2016 cohort
- EYFS Profile Pupil Report 2017 – Individual pupil report. For 2017, this report will also display whether a child has reached a good level of development.
- EYFS Profile School Report 2017 – School percentages

It is **NOT** recommended that you send the report to parents without a detailed explanation. However, Individual Reports can be generated and saved to the SIMS Document Management Server allowing access to the report via a Pupil’s individual record in SIMS.

In SIMS follow the route:

- **Tools**
- **Performance**
- **Assessment**
- **Wizard Manager**

Select **EYFS Profile Wizard 2017**.

Click **Next** 3 times. You will then be on the Individual Report Format screen.
Highlight the *second* report.

Choose the pupils by ticking the box next to their name. For all pupils use ‘Select All’.

Select the **Upload Report** icon.

This will save the Individual reports for the pupils selected to the Document Management Server.

Once the upload has completed a message will be displayed in the bottom left corner

```plaintext
Reports uploaded successfully
```
Viewing Reports in SIMS

Select an Individual Pupil via Focus | Pupil | Pupil Details or by using the Pupil Details icon on the Shortcut bar.

Two further reports are available to print and copy. It is advised that only one of each are printed and then photocopied if necessary.

School report shows percentages of pupils at each stage within the school.

National report shows percentages of pupils in the school against National.

Select Links | Linked Documents.
You are advised that the document will be “read only”, select OK.

Select View.

All linked documents will be displayed.

Select the EYFS Profile Pupil report and click on Open.
The EYFS Profile Pupil Report will be displayed as a Word document. This can now be printed if required. It is recommended that this report is not sent to parents. However, a copy could be placed into a pupil’s profile.

<table>
<thead>
<tr>
<th>Nancy Adams</th>
<th>18/12/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication and Language</strong></td>
<td></td>
</tr>
<tr>
<td>Listening and Attention</td>
<td>3</td>
</tr>
<tr>
<td>Understanding</td>
<td>3</td>
</tr>
<tr>
<td>Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Physical Development</strong></td>
<td></td>
</tr>
<tr>
<td>Moving and handling</td>
<td>2</td>
</tr>
<tr>
<td>Health and self-care</td>
<td>3</td>
</tr>
<tr>
<td><strong>Personal Social and Emotional Development</strong></td>
<td></td>
</tr>
<tr>
<td>Self confidence and self-awareness</td>
<td>3</td>
</tr>
<tr>
<td>Managing feelings and behaviour</td>
<td>3</td>
</tr>
<tr>
<td>Making relationships</td>
<td>3</td>
</tr>
<tr>
<td><strong>Literacy</strong></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>2</td>
</tr>
<tr>
<td>Writing</td>
<td>2</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Numbers</td>
<td>3</td>
</tr>
<tr>
<td>Shapes, space and measures</td>
<td>2</td>
</tr>
<tr>
<td><strong>Understanding the World</strong></td>
<td></td>
</tr>
<tr>
<td>People and communities</td>
<td>3</td>
</tr>
<tr>
<td>The World</td>
<td>3</td>
</tr>
<tr>
<td>Technology</td>
<td>2</td>
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<tr>
<td><strong>Expressive Arts and Design</strong></td>
<td></td>
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<tr>
<td>Exploring and using media and materials</td>
<td>3</td>
</tr>
<tr>
<td>Being Imaginative</td>
<td>2</td>
</tr>
<tr>
<td><strong>Achieved a Good Level of Development</strong></td>
<td>Y</td>
</tr>
</tbody>
</table>

Key:

- 3 Exceeding
- 2 Expected
- 1 Emerging
- 1 Unable to Assess
- A Unable to assess, or exemption applies
APPENDIX 3: VIEWING EYFS DATA IN SIMS

Open any Pupil record in the usual way (via Focus | Pupil | Pupil Details).

The default Date Range is the current Academic Year, you will have to amend the From Date and select Refresh to view Results from previous Academic Years. Any Results that exist for the selected pupil in the date range given will be displayed. This will include Statutory Results imported via CTF from previous schools. You can narrow the date range to include just EYFS results, or choose to display all results.

By clicking at the top of a column, you are able to sort the data in that column. For example: Aspect Name, Result date, Result set etc.