Early years foundation stage profile return 2018

Guide for submitting 2018 assessments

May 2018

Contents

Version history

Version	Change history	Author / date
0.1	Changes to the guide for the 2018 early years foundation stage profile collection have been made as listed below: • Roll over of dates • Links have been updated	Chris Noble 13/04/2018
1.0	A number of changes following review by Working Group colleagues	Chris Noble 03/05/2018

1.   Introduction

This guide covers the main requirements of the early years foundation stage profile 2018 data collection and submission arrangements to the department for education. It should be read in conjunction with the current [Common Basic Dataset](#) definitions and [assessment components](#) (A_COMP 2017 to 2018 module).

1.1. Data quality

In order to properly ascertain the level that children in the early years foundation stage are working at, it is important that the data collected by providers and local authorities, for onward transmission to the department for education is both accurate and complete.

The [Early years foundation stage: assessment and reporting arrangements (ARA)](#) and the [Early years foundation stage profile handbook](#) should be consulted for further information about data quality in particular the section titled 'Moderation of the EYFS profile'.

1.2. Audience and purpose

Local authorities are required to collect and report the results for all funded children at the end of the early years foundation stage in both maintained schools (including academies) and private, voluntary and independent settings. Results for children in private, voluntary and independent settings are only required where the child is receiving early years education that is funded by the department for education. The children still eligible for funding in private, voluntary and independent settings will be born between 1 April 2013 and 31 August 2013.

The department does not require data to be submitted for unfunded children. If your local authority chooses to collect any data on these children for internal use, it should not be uploaded to the early years foundation stage profile COLLECT blade.

1.3. Data sharing

The General Data Protection Regulation (GDPR) provides certain safeguards regarding the use of personal data by organisations, including:

- the department
- local authorities
- schools / settings

The GDPR details the rights of those (known as) data subjects about whom data is held, such as:

- pupils

- parents

- teachers

This includes:

- the right to know the types of data being held

- why it is being held, and

- to whom it may be communicated

A 'privacy notice' is a good way to be able to meet data subject's rights and the department strongly recommends that privacy notices are used to explain to pupils and staff how their data is being used in census collections. The department has drafted suggested wording for privacy notices that schools and local authorities may wish to use. However, the notices **must** be reviewed and amended as necessary to reflect local business need. Ideally, they should include this link to the gov.uk webpage that provides information on how the department collects and shares data.

It is recommended that the privacy notice be included as part of a pupil registration packs, induction packs for staff and also be available on websites or accessible noticeboards.

Privacy notices do not need to be issued on an annual basis as long as new pupils and staff are made aware of the notices and they are readily available electronically or in paper format.

2. Data required for funded children

2.1. Data required

- local authority number
- establishment number of the school: for local authority maintained schools and nursery schools. This is a 4-digit number.
- early years unique reference number of the school: for all other funded settings, including independent schools and private and voluntary settings. It is a 6-digit number (starting with a 5, 6 or 7) as used for early years census 2018 return.
- academic year: This year will be 2017 to 2018

CTF pupil data

- child's surname
- child's forename
- child's gender
- child's date of birth
- unique pupil number: This is a 13 character identifier
- home postcode

Note: You will be aware of the importance of a child's home postcode for analyses based on designated areas of deprivation. Local authorities must ensure that postcodes are included in the early years foundation stage profile data submitted to the Department for Education for every child, except where there are legal or exceptional reasons why this data is not available (for example, traveller children). In these circumstances, please ensure that a notepad entry is recorded in COLLECT providing reason.

There are 17 scales covering 7 areas of learning

	Area of learning	Scale	
Prime areas of learning	Communication and language	Listening and attention	G01
		Understanding	G02
		Speaking	G03
	Physical development	Moving and handling	G04
		Health and self-care	G05
	Personal, social and emotional development	Self-confidence and self-awareness	G06
		Managing feelings and behaviour	G07
		Making relationships	G08
Specific areas of learning	Literacy	Reading	G09
		Writing	G10
	Mathematics	Numbers	G11
		Shape, space and measures	G12
	Understanding the world	People and communities	G13
		The world	G14
		Technology	G15
	Expressive arts, designing and making	Exploring and using media and materials	G16
		Being imaginative	G17

The department requires that the school / setting record an assessment score for each of the 17 early learning goals.

1 for Emerging

2 for Expected

3 for Exceeding

3. Guide

3.1. Overall description and scope

The live 2018 COLLECT system will be made available on **Monday 4 June 2018.**

Local authorities must make their early years foundation stage profile submissions by **Friday 7 September 2018**. It is of utmost importance that the data we receive by this date is complete and accurate, as it is used to inform the department's headline statistical release on the early years foundation stage profile.

The database will not remain open to capture any residual returns for longer than is necessary after the September deadline. Local authorities will be informed of when we expect to close the database in due course and should note that amendments will not be accepted after the database is closed.

The department will not be providing a COLLECT school blade. There will be a single blade that local authorities can use to submit early years foundation stage profile data.

The department will continue to collect full individual child level data.

3.2. Expected list of schools / private, voluntary and independent settings submitting results

For 2018, the department will be providing local authorities with expected lists of providers, taken from the early years census return, the spring school census and the school level annual school census.

These lists will only contain information on the providers that we expect local authorities to be making returns for. They will not include any information on the number of children we expect results to be submitted for, although the department will continue to use this information internally to identify any returns with numbers of children significantly different to what we would expect in COLLECT.

The criteria we use to produce the expected lists is detailed below:

- Early years census - all settings containing child level data from children born between 1 April 2013 to 31 August 2013 only. By default this includes funded children only.
- School census / school level annual school census - all settings (not including independent schools) including children born 1 September 2012 to 31 August 2013. By default this includes funded children only.

We ask that you supply the data collections helpdesk with any amendments to your expected list as soon as possible and preferably before the start of the collection.

3.3. Local authority data reporting format

The department continues to have no requirement for data in aggregate forms. A single XML file for each school and setting, containing all eligible pupils, will be created by local authorities central processing system software (such as Keypas, Capita-ONE, or a bespoke local authority system).

The separate school XML files will need to be zipped (with any filename of the local authorities choosing – the only requirement is the .zip suffix) and imported into COLLECT local authority early years foundation stage profile where the respective school / setting files will be extracted.

Data loaded into COLLECT is subjected to validation. For more details of the specific validation rules that will be applied, please see the EYFSP Business Specification.

After validation is complete you will be able to view your data return, observe the validation outcomes and decide if there is any further action on your part in response to the validations. For example, you may need to query something with a provider and return to COLLECT to make a change to the data. Once all appropriate action has been taken, you will need to "approve" the data so that the department can consider it to be finalised.

3.4. Schools / private, voluntary and independent settings recording and reporting options

Schools and private, voluntary and independent settings will have many of the same options for recording and reporting results that were available in 2017, such as (updated) school MIS and 2018 Department for Education spreadsheet (or papersheet).

Please note: As there will be no COLLECT school blade for 2018, the Common Transfer File (CTF) should be transferred to the local authority.

3.4.1. School management information system (MIS)

The school will create a CTF export file for submission to the local authority that will contain the child's summary scale scores.

For those settings without access to a secure computer, the local authority may arrange some other paper recording system, and then key the data into the centralised local authority system.

3.4.2. Department for Education spreadsheet and paper sheet

Schools and private, voluntary and independent settings which are recording early years foundation stage profile results, but do not have access to a MIS, can use the EYFSP 2018 spreadsheet or paper sheet.

The spreadsheet / paper score sheet is available to local authorities on request from the data collections helpdesk and the release to schools / private, voluntary and independent settings, is at the discretion of the local authority.

The spreadsheet "Export" option creates a CSV file containing the relevant pupil contextual data and the 17 individual scale scores that have been entered for loading into the local authority's central processing system.

Please be aware that this CSV file cannot be imported into COLLECT School early years foundation stage profile and needs to be loaded into the local authority central software.

When returning data to the local authority, the spreadsheet needs to be transferred securely following the local authority's local procedures.

If any schools / private, voluntary and independent settings complete a paper return, the local authority will need to enter these results into its central processing system or transfer the data into the Department for Education spreadsheet and create a CSV export file to load into its central processing system, Again, the paper sheet should be returned to the local authority in a secure way.

3.5. Pupils for whom early years foundation stage profile results are required

The profile should be completed during the summer term of the academic year in which a child reached age 5 unless:

- an exemption has been granted by the secretary of state from the profile
- the child has recently arrived from abroad and so an accurate and valid assessment cannot be completed.
- the child has spent a lengthy period of time away from the setting, for example: due to illness or medical treatment.

In these situations, the profile should be completed with an **'A'** code for each scale within the profile.

Or

- the child is continuing in early years foundation stage profile provision beyond the year in which they turn 5

In these exceptional cases, assessment should continue throughout the child's time within EYFS provision. An EYFS profile should be completed once only, at the end of the year before the child moves into KS1.

For further information, practitioners should refer to the 'Assessment and reporting arrangements'.

Early years foundation stage profile results are **not** required for children who are non-funded at the end of the early years foundation stage, that is, children who do not receive funding from the local authority in relation to the early education entitlement for eligible three and four year olds.

Local authorities are required to collect and report to the Department for Education the summary results for:

- all children at the end of the early years foundation stage in their maintained schools and nurseries.
- children in private, voluntary and independent settings where the child is still in receipt of government funding at the end of the early years foundation stage (the funding for a child in a private, voluntary and independent setting ceases in the term following the child's 5th birthday).

The local authority software will only include in the XML files for importing into COLLECT - local authority early years foundation stage profile children in private, voluntary and independent settings who are still in receipt of funding. Any children no longer in receipt of funding who were included in the return submitted by the private, voluntary and independent setting will be ignored.

Only one Profile should be submitted per child. For children attending more than one provider, the Profile must be completed by the provider where the child spends most time.

In a scenario in which a child attends two early years settings for an equal amount of time, the settings must liaise with one another to decide which one will take the lead on completing the Profile, recognising that the Profile assessment should take into account evidence from practitioners at both settings. The child's Profile scores should be recorded as 'A' at the setting that is not completing the Profile.

4. COLLECT

4.1. Live system

The live 2018 early years foundation stage profile COLLECT system will be available from Monday 4 June 2018. Further notifications will be emailed to the relevant local authority officers nearer the time, as will any further information as necessary.

4.2. Secure access and COLLECT access:

User names and passwords for COLLECT are managed by the Secure Access system. Your local authority has a delegated approver(s) who can allocate you access to departmental systems that use secure access. If you require access to EYFSP on COLLECT, please contact the approver in your local authority.

More information is available on the Secure Access help screen.

You can also get help using the Secure Access service request form.

5.   General issues

If you have any COLLECT or early years foundation stage profile queries of a general nature, please use the [data collections service request form](#).

Please use the [feedback form](#) if you have any comments about the data collection content on the web site, the service offered by the data collections helpdesk, the COLLECT system or any other aspect of our data collection service.

Appendix 1: code set for data items

Local authorities

NORTH EAST

841	Darlington
840	Durham
390	Gateshead
805	Hartlepool
806	Middlesbrough
391	Newcastle upon Tyne
392	North Tyneside
929	Northumberland
807	Redcar and Cleveland
393	South Tyneside
808	Stockton-on-Tees
394	Sunderland

NORTH WEST

889	Blackburn with Darwen
890	Blackpool
350	Bolton
351	Bury
895	Cheshire East
896	Cheshire West and Chester
909	Cumbria
876	Halton
340	Knowsley
888	Lancashire
341	Liverpool
352	Manchester
353	Oldham
354	Rochdale
355	Salford
343	Sefton
342	St. Helens
356	Stockport
357	Tameside
358	Trafford
877	Warrington
359	Wigan
344	Wirral

YORKSHIRE AND HUMBER

370	Barnsley
380	Bradford
381	Calderdale
371	Doncaster
811	East Riding of Yorkshire
810	Kingston Upon Hull, City of
382	Kirklees
383	Leeds
812	North East Lincolnshire
813	North Lincolnshire
815	North Yorkshire
372	Rotherham
373	Sheffield
384	Wakefield
816	York

EAST MIDLANDS

831	Derby
830	Derbyshire
856	Leicester
855	Leicestershire
925	Lincolnshire
928	Northamptonshire
892	Nottingham
891	Nottinghamshire
857	Rutland

WEST MIDLANDS

330	Birmingham
331	Coventry
332	Dudley
884	Herefordshire
333	Sandwell
893	Shropshire
334	Solihull
860	Staffordshire
861	Stoke-on-Trent
894	Telford and Wrekin
335	Walsall
937	Warwickshire
336	Wolverhampton
885	Worcestershire

EAST OF ENGLAND

822	Bedford
873	Cambridgeshire
823	Central Bedfordshire
881	Essex
919	Hertfordshire
821	Luton
926	Norfolk
874	Peterborough
882	Southend-on-Sea
935	Suffolk
883	Thurrock

INNER LONDON

201	City of London
202	Camden
204	Hackney
205	Hammersmith and Fulham
309	Haringey
206	Islington
207	Kensington and Chelsea
208	Lambeth
209	Lewisham
316	Newham
210	Southwark
211	Tower Hamlets
212	Wandsworth
213	Westminster

OUTER LONDON

301	Barking and Dagenham
302	Barnet
303	Bexley
304	Brent
305	Bromley
306	Croydon
307	Ealing
308	Enfield
203	Greenwich
310	Harrow
311	Havering
312	Hillingdon
313	Hounslow
314	Kingston upon Thames
315	Merton
317	Redbridge
318	Richmond upon Thames
319	Sutton
320	Waltham Forest

SOUTH EAST

867	Bracknell Forest
846	Brighton and Hove
825	Buckinghamshire
845	East Sussex
850	Hampshire
921	Isle of Wight
886	Kent
887	Medway
826	Milton Keynes
931	Oxfordshire
851	Portsmouth
870	Reading
871	Slough
852	Southampton
936	Surrey
869	West Berkshire
938	West Sussex
868	Windsor and Maidenhead
872	Wokingham

SOUTH WEST

800	Bath and North East Somerset
837	Bournemouth
801	Bristol, City of
908	Cornwall
878	Devon
835	Dorset
916	Gloucestershire
420	Isles of Scilly
802	North Somerset
879	Plymouth
836	Poole
933	Somerset
803	South Gloucestershire
866	Swindon
880	Torbay
865	Wiltshire
702	Service Children's Education Authority

Appendix 2: Legislation

The following legislation underpins the requirement for the individual level data collection. The collection is a statutory requirement of providers and local authorities through regulations made under: Section 99 of the Childcare Act 2006 (Statutory Instrument 2008 No. 1722 and The Childcare (Provision of Information about Young Children) Regulations 2009.

Local authorities and providers do not need to obtain consent for the provision of information from parents of individual children. They must, however, meet their obligations to data subjects under the Data Protection Act 1998 and General Data Protection Legislation (GDPR)

Appendix 3: Links to relevant websites

1. Information about completing the early years foundation stage profile return
2. Further information about the early years foundation stage profile

Local authorities can download a copy of the early years foundation stage profile handbook

3. Early years foundation profile statistics

The early years foundation stage profile results: 2017 to 2018 in England, containing headline figures from the data collection will be published on the government's statistical publications website on a date to be confirmed.

For reference, the 2017 publications are available at the following link.

Early years foundations stage profile 2016 to 2017

Appendix 4: Glossary

COLLECT	COLLECT is a web based data collection tool. It has been developed and made available by the department for education and facilitates the data collection process. It enables the transfer of census data between local authorities and the department. It supports the management of the collection process, with various reports that monitor the quality and completeness of the return. Validation checking and error reporting is also built into COLLECT.
CSV	A comma-separated values (CSV) format data file is a text file consisting of a number of text records. Text values are separated by a comma and can optionally be enclosed in double quotes.
CTF	A Common Transfer File is a file that contains statutory information about a child that should be transferred when they move schools and includes unique pupil number, surname, forename, date of birth, gender together with other information for example, assessments (end of key stage), attendance, special education needs and contacts. A complete list of fields can be found in the CTF guidance notes.
Data sharing protocol	When developing data collection the department is committed to four key principles. These are that: Data should be collected once and used many times Collection and sharing of data should be fully automated The value of any data collected should demonstrably outweigh the costs Personal data on individuals should be properly protected
MIS	Management information system(s) – propriety software system(s) used by schools and local authorities to collect, validate, store, and analyse a range of pupil, school, and workforce data.
XML	XML is the e**X**tensible **M**arkup **L**anguage. It improves the functionality of the web by letting you identify your information in a more accurate, flexible, and adaptable way. XML contains a header followed by a repeating group of data. Government interoperability framework encourages the use of XML for data.

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