



Department
for Education

Early years foundation stage profile 2014 return

Input sheet guide – version 1.0

June 2014

Overview

This spreadsheet is for schools and providers in the private, voluntary and independent sectors (PVI) that are unable to use their management information systems to record and submit early years foundation stage profile (EYFSP) results. This spreadsheet can be used to enter the EYFSP assessment scores for each Early Learning Goal for up to 150 children.

You can use the spreadsheet to create a CSV file containing the relevant data which you can send to your local authority (LA). Your LA will then return your data to the department. The spreadsheet is provided in two versions, one for versions of Excel from 2007 or later and one for earlier versions of Excel. For more details please see section 'Enabling macros' below.

If you are unable to use a spreadsheet then you should use the EYFSP 2014 paper sheet and complete the results by hand.

You should ask your LA which format you should use to submit your data to them. If you are a PVI, your LA is the one that provides your funding.

You must send your return in a secure way to safeguard pupils' personal data.

If you are unsure whether a profile is required for a given child, please contact your local authority (LA) - in the case of private, voluntary and independent schools/settings this will be the LA that provides your funding.

If you receive the spreadsheet as an email attachment or on disk, you are advised to copy the sheet on to your hard drive or into a folder to retain as your "master copy"; and use the copied version to make your entries. Note that for Excel 2007 and above, you will need to save the workbook as a "macro-enabled" workbook.

You will need to enable the macros contained within the spreadsheet (see the section at the end of this document named "Enabling macros" for detailed instructions).

With the exception of the profile summary score of "A", and the Gender field, entries are not case-sensitive. Drop down menus may also be used.

If you wish to close the spreadsheet at any time and save the data you have entered, use the File -> save option in the menu as normal. Note that for Excel 2007 and above, you will need to save the workbook as a "macro-enabled" workbook.

When you are satisfied that all children for whom a profile has been prepared are included on the sheet and all entries are complete, it is recommended you take a back-up copy of the final results.

When you have saved a back-up copy of the spreadsheet, click the “Export” button and follow the on-screen instructions; entering any missing details as directed. (You will not be able to create an export file unless all necessary pupil identifying data and scale scores are present.)

The 'Export' button converts the spreadsheet to an export CSV file called “EYFSP_<school Etab No/setting URN>_14.CSV” (e.g.EYFSP_3999_14CSV or EYFSP_599999_14.CSV) and will allow you to save the file to a location of your choosing before forwarding to your LA. **Please do not amend nor re-name this CSV file otherwise your LA will be unable to process it.**

Amending information - If you wish to amend any of the details for any pupils after you have created the export CSV file, update the saved back-up copy of the file, resave it, and then create a fresh CSV file by and follow the procedures from in the previous paragraph. Do not amend the CSV file.

Your LA will inform you of the date by which it will require the CSV export file, and provide any other relevant instructions. If you need further assistance, please contact your local authority.

Completing the spreadsheet

Please note: all required data must be entered before you can create a CSV export file.

Removing children from the spreadsheet

If you need to remove a child from the spreadsheet, you will need to delete each cell in the row separately. A complete row cannot be deleted. It is not necessary to move-up remaining data to fill the empty row.

School identification details

School/Setting name and LA No – To be completed by all schools and all early years settings

DfE School No* (ie 4-digit Estab number) – To be completed LA maintained schools only

DfE URN* (ie 6-digit number starting with either a “5” or “6”)

To be completed by Private, voluntary and independent schools only. **Note:** The number used for the early years’ census; not the URN allocated by Ofsted)

* Enter DfE School No. or DfE URN as appropriate - not both.

PLEASE NOTE: Do not enter commas in the School/Setting name otherwise the CSV export file will not load correctly into the LA database.

Individual children’s identifying data

Using a new row for each child for whom a profile has been prepared this year, enter appropriate identifying details. **Please note:** if you populate the spreadsheet with pupil identifying data by pasting from an existing Excel sheet, use the "paste special - values" option or paste the data as “text”.

Surname and forename

Enter the surname by which the child is known and the first forename only. Please **do not separate any names by commas** otherwise the CSV export file will not load correctly into the LA database.

UPN (unique pupil number)

Enter the child's 13 character unique pupil number (UPN) if one has been allocated - maintained school children should have a UPN. The spreadsheet will accept missing UPNs but if an invalid UPN is entered, a warning "Invalid UPN" will be displayed in the final column of the spreadsheet - please enter the correct UPN.

Home postcode

Please enter the child's home postcode, leaving a single space between first part of the code (the District/Area code) and the second part of the code (the Sector code) e.g. DL3 9BG. Please ensure that the number "0" (zero) and letter "O" are correctly entered. A warning message will appear when you attempt to create an export file if any child has a missing postcode. Please enter the postcodes in such cases if known, and follow the on-screen instructions to re-create an export disk file.

Please note: although it is possible to create an export file without the child's home postcode you are requested to enter this detail as the information is used for analysis of Public Sector Agreement Targets. If the data are not entered your LA will need to obtain the details.

Profile Summary Scores

In the remaining boxes, enter the level of assessment (1, 2, 3 or A) in each scale as marked in the child's profile that relate to each of the column headings on the sheet (see below). If the child has been subject to an alternative assessment and has no score in a particular scale, please enter A in the scale. If it has not been possible to make a judgement for a child against any scale, for instance if the child is newly arrived from abroad, enter code A in the relevant scale(s).

Do not paste scale scores from another file into the spreadsheet as the entries will not be validated.

Please note: the penultimate column of the spreadsheet ("Missing Scale Scores") will show the number of assessment scales for which no summary scores have been entered for a child. You will need to enter the missing scale scores in accordance with the on-screen messages before you can create an export file. When all scale scores have been entered for a child, the "Missing Scale Scores" column will show "0".

Column heading abbreviations

Communication and Language:

LA – Listening and Attention

U - Understanding

S - Speaking

Physical Development:

M&H – Moving and Handling

HSC – Health and Self Care

Personal, Social and Emotional Development:

SC/SA – Self Confidence and Self Awareness

MFB - Managing Feelings and Behaviour

MR - Making Relationships

Literacy:

R – Reading

W - Writing

Mathematics:

N – Numbers

SSM – Shape Space and Measures

Understanding the World:

P&C – People and Communities

World – The World

Tech - Technology

Expressive arts, Designing and Making

EMM – Exploring and using Media and Materials

BI - Being Imaginative

Enabling macros

You will need to enable macros on the workbook in order for it to work correctly. The method by which you do this varies according to which version of Microsoft Excel you are using.

Excel 2003 - You may see a dialog box entitled "Security Warning" with the following text: "[Filename] contains macros. Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality". Use the "Enable Macros" button to turn macros on.

Excel 2007 - You may see a "Security Warning" above Excel's formula bar on opening the workbook, the wording of which is "Macros have been disabled". Use the "Options" button to display the Microsoft Office Security Options dialog, select "Enable this content" and select "OK".

Excel 2010 - You may see a "Security Warning" above Excel's formula bar on opening the workbook. Use the "Enable Content" button to enable macros.

On opening the spreadsheet, select the **"enable macros"** option. *If you are using Excel 2007 or Excel 2010 you may have to change your security settings to allow the macros in this spreadsheet to run or you will get a security warning near the top of the sheet when loading the spreadsheet and you must click the Options button and choose "Enable this content".*

Alternatively you can change macro security settings in the Trust Center, unless a system administrator in your organization has changed the default settings to prevent you from changing the settings. Some guidance on this can be found at the end of this document.

Notes on changing security settings

1. On the **Developer** tab, in the **Code** group, click **Macro Security**.

Tip: if the **Developer** tab is not displayed, click the **Microsoft Office Button**, click **Excel Options**, and then in the **popular** category, under **Top options for working with Excel**, click **Show Developer tab in the Ribbon**.

2. In the **Macro Settings** category, under **Macro Settings**, click the option that you want.

Disable all macros with notification - This is the default setting. Click this option if you want macros to be disabled, but you want to get security alerts if there are macros present. This way, you can choose when to enable those macros on a case by case basis. If you choose this option or it is already set, you must click the Options button and choose "Enable this content" when loading the spreadsheet.

3. Disable all macros except digitally signed macros This setting is the same as the Disable all macros with notification option, except that if the macro is digitally signed by a trusted publisher, the macro can run if you have already trusted the publisher. If you have not trusted the publisher, you are notified. That way, you can choose to enable those signed macros or trust the publisher. All unsigned macros are disabled without notification.

Click "Enable all macros" this option to allow all macros to run. Microsoft warns that using this setting makes your computer vulnerable to potentially malicious code and is not recommended.

Note: any changes that you make in the **Macro Settings** category in Excel apply only to Excel and do not affect any other Microsoft Office program.

Tip: you can also access the Trust Center in the **Excel Options** dialog box. Click the **Microsoft Office Button**, and then click **Excel Options**. In the **Trust Center** category, click **Trust Center Settings**, and then click the **Macro Settings** category.



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