Early years foundation stage profile 2014 return

Guide for the 2014 assessments – version 1.0

June 2014

Contents

1. Introduction

1.1 Purpose, scope and audience

This document is provided for use by local authorities (LAs) who fund early years provision, so that relevant staff:

- Can understand the rationale behind and purpose of the early years foundation stage profile (EYFSP).

- Are able to populate their systems with the required data for children and providers.

- Are able to complete the early years foundation stage profile return for 2014.

It relates only to the collection of data from funded children.

This document is published on the DfE website and LAs may choose to use it directly with their providers or amend it to suit their local needs as appropriate. Software suppliers and developers of in-house systems may also find it a useful reference document.

1.2 Scope of the early years foundation stage profile return

All English providers of funded early years education in the maintained (including academies), private, voluntary and independent (PVI) sectors are within the scope of the EYFSP data collection. Please note that those children **not** in receipt of government funding at the end of the EYFS are not within the scope of the EYFSP data collection.

LAs are required to collect and report to the DfE the results for all funded children at the end of the early years foundation stage (EYFS) in both maintained and PVI providers. Results for children in PVIs are only required to be reported to the DfE where the child is still in receipt of government funding at the end of the EYFS (the funding for a child in a PVI ceases in the term following the child's 5th birthday). For the purpose of the 2014 exercise, the children still eligible for funding in the PVI sector will be born between 1 April 2009 and 31 August 2009.

Results are not required for children who attend an Independent school that is exempt from following EYFS who are not in receipt of government funding at the end of the EYFS.

As mentioned above, academies with funded children in the final year of the EYFS (ie reception year) are required by the EYFS statutory requirements to complete the EYFS profile for each child.

Under the Childcare (Provision of Information about Young Children) Regulations 2009, the profile score is one of the pieces of information which a provider must submit to the LA, and in turn LAs pass this data to the department. LAs should continue to request the data from all their settings, including academies.

1.3 Rationale behind the revised early years foundation stage profile

This is the second data collection following the revision of the early years foundation stage profile. The rationale behind the revision comes from the Tickell Review of July 2010. The new measure is aimed at reducing bureaucracy for professionals, providing earlier intervention for children facing difficulties and better preparing young children for learning in school.

The revised EYFSP eradicated the 69 early learning goals and replaced them with just 17 focusing on 3 prime areas of learning: communication and language, physical development and personal, social and emotional development.

Within these scales a child can gain a score of 1-3 with 1 being 'emerging', 2 being 'expected' and 3 being 'exceeding'. These scales are also classified into prime and specific areas of learning. The table in section 2.1 demonstrates the areas of learning and the scales within.

Full details of how to complete the information needed for each scale and associated fields can also be found in Section 2.1.

1.4 Statutory basis of the EYFSP

The individual level data collection from maintained, private, voluntary and independent providers is a statutory requirement of providers and LAs through regulations made under section 99 of the Childcare Act 2006 (Statutory Instrument 2008 No. 1722 – The Childcare (Provision of Information About Young Children) (England) Regulations 2008) as amended.

By putting the collection of the EYFSP on a statutory basis:

- 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 – see 1.5 below;

- providers and local authorities are protected from any legal challenge that they are breaching a duty of confidence; and

- it helps to ensure that returns are completed by providers.

Although LAs have the statutory power to collect EYFSP data from unfunded children, there has been no change to the data that the department requires as part of the EYFSP data collection. **The department does not require data to be submitted for unfunded children.** If your LA chooses to collect any data from these children for internal use, it should not be uploaded to the EYFSP COLLECT blade. Section 1.2 explains who is in the scope of the EYFSP collection and further details of the data items we require can be found in section 2.

1.5 Data protection & security

Data kept on children (in any medium, including within a MIS) are personal data. The data must be managed in accordance with the requirements of the Data Protection Act 1998. All staff who have access to personal data should be aware of their responsibilities under the act. Local authorities should advise providers about their responsibility to hold data in line with the act.

1.6 Data quality

In order to properly ascertain the level that children in the EYFS are working at, it is important that the data collected by providers and local authorities, for onward transmission to the DfE, is both accurate and complete. In Section 2.1, there is a complete list of data items that are required to be submitted to the LA by funded providers, and then to the DfE by the LA.

The [EYFSP handbook](#) should be consulted for further information about data quality in particular Section 6 'Moderation of the EYFS profile'.

2. Data required from funded children

2.1 Data required

Local Authority number

Establishment number of the school: for LA maintained schools and nursery schools. This is a 4-digit number.

Early years URN (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 or 6) as used for early years census 2014 return.

Academic year: This year will be 2013 to 2014

CTF pupil data

Child`s surname

Child`s forename

Child`s gender

Child`s date of birth

UPN (unique pupil number): This is a 13 character identifier

Home postcode: You will be aware of the importance of a child's home postcode for analyses based on designated areas of deprivation. It is hoped, therefore, that LAs will ensure that postcodes are included in the EYFSP data submitted to the DfE for every child, except where there are legal or exceptional reasons why these data are not available (eg 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 (AOL):

	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 seventeen early learning goals.

1 for Emerging

2 for Expected

3 for Exceeding

3. Guide

3.1 Overall description and scope

This guide is provided to outline the main requirements of the EYFSP 2014 data collection and submission arrangements. The live 2014 EYFSP COLLECT system will be made available on Monday 2 June 2014**.**

As in 2013, the department will not be providing a COLLECT school blade. There will be a single blade that LAs can use to submit EYFSP data.

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

COLLECT will be the means by which data is collected from local authorities. (See 3.2 below*.)*

3.2 Local authority data reporting format

The department continues to have no requirement for data in aggregate forms, rather a single XML file for each school and setting, containing all eligible pupils, will be created by LAs' central processing system software (ie Keypas, Capita-ONE, Tribal, or a bespoke LA system). The separate school XML files will need to be zipped (with any filename of the LA's choosing – the only requirement is the zip suffix) and imported into COLLECT LA EYFSP 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. Ultimately you will need to "approve" the data so that the department can consider it to be finalised.

For the options available to you to create EYFSP data (eg MIS CTF; DfE spreadsheet and paper sheet) see section 3.5.

3.3 Data Collection Timetable

ETFSP 2014 Collection Live	Monday 2 June
EYFSP 2014 Collection Close	Friday 29 August

The department is committed to providing LA and national level analysis of performance as quickly as possible. To this end, we are asking that local authorities continue to make their EYFSP submissions by **Friday 29 August 2014,** the departmental deadline, as normal. It is of utmost importance that the data we hold by the end of August 2014 are as complete and accurate as possible as **the data received by this date will be taken as final** and will be used to inform our main headline statistical release.

Your co-operation in helping to achieve as complete and accurate a dataset by the end of August will be to our mutual benefit. Please note that as in 2013, the database will not remain open to capture any residual returns for longer than is necessary after the August deadline. LAs 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.

3.4 Expected list of schools/PVIs submitting results

For 2014, the department will be providing LAs with expected lists of providers, taken from the early years census (EYC) return, and the spring school census (SC) and SLASC. Please note that these lists will only contain information on the providers that we expect LAs to be making returns for, for use in informing the Data Collection Helpdesk of any necessary amendments before the collection begins in June. The Helpdesk can be contacted by completing a data collection service request form

The lists 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 flag any returns with numbers of children significantly different to what we would expect in COLLECT.

For your information, the criteria we use to produce the expected lists is detailed below:

- EYC - all settings containing child level data from children born between 1 April 09 to 31 August 09 only. By default this includes funded children only.

- SC/SLASC - all settings (not including Independent schools) including children born 1 September 08 to 31 August 09. By default this includes funded children only.

We ask that you supply the Helpdesk with any amendments to your expected list as soon as possible and preferably before the start of the collection in June.

3.5   Schools/PVI recording and reporting options

Schools and PVIs will have many of the same options for recording and reporting results that were available in 2013, ie (updated) school MIS, 2014 DfE spreadsheet (or papersheet). The CTF should be exported to the LA, as there will be no COLLECT school blade for 2014.

3.5.1 School management information system (MIS)

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

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

3.5.2 DfE spreadsheet and paper sheet

Schools and PVIs that are unable to use a MIS for recording and reporting EYFSP results can use the [EYFSP 2014 spreadsheet or paper sheet](#).

Release of the spreadsheet/paper score sheet to schools/PVIs is at the discretion of the LA.

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 LA`s central processing system. Please be aware that this CSV file cannot be imported into COLLECT School EYFSP and needs to be loaded into the LA central software.

If the spreadsheet is used to return data to the LA, the spreadsheet needs to be transferred securely following the LAs local procedures.

If any schools/PVIs complete a paper return, the LA will need to enter these results into its central processing system or transfer the data into the DfE spreadsheet and create a CSV export file to load into its central processing system, Again, the paper sheet should be returned to the LA in a secure way.

3.6   Pupils for whom EYFSP results are required

As stated in section 4.3 of the EYFSP Handbook, 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 is continuing in EYFS provision beyond the year in which they turn 5

- 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.

EYFSP results are **not** required for children who are non-funded at the end of the EYFS, 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

LAs are required to collect and report to the DfE the summary results for:

- all children at the end of the EYFS in their maintained schools and nurseries.

- children in PVIs where the child is still in receipt of government funding at the end of the EYFS (the funding for a child in a PVI ceases in the term following the child's 5th birthday).

The LA software will only include in the XML files for importing into COLLECT LA EYFSP children in PVI 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 PVI will be ignored. For the purpose of the 2014 exercise, the children still eligible for funding in the PVI sector will have been born between 1 April 2009 and 31 August 2009.

4 COLLECT

4.1 Live system

The live 2014 EYFSP COLLECT system will be available on Monday 2 June 2014. Further notifications will be emailed to the relevant LA officers nearer the time, as will any further EYFSP/COLLECT updated information as necessary.

4.2 Screenshots

LA officers can also refer to the COLLECT guide to help them submit EYFSP results. This guide takes a user through the process, screen by screen using screenshots of COLLECT with accompanying notes.

4.3 Secure Access and COLLECT access:

An enhanced version of Secure Access was launched in December 2013.

This enhanced version introduced an 'Approver' role within each organisation to allow authorised users in schools and LAs to create and administer accounts for individuals to access connected systems with their own set of login credentials.

An Approver has the same access as an End User (these are the school and local authority users of COLLECT, S2S and KTS, and any future connected applications), but with additional user management privileges to enable them to administer SA accounts for individuals within the same organisation.

Local authority users

There will be no change to the day to day operation of Secure Access for 'other' ie non approver LA users but any requests for new accounts or changes to existing accounts should now be directed to the respective LA Approver rather than the SA Service Desk.

COLLECT access

In addition any COLLECT access requests will no longer be managed by the EDD Helpdesk and it will be the responsibility of the LA Approver to add and remove access to data collections within COLLECT for all LA staff members.

Please note: All current accesses have been carried forward when the updated system was implemented, meaning if you had access to the early years foundation stage profile in 2013 there is no need to contact your LA Approver to request to be added to the 2014 collection.

5   General issues

If you have any COLLECT or EYFSP 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 Education Data Division Helpdesk (formerly known as the Data and Statistics Division), the COLLECT system or any other aspect of our data collection service.

Appendix 1: Code sets for Data items

Local Authority codes

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: Links to relevant websites

1. Information about completing the EYFSP return, including these notes, can be found online

2. Further information about the EYFSP is also available online.

LAs can download a copy of the EYFS Profile handbook from this website and there are also links to the additional guidance for carrying out assessments, online exemplification materials and to moderation to ensure that practitioner judgements are consistent with nationally agreed assessments.

3. EYFSP statistics

The early years foundation stage profile results: 2013 to 2014 in England, containing headline figures from the data collection will be published on the governments statistical publications website on a date to be confirmed.

For reference the 2013 publications are available from the following links.

Early years foundation stage profile results: 2012 to 2013 - Publications - GOV.UK

EYFSP attainment by pupil characteristics in England: academic year 2012 to 2013

Appendix 3: Glossary

COLLECT	COLLECT is a web based data collection tool. It has been developed and made available by the DfE and facilitates the data collection process. It enables the transfer of census data between LAs 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 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 UPN, surname, forename, date of birth, gender together with other information for example, assessments (end of key stage), attendance, SEN 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) are propriety software system(s) used by schools and LAs 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.