



Department  
for Education

# **Early years foundation stage profile 2015 return**

**Guide for the 2015 assessments –  
version 1.0**

**May 2015**

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## Version history

Version	Change history	Author / date
0.1	<p>Changes to the guide for the 2015 early years foundation stage profile collection have been made as listed below:</p> <ul style="list-style-type: none"> <li>▪ Roll over of dates</li> <li>▪ Format changes to reflect the template and style guide for documents on GOV.UK</li> <li>▪ EDD helpdesk is now to be known as data collections helpdesk</li> </ul> <p>Links that have been updated:</p> <ul style="list-style-type: none"> <li>▪ Section 1 – common basic dataset</li> <li>▪ Section 1.2 – early years foundation profile handbook</li> <li>▪ Copyright Section – all links</li> </ul> <p>Items that have been removed are listed below:</p> <ul style="list-style-type: none"> <li>▪ Scope section</li> <li>▪ Rationale section</li> <li>▪ Removal of statutory basis section</li> </ul>	<p>Amanda Robinson 28/11/2014 /Chris Noble 29/04/2015</p>
1.0	<p>Minor changes to comply with departmental style requirements</p>	<p>Chris Noble 11/05/2015</p>

# 1. Introduction

This guide covers the main requirements of the early years foundation stage profile 2015 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 2014 to 2015 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 year's 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 2010 and 31 August 2010.

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

## 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 2015 return.
- Academic year: This year will be 2014 to 2015

#### 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 will 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 (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

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

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 2015 COLLECT system will be made available on **Monday 1 June 2015**.

Local authorities must make their early years foundation stage profile submissions by **Friday 28 August 2015**. It is of utmost importance that the data we hold by the end of August 2015 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.

The database will not remain open to capture any residual returns for longer than is necessary after the August 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 2015, 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 flag 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 2010 to 31 August 2010 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 2009 to 31 August 2010. 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 in June by completing a [data collections service request form](#).

### **3.3 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 local authorities central processing system software (ie Keypas, Capita-ONE, Tribal, 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. Ultimately 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 2014, ie (updated) school MIS, 2015, department for education spreadsheet (or papersheet). The common transfer file (CTF) should be exported to the local authority, as there will be no COLLECT school blade for 2015.

#### **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 that are unable to use a MIS for recording and reporting early years foundation stage profile results can use the EYFSP 2015 spreadsheet or paper sheet.

The spreadsheet/paper score sheet is available to local authorities on request from the data collections helpdesk and their 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 authorities 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.

If the spreadsheet is used to return data to the local authority, the spreadsheet needs to be transferred securely following the local authorities 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 is continuing in early years foundation stage profile 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.

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.

## 4. COLLECT

### 4.1 Live system

The live 2015 early years foundation stage profile COLLECT system will be available on Monday 1 June 2015. 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 sets for data items

## Local Authority codes

<b>NORTH EAST</b>		<b>EAST MIDLANDS</b>		<b>OUTER LONDON</b>	
841	Darlington	831	Derby	301	Barking and Dagenham
840	Durham	830	Derbyshire	302	Barnet
390	Gateshead	856	Leicester	303	Bexley
805	Hartlepool	855	Leicestershire	304	Brent
806	Middlesbrough	925	Lincolnshire	305	Bromley
391	Newcastle upon Tyne	928	Northamptonshire	306	Croydon
392	North Tyneside	892	Nottingham	307	Ealing
929	Northumberland	891	Nottinghamshire	308	Enfield
807	Redcar and Cleveland	857	Rutland	203	Greenwich
393	South Tyneside			310	Harrow
808	Stockton-on-Tees			311	Havering
394	Sunderland			312	Hillingdon
				313	Hounslow
				314	Kingston upon Thames
				315	Merton
				317	Redbridge
				318	Richmond upon Thames
				319	Sutton
				320	Waltham Forest
<b>NORTH WEST</b>		<b>WEST MIDLANDS</b>		<b>SOUTH EAST</b>	
889	Blackburn with Darwen	330	Birmingham	867	Bracknell Forest
890	Blackpool	331	Coventry	846	Brighton and Hove
350	Bolton	332	Dudley	825	Buckinghamshire
351	Bury	884	Herefordshire	845	East Sussex
895	Cheshire East	333	Sandwell	850	Hampshire
896	Cheshire West and Chester	893	Shropshire	921	Isle of Wight
909	Cumbria	334	Solihull	886	Kent
876	Halton	860	Staffordshire	887	Medway
340	Knowsley	861	Stoke-on-Trent	826	Milton Keynes
888	Lancashire	894	Telford and Wrekin	931	Oxfordshire
341	Liverpool	335	Walsall	851	Portsmouth
352	Manchester	937	Warwickshire	870	Reading
353	Oldham	336	Wolverhampton	871	Slough
354	Rochdale	885	Worcestershire	852	Southampton
355	Salford			936	Surrey
343	Sefton			869	West Berkshire
342	St. Helens			938	West Sussex
356	Stockport			868	Windsor and Maidenhead
357	Tameside			872	Wokingham
358	Trafford				
877	Warrington				
359	Wigan				
344	Wirral				
<b>YORKSHIRE AND HUMBER</b>		<b>EAST OF ENGLAND</b>			
370	Barnsley	822	Bedford		
380	Bradford	873	Cambridgeshire		
381	Calderdale	823	Central Bedfordshire		
371	Doncaster	881	Essex		
811	East Riding of Yorkshire	919	Hertfordshire		
810	Kingston Upon Hull, City of	821	Luton		
382	Kirklees	926	Norfolk		
383	Leeds	874	Peterborough		
812	North East Lincolnshire	882	Southend-on-Sea		
813	North Lincolnshire	935	Suffolk		
815	North Yorkshire	883	Thurrock		
372	Rotherham				
373	Sheffield				
384	Wakefield				
816	York				
		<b>INNER LONDON</b>			
		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		

**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.

## 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: 2014 to 2015 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 2014 publications are available from the following links.

[Early years foundations stage profile 2013 to 2014](#)

[EYFSP attainment by pupil characteristics 2013 to 2014](#)

## Appendix 4: Glossary

<b>COLLECT</b>	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.
<b>CSV</b>	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.
<b>CTF</b>	A <a href="#">Common Transfer File</a> 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.
<b>Data sharing protocol</b>	When developing data collection the department is committed to four key principles. These are that: <p style="padding-left: 40px;">Data should be collected once and used many times</p> <p style="padding-left: 40px;">Collection and sharing of data should be fully automated</p> <p style="padding-left: 40px;">The value of any data collected should demonstrably outweigh the costs</p> <p style="padding-left: 40px;">Personal data on individuals should be properly protected</p>
<b>MIS</b>	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.
<b>XML</b>	XML is the eXtensible Markup Language. 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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email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)  
write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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