



Birth to Five Service
 Children's Services
 The Old School
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TO: All Lincolnshire Infant and Primary School Headteachers

My Ref: BFS/AF/CC/470

30 September 2008

Early Years Foundation Stage Data Tracking Project

Dear Head teacher,

I am writing to invite you to participate in the Early Years Foundation Stage Data Tracking Project (formerly known as the FSP data pilot) for 2008/09. All participating schools will receive an overview of cohort attainment in the Autumn and Summer terms. This information will help your school to evidence children's attainment on entry and extrapolate comparative information in relation to participating schools.

Please note that we are currently investigating the possibility of reinstating the Spring Term data collection in order to provide schools with a more detailed picture of progress across the Reception Year. As usual only End of Year assessment outcomes will be submitted to the DCSF.

Key requirements:

Participating schools will be required to:

- use the Early Years eProfile to record assessment outcomes;
- submit Early Years eprofile data by the requested dates, ensuring that deadlines are met;
- adhere to principles of effective practice in relation to making initial assessments in the Early Years Foundation Stage.

The final date for return of initial assessment data in the Autumn term will be **14th November 2008**. We regret that we will be unable to accept submissions after this date.

Please find further guidance enclosed, including instructions on how to submit your data. This guidance is also available at www.birthtofive.org.uk

If you have any queries regarding the Early Years eprofile or issues relating to data analysis please contact the Performance Information Management Team by email on dave.uphill@lincolnshire.gov.uk or by phone on 01522 552842



Managed Service on behalf of



For any other queries regarding EYFS assessments or the 'Early Years Data Tracking Project' please do not hesitate to contact Lauraine Leroy on 01522 587577, email: Lauraine.Leroy@lincolnshire.gov.uk or Angela Fleming on 01522 587578, email: Angela.Fleming@lincolnshire.gov.uk

Yours sincerely

Stephanie Douglas.

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Guidance for schools on EYFS profile tracking in Lincolnshire



Early Years Foundation Stage Profile Tracking Data

The Lincolnshire EYFSP tracking project (formerly known as the Foundation Stage data pilot) has now been running for four years. All schools involved in the project submit profile information at key points during the year and in return receive comparative data illustrating the progress of the Reception group in their own school against the progress of the cohort as a whole.

Overall aims of the project:

- to establish a better understanding of children's attainment on entry to their Reception year
- to establish a better understanding of the overall progress of children as they progress through the Reception year;
- to encourage effective use of the Early Years Foundation Stage eProfile and promote a consistent approach to information analysis;
- to gain a better understanding of EYFSP outcomes across the county for benchmarking purposes
- to support understanding of the relationship between performance outcomes at Early Years Foundation Stage & assessment at KS1

Outcomes for participating schools:

Your school will;

- receive comparative information regarding cohort progress across the Reception year; (Please note that only the End of Year assessments will be submitted to the DCSF)
- be in a position to evidence children's attainment on entry and extrapolate comparative information in relation to participating schools
- be in a position to explore the impact of profile information on teaching and learning;
- be better equipped to identify areas of strength and areas for development within the Early Years Foundation Stage.

Key requirements:

As a school you will be required to:

- use the Early Years eProfile to record assessment outcomes;
- submit data on request to the Performance Information Management Team, ensuring that deadlines are met (see instructions below);
- adhere to principles of effective practice in relation to making initial assessments in the Early Years Foundation Stage;
- ensure that EYFSP information is transferred to the receiving school, via the Early Years eProfile, when children change schools within their reception year.

Guidance on making initial assessments on the Early Years eProfile

Initial assessments include judgements made over the child's first half term in Reception. Scale points achieved during this period should be recorded in the drop down box as 'Autumn A'. Schools receiving secure data from feeder settings and wishing to record this on the Early Years eprofile should use the 'on entry' box. These will be considered cumulatively alongside the Autumn A entries and included as judgements towards initial assessment.

Emphasis is placed on identifying children's developmental stages recorded against the EYFS profile scales. Children **should not** be set specific tests to ascertain their ability in particular areas during this period. In line with DCSF guidance there is no requirement for schools to complete any additional assessments.

'Judgements are made through assessing behaviour that a child demonstrates consistently and independently in a range of situations.'

EYFS Profile Handbook p8

'No supplementary assessments are required in addition to completing the EYFS profile, nor is there any expectation that they should take place.'

EYFS Profile Handbook p9

'The use of the EYFS Profile rests on the assumption that practitioners build up their assessments throughout the year on a cumulative basis from ongoing learning and development.'

EYFS Profile Handbook p12

Key Points

- Assessments on entry should be made against the profile scales as part of the school's normal observation and assessment procedures.
- Judgements should be made across all areas of learning.
- The assessments should be completed over the course of the first six weeks and should be derived from a combination of:
 - records obtained from previous settings
 - discussion with practitioners from previous settings
 - discussion with parents
 - discussions with the child
 - observations of responses to experiences organised as an integral part of provision during the children's first six weeks in school

Adherence to these Key Points will be required from all schools participating in the project.

Outcomes agreed by the end of the children's first half term in school should be submitted direct to the performance management team via the Early Years eProfile no later than **Friday 14th November 2008**.

Please Note: Any schools submitting data after this date will not receive tracking data for 2008/09.

Instructions on how to submit your Early Years eProfile data to the Performance Information Management Team

Make sure that you have completed your assessments for this term on EYeProfile before you try to send the data. To create an export file, follow these instructions:

- 1) Launch EYeProfile
- 2) Go to the “data files/backup” tab, and then click on “create a results disk for your LEA”
- 3) Click on “ok”
- 4) If there are any errors or omissions in the data (for example, incomplete records for certain pupils), then the program will inform you at the next stage. Click on “ok” to see them. Some may need to be resolved before an export can be created. To close the error report, click on the “X” in the top right corner of the “preview” screen.
- 5) At the next step you may need to input your school details so that the export is given the correct filename. Add your school name and DfES number to the dialog box, if this information is requested.
- 6) **Next you will be asked where to save the export to. At this point you will need to find a folder called ‘ctf-exp’.**

For BB2000 schools this should be within your G:

For Netlinc schools this should be within your W:

For Other Network schools this should be within your C:

Remember that this data will need to be sent via the “secure data transfer website” otherwise known as “s2s.” To use this website, you will need access to the Internet. Therefore, make sure that the export file is sent to a location that can be accessed from a PC with Internet access.

- 7) If the export has been successfully created, at the location that you specified in step 6 there will be a file called:

925DCFS_CTF_925LLLL_001.xml

Where *DCFS* = your school's 4-digit Dcsf number.

The next step is to use the s2s portal to send this data to the Performance Information Management Team. The following instructions show you how to do this.

Submitting your Early Years eProfile data

Go to INTERNET EXPLORER via the icon on your desktop or by clicking on START and selecting PROGRAMS and the INTERNET EXPLORER.

Then type into ADDRESS field at the top of the screen:

www.teachernet.gov.uk

This will take you to the teacher net site. At the bottom of the Home Page you will see a small S2S icon, click on 'S2S'. The next page is headed School to School (S2S). Click on the blue oval with the red S2S Login Here writing.

Login to the secure school web site using your own school's Data Collection username and password, these are case sensitive.

If you have forgotten your ID and password, you will need to contact your LEA: 01522 552805

When you have typed in your id and password, press Enter or click Submit.

You will have already prepared an FSP file, using EYeProfile and stored the file in a known location (Your ctf-exp folder).

- Select the option Upload. Then select **Upload CTF File**.
- Click on **Browse** to locate the FSP file that you have saved on your system.
- Find the ctf-exp folder containing your FSP file using the "Look in" box. The file will be found in the location you saved it to earlier i.e. in your C: /, G: / or W: /.
- Select your FSP file.
- Click on **Open** or double-click on the file
- The file name will appear in the box.
- Click on **Upload File**.

You may get a message indicating that it might take up to five minutes to upload the file.

Once the file has successfully transferred, you will get a message telling you so.

You will then need to click on the back button and then click on Logoff.

Contact details required:

When submitting data please ensure that you provide;

- school name
- DCSF number
- a contact name and email address

Please Note:

'The usefulness of data depends on its accuracy. Practitioners, school managers, setting leaders and local authorities have responsibilities in ensuring the quality, accuracy and reliability of data.'

'Managers and leaders need to assure themselves that data is accurate. Comparison with the outcomes from previous years can provide early indications that data could be inaccurate. Data needs checking after processing by administration staff since it is at this stage that errors, such as incomplete entry, can creep in.'

EYFS Profile Handbook 2008

How to use the information received

Use the summary report received after each submission to:

- Investigate the comparison of data between the LA and the school
- Inform the school SEF
- Inform Governors of progress within the Foundation Stage
- Track trends in cohorts and specific areas of learning
- Investigate progress in specific areas of learning over the year
- Investigate trends in specific groups of children, (e.g. girls/boys, summer born children)
- Investigate any anomalies between scale points awarded
- To evaluate the effectiveness of provision and practice
- To inform SLT and Subject Leaders of progress in specific aspects to support children's learning journey
- Inform reception and year one teachers of the next steps for children