

15 October 2010

To: Headteacher and Early Years Foundation Stage Co-ordinator

Dear Colleague

Foundation Stage Initial on Entry Data Submission – Reminder

I am writing to remind you that all schools wishing to receive comparative information, tracking children's progress across the Early Years Foundation Stage must submit their initial data by the **5th November 2010** to the Quality and Performance Team.

Your reception practitioners should have been making observations over the first six weeks of the children's time in reception. This information should then be entered onto the eProfile as '**October**'. Once all children's data is collated onto the eProfile it should be submitted to the Quality and Performance Team by the **5th November 2010**.

Please find attached guidance on data submission. These can also be found at:

<https://lccdataexchange.lincolnshire.gov.uk/FSP-tracking>

For queries on technical issues with the eProfile please call Richard Everson on 01522 587573.

For queries on data submission, please contact:

Lee Brooks 01522 553295 or Kate Brown 01522 552805 at the Quality and Performance Team.

Yours sincerely

Stephanie Douglas.

Stephanie Douglas
Head of Service
Birth to Five

Every Child Matters In Lincolnshire

