

Early Years Foundation Stage 2017 Guidance Notes

May 2017

Management Information

Kent
County
Council
kent.gov.uk



This information notice explains how to enter your statutory Early Years Foundation Stage assessments into Assessment Manager and how to return them to Management Information.

Please note: you need the **Spring 2017** SIMS upgrade to complete this return.

To check this, in SIMS.net go to **Help | About SIMS.net** option from the menu. The version should be 7.174 or later.

Section 1 – User Defined Groups

Before you use the new FSP wizard, you need to consider whether you need to set up a User Defined Group. This is used when you have pupils at the end of the Foundation Stage who are not marked as being in NC Year R in SIMS.net.

You will also need to set up a group to:

- Include any pupils who left your school after the summer half term **AND/OR**
- Exclude any pupils who have joined your school after the summer half term.

If a pupil transfers schools before the summer half term holiday the new school must report the results. If a pupil transfers schools during the second half of the summer term then the previous school is responsible for reporting the results. Please see section 4.2 on page 12 of the STA's EYFS Assessment and Reporting Arrangements booklet.

<https://www.gov.uk/government/publications/2017-early-years-foundation-stage-assessment-and-reporting-arrangements-ara>

If neither of these options applies to your school, turn to the top of page four and continue from Section 2.

Otherwise, please follow the guidelines below.

Go to **Focus | Groups | User Defined Groups** and the following screen will appear.

SIMS .net: WATERS EDGE PRIMARY SCHOOL

Focus Reports Routines Tools Window Help

Back Forward

Maintain User Defined Groups

New Search Open Delete Print Browse Next Previous

Group Description Short Name

Active State

Click on the **New** button and the screen shown overleaf will appear.

2 Membership

Effective Date Range	24 Apr 2017 - 31 Aug 2017	Academic Year	Academic Year 2016/2017
Cursor Day	<None>	Selected Member	Barden, Olivia - RPINE
Cursor Date	<None>	Selected Membership	<None>

Zoom Action...

Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Barden, Olivia - RPINE												
Bhati, Aini - RPINE												
Chava, Jaden - RASH												

If you need to add a pupil to the group who left after the May half term, click the **Action | Add Member** button again. You will be returned to the Select Members screen as shown below.

Name	Gender	Year and Reg Group
JAMES, Robin	Male	(6KH)
Jamieson, Chemie	Female	(6VC)
JARMAN, BOB	Male	(RELM)
JARMAN, JULIE	Female	(6VC)
Jeffries, Lauren	Female	3TO
Jennings, Adam	Male	4SL
Jerome, Elvis	Male	5DT
Jhanji, Feisal	Male	(6KH)
Johns, John	Male	(6VC)
Johnson, Hayley	Female	5BB
Jonak, Pawel	Male	
Jonas, Becky	Female	6KH
Jones, April	Female	(6VC)
Jones, Daniel	Male	N2PM
Jones, Hayley	Female	(6KH)

Change the Group Type filter to **All**, then click **Search**.

Find the relevant pupil/s on the list – click to highlight, then click on **OK** when finished.

You'll be returned to the Membership screen where all chosen pupils will be displayed.

Finally, click on the **Save** button near the top of the screen and **Close** the window.

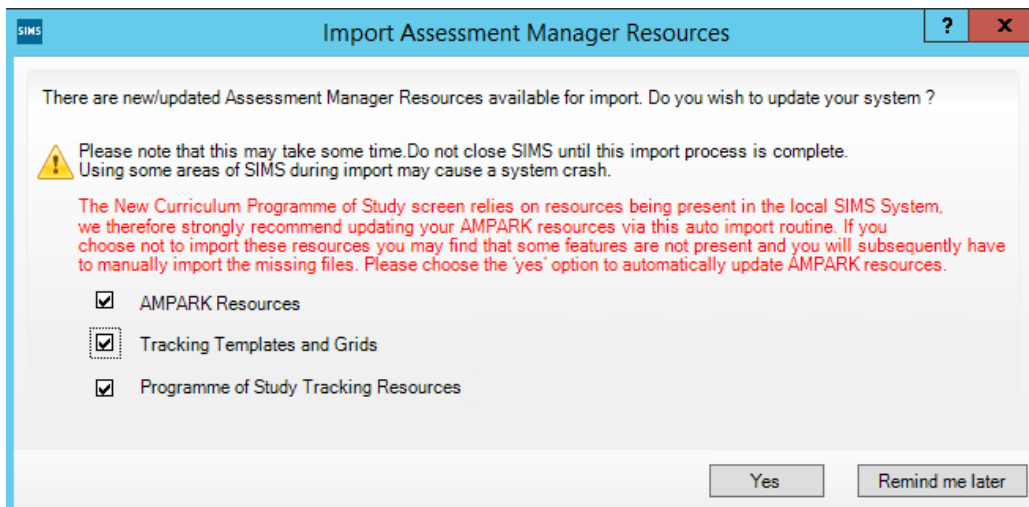
Section 2 – Importing the EY Foundation Stage Profile Wizard (AMPA folder)

If you have any problems with the AMPA files, please contact the EIS Help Desk on 0300 065 8888 (if you have a current support contract). If you do not have a contract please contact Management Information on one of the telephone numbers on page 17.

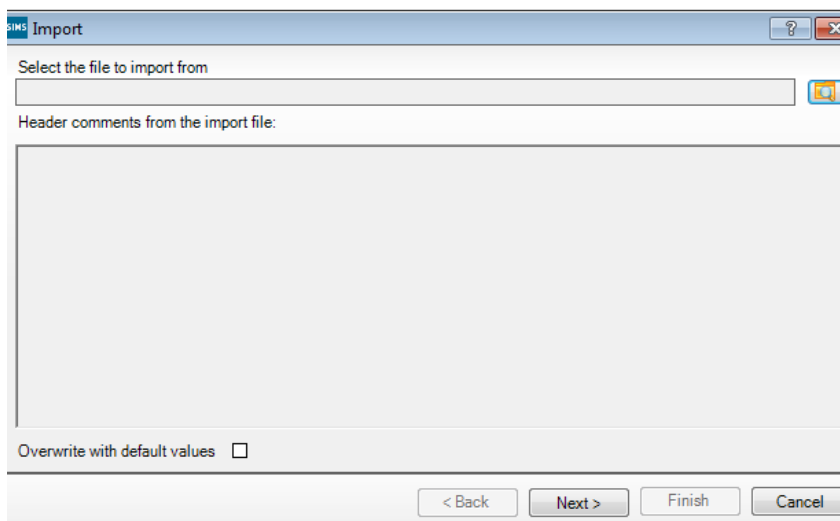
Importing the EY Foundation Stage Profile Wizard into Assessment Manager

Go to **Routines | Data In | Assessment | Import**

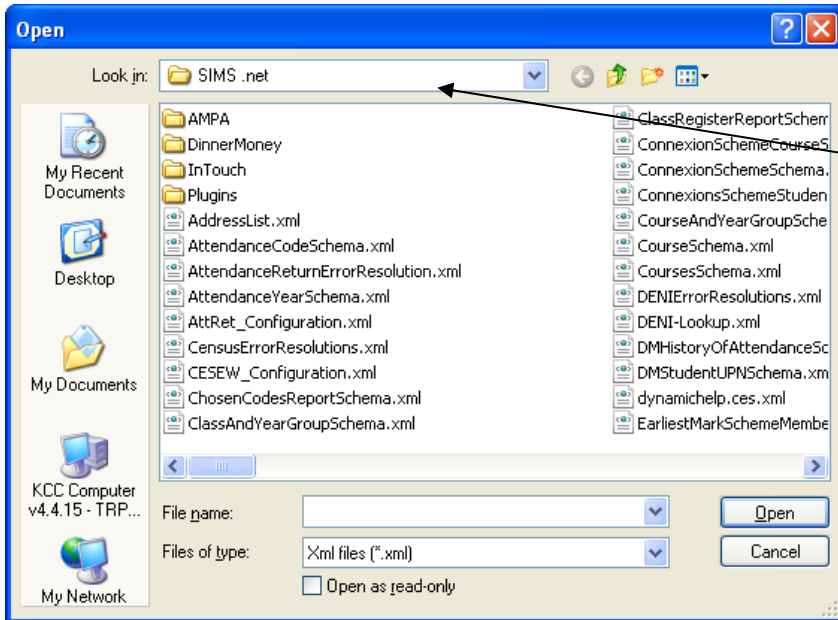
If the following panel appears, make sure all the boxes are ticked and click **Yes**. All resources (including the Wizards) will be imported. **This can take a few minutes to complete.** During the import, a progress bar is displayed - when the resources have been imported and the activity log appears, you can continue these guidance notes from **Section 3 on page 6.**



If this panel **does not** appear or the Wizards do **not** import, continue with the screen shot immediately below.



Click on the magnifying glass and the screen shown below will appear.



The system should default to your **SIMS.net** folder as shown.

If it does not, you will need to navigate to it by clicking on the arrow by the Look in box.

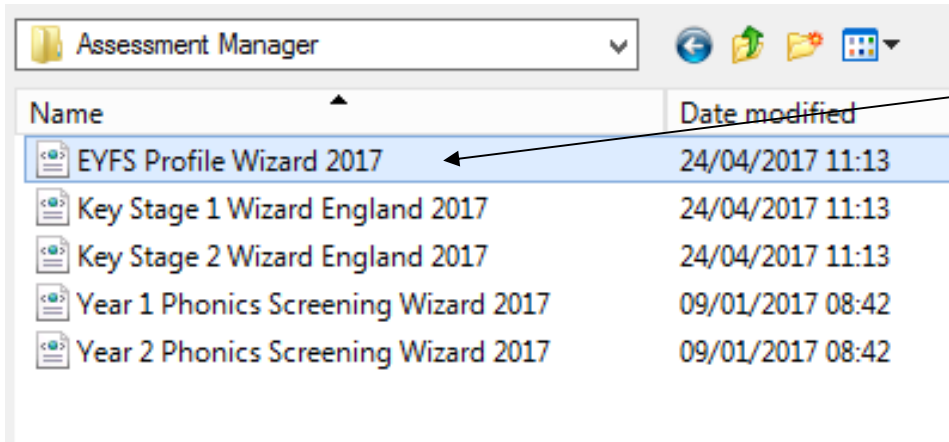
It is normally located at
C:\Program Files(x86)\SIMS\SIMS.net

For EIS hosted schools this will be –
Shared Sims Folder W:\Program Files\SIMS\SIMS.net

Within your SIMS.net folder there should be an **AMPA** folder as shown above. Double click on this folder, then on the following folders in succession:

- **England Primary (and Middle Deemed Primary)**
- **Assessment Manager**

Once the Assessment Manager folder is open, all related Wizards will be displayed as shown overleaf.



Click on the **EYFS Profile Wizard 2017** as shown opposite and click on the **Open** button.

The import screen will be shown. Make sure the **“Overwrite with default values”** box is ticked and then click **Finish** followed by **Yes** to start the import. This may take some time depending on the speed of your PC. An Activity Log will be displayed when the import is complete. Make sure the Log states that all items were successfully imported. Click on the **Close** button.

Section 3 – Running the EY Foundation Stage Profile Wizard

Go to **Tools | Performance | Assessment | Wizard Manager** and the following screen will appear.

Name	Edit Date	Complete
EYFS Profile Wizard 2015	01/01/2015	<input type="checkbox"/>
EYFS Profile Wizard 2016	01/01/2016	<input type="checkbox"/>
EYFS Profile Wizard 2017	01/10/2016	<input type="checkbox"/>
Key Stage 1 Wizard England 2015	01/01/2015	<input type="checkbox"/>
Key Stage 1 Wizard England 2016	01/01/2016	<input type="checkbox"/>
Key Stage 2 Wizard England 2015	01/01/2015	<input type="checkbox"/>
Key Stage 2 Wizard England 2016	20/01/2016	<input type="checkbox"/>
Year 1 Phonics Screening Wizard 2..	01/01/2015	<input type="checkbox"/>
Year 1 Phonics Screening Wizard 2..	01/01/2016	<input type="checkbox"/>
Year 2 Phonics Screening Wizard 2..	10/03/2015	<input type="checkbox"/>
Year 2 Phonics Screening Wizard 2..	01/01/2016	<input type="checkbox"/>

A list of **all** the Wizards on your system will be displayed.

Make sure the filter says **Incomplete**. If you can't see the Wizard you need change the drop down box to **All**.

Do not tick the Complete box on the right.

Click on the **EYFS Profile Wizard 2017** and click on the **Next** button.

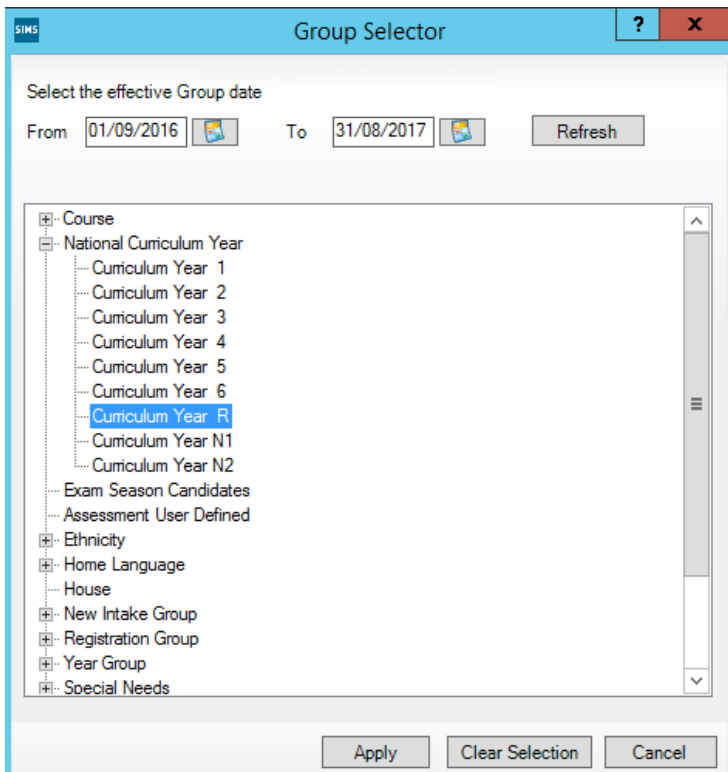
You then need to select a group of pupils to work with.

Select Group

Click on the magnifying glass and the screen shown overleaf will appear.

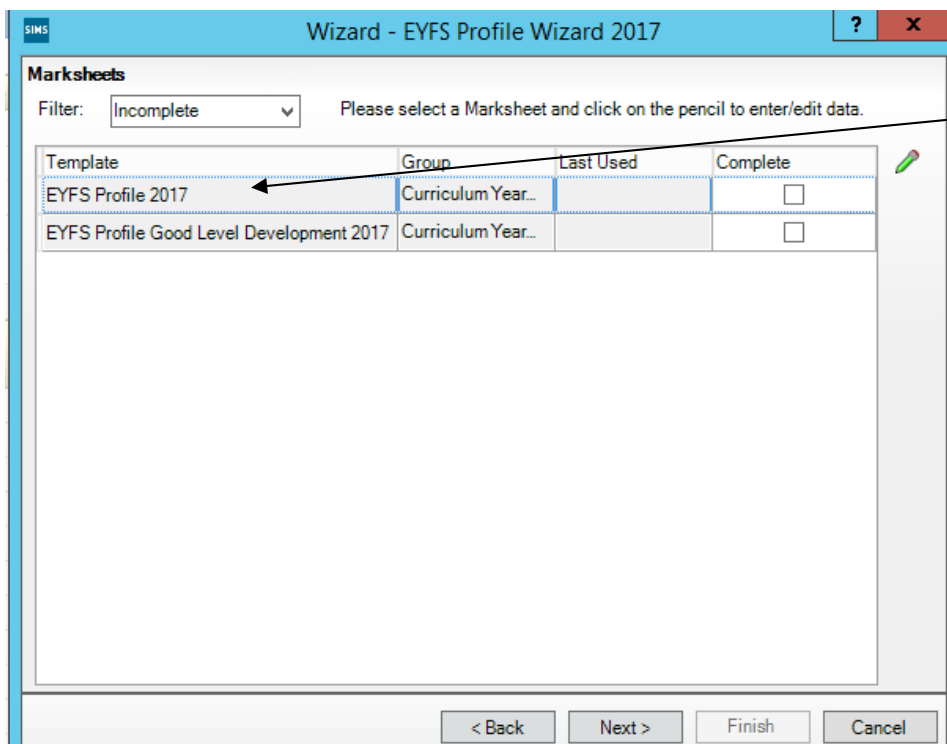
If you set up a User Defined Group (pages 1-3), click on the + symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up (FSP 2017) and click on the **Apply** button.

If you did not set up a group, click on the + symbol next to the **National Curriculum Year** category. Select **Curriculum Year R** by clicking on the text once, then click **Apply**.



You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below.



Click on the **EYFS Profile 2017** row to select and then click on the **Edit Marksheet** button.



The marksheet will be displayed as shown overleaf.

Section 4 – Entering Results on the Marksheet

The marksheet will now be displayed as below.

1 Basic Details

Notes

This Marksheet enables you to enter EYFS Profile assessment for pupils at the end of Reception Year.

1. Enter the value for the 17 data entry aspects for the EYFS Profile as either 1,2,3 or A.

Last Used

Data entry for this Marksheet is complete

2 Marksheet

Result Date: 24/04/2017 Group Membership Date: 24/04/2017

Group Filter

Students	COM Listening Attention School Assessment - EYFS	COM Understanding School Assessment - EYFS	COM Speaking School Assessment - EYFS	PHY Moving & Handling School Assessment - EYFS	PHY Health & Self-care School Assessment - EYFS	PSE Self-confidence School Assessment - EYFS	PSE Feelings Behaviour School Assessment - EYFS	PSE Relationships School Assessment - EYFS	LIT Reading School Assessment - EYFS	LIT Writing School Assessment - EYFS							
ADAMS, Nancy	1																
ALALA, Candis	2	2	2	1	1	1	2	2	2	1	2	1	2	2	2	2	2
BARDEN, Olivia	3	3	2	3	2	2	2	2	2	2	3	3	3	3	3	3	2
BATEMAN, Vincent																	
BHATI, Aini																	
BOIAN, Claudiu																	
BROWN, Ingrid																	
BROZ, Konrad																	
CAIRNS, Matthew																	

You can export the marksheet for teachers to complete electronically, or you can print it out for them.

For instructions on exporting marksheets please email management.information@kent.gov.uk

You need to enter a score for each pupil into the columns for the 17 assessments.

The valid scores are:

- 3 (Exceeding)
- 2 (Expected)
- 1 (Emerging)
- A (Not been assessed due to long periods of absence or has an exemption)

When your marksheet is complete, click on the **Calculate** button at the **top** of the screen. This will populate the formula columns and indicate if any entries are missing. If you have no missing entries click **Save** and then close the marksheet.

You must resolve any Missing Entries before returning your data to us.

Once you have resolved any errors, click Calculate again to make sure these are resolved and then click **Save**.

Close the marksheet and return to the Wizard.

Exit the Wizard by clicking on the Cancel button.

Reports

You can print out pupil and school reports if you wish. Please see the last page of these notes for guidance.

You now need to create a CTF file in SIMS.net to return your results to Management Information.
Instructions for this start on the following page.

Section 5 – Creating your Return File

The final step is to create a CTF (in the form of an XML file) that will contain all of your EYFSP teacher assessments.

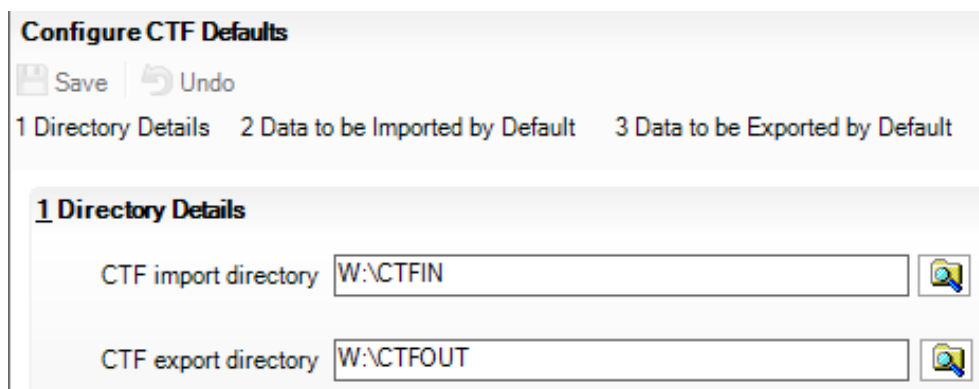
PLEASE NOTE:

There is an extra “page” in the Wizard that creates an export file. Please **do not** go through this process.

As last year you will be transferring the XML created to us through **Perspective Lite** (used for returning your School Census to us) and you can send us your file from the end of May until **Thursday 29 June 2017**.

Creating an XML file in SIMS.net

From the SIMS homepage go to **Tools | Setups | CTF** and the following screen will appear.



Your directory details may be different – make a note of these two file paths here as you will need to know what they are later on in the process.

CTF Import Directory: _____

CTF Export Directory: _____

If the boxes are blank, you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where your SIMS.net directory is. For example the path may be:
F:\SIMS\STAR\CTFOut

You now need to select which pupils to transfer results for.

Go to **Routines | Data Out | CTF | Export CTF** and the screen shown below will appear.

For FSP, choose Early Years Foundation Stage data (FSP) then click Select.

The following screen will appear.

Firstly, make sure the view is for **Current and Leavers this year**.

Then ensure that the **Include Students already exported** box is ticked.

Click the **Refresh Students** button.

Now click on the Year Group arrow and select **Year R**.

Your Year R **current** pupils will now be filtered as shown below.

UPN	Preferred Su...	Preferred For...	R...	Year G...	Year Ta...	F
K8232001100...	Adams	Laura	ELM	R	R	
Z8232001100...	Amnar	Tarak	ELM	R	R	
Z8232001100...	Astwick	Gwenneth	ELM	R	R	
N8232001100...	Bond	Steve	ELM	R	R	
P8232001100...	Cameron	Zara	PINE	R	R	
C8232001100...	Carter	Hannah	ELM	R	R	

To transfer results to Kent:

- Left click once in the Destination LA/Other box for the first pupil
- Right click in the same box and choose Select All. The grid will now be outlined in blue
- Click on the down arrow in the Destination LA box for the first pupil. This may resemble 2 vertical lines at the very edge of the box.
- Scroll down the list of LAs until you find Kent. Click on Kent and all pupils should now have this destination. You do not need to complete the Destination School column.

Scroll up and down the list of pupils to ensure they all have Kent as the Destination LA. If some are missing, click on the **individual** pupil's Destination LA box and complete manually.

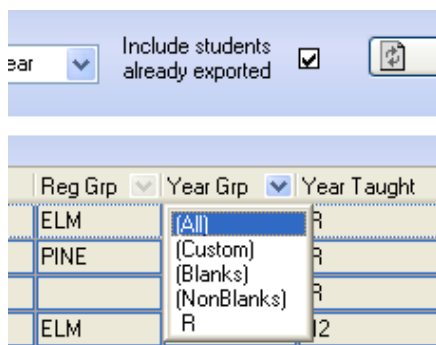
Please ensure that you do not attach a destination LA for any pupils who you do not have assessments for. For example, if new pupils have joined your school AFTER the May half term, simply remove the Destination LA from their "row". To do this click on their LA Destination box and scroll to the top where there is a blank line. Click on this and the destination will disappear.

When you have added the Destination LA for your current Year R pupils, your screen should resemble the one shown below.

UPN	Preferred Su...	Preferred For...	R...	Y...	Year...	Previous Desti...	Destination LA...	Destination Sch...
F823200110086	Cookson	Harry	ELM	R	R		Kent	
V823200110087	Cosenza	Isabella	ELM	R	R		Kent	
J823200110088	Defeo	Lorenzo	ELM	R	R		Kent	
Y823200110089	Dennis	Tommy	PINE	R	R		Kent	
J823200110090	Dixon	Stephanie	ELM	R	R		Kent	
W823200110051	Dolittle	Susan	ASH	R	R		Kent	
Y823200110091	Edwards	Imogen	PINE	R	R		Kent	
M823200110092	Francis	Adam	PINE	R	R		Kent	
B823200110093	Godwin	Kate	PINE	R	R		Kent	
Q823200110094	Harvey	Elizabeth	PINE	R	R		Kent	
E823200110095	Hill	David	PINE	R	R		Kent	

If you have had pupils leaving your school after the May half term, you must also return these assessments to us. If this does not apply to your school please continue with these notes from the middle of the next page (Export CTF button).

To add these leavers to your file, firstly click in the Year Group column header and change the selection back to **All** as shown below.



Then click in the Year Group column header again and select the **(R)** year group as shown below. The brackets round the year group signify that the pupil/s have left.

Reg Grp	Year Grp	Year Taught	Previous De
PM	(All)	2	
4ES	(Custom)	4	
(2JB)	(Blanks)		
(2JB)	(NonBlanks)	2)	Kent
(ELM)	1	R)	
ELM	2		
ELM	3		
PINE	4	R	
3TO	5		
2GH	R	2	Kent
3CB	(2)		
3CB	(6)		
5BB	(R)	5	
3TO	N2	3	
5DT	5	5	

Add Kent into the Destination LA box for these pupils the same way as before. When you have done this click in the Year Group header again and change the Year back to **All**. You should then be able to see that all relevant Year R pupils have Kent listed in the Destination LA box.

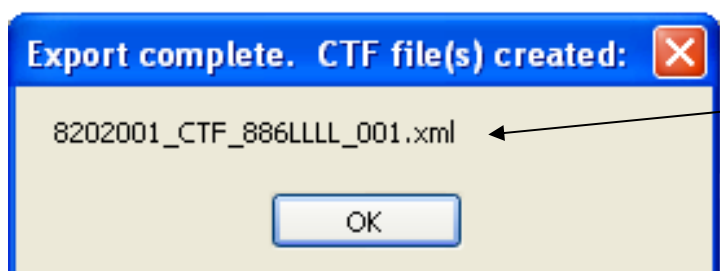
When all the relevant pupils have been selected, scroll to the bottom of the screen. To complete the CTF process, click on the **Export CTF** button.

W820200105...	Katumba	Namuli	PINE	R		Kent	
K8202001050...	Keeton	Kai	DAK	R		Kent	
Z8202001050...	Lawley	Alex	ELM	R		Kent	
N8202001050...	Lawley	Madeira	DAK	R		Kent	

[Year Grp] = ' R'

Export CTF

A message may appear regarding an Address Tidy and Merge. Click on the Yes button to proceed. An egg timer will appear. This is the only visible "working" symbol. When the CTF has been created a dialogue box will appear as shown overleaf.



Write down the file name here:

This is **VERY** important and will be needed later.

Click on **OK** once you have written the file name down.

4 Exception Log

Number of students in file: Number of students processed: Number of students not exported:

Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description	File Name
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Save
Print

The Exception Log will appear. Please make sure that the **Number of students in file** is what you expect it to be and that it matches the **Number of students processed**. Number of students not exported should be **zero**.

Any errors regarding missing UPN's or **FSP** scores **must** be resolved in SIMS.net (UPN's) or Assessment Manager (FSP scores) and a new CTF created.

Once a correct CTF file has been produced you can exit SIMS.net. The file now needs to be transferred to Management Information.

Section 6 – Transferring your CTF to Management Information

As last year, files will be transferred via Perspective Lite. This is the website you use to transfer your School Census files to us.

Firstly, open **Internet Explorer** or another internet browser.



Type the website address in the address line <https://perspective.angelsolutions.co.uk> and press return.

- **Login to Perspective Lite** using the login details you use to transfer your census file to us.

Login to Perspective →

Username:

Password:

[Need a Username / Password reminder?](#)

LOGIN →

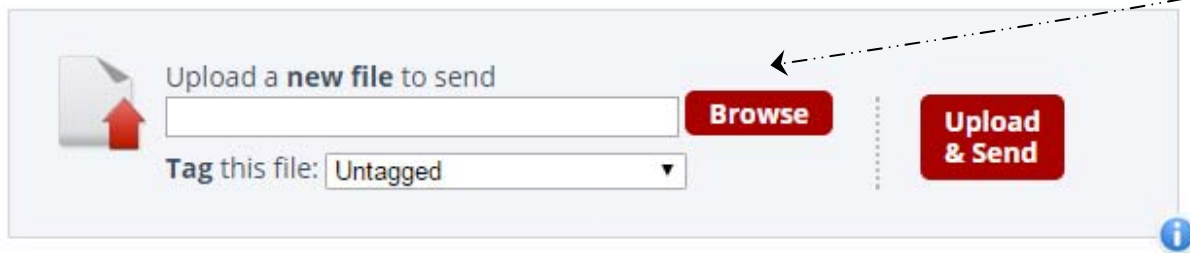
If you need help with your login details please e-mail Angel Solutions at perspectivesupport@angelsolutions.co.uk or call them on **0845 129 7196**.

Alternatively, if you click on the **Need a Username / Password reminder?** link you can enter either your username (this is normally the school URN) or your e-mail address and a reminder of your login details will be e-mailed to you. The e-mail address that you enter will need to be the address that is assigned to your Perspective Lite login or the password retrieval will not work.

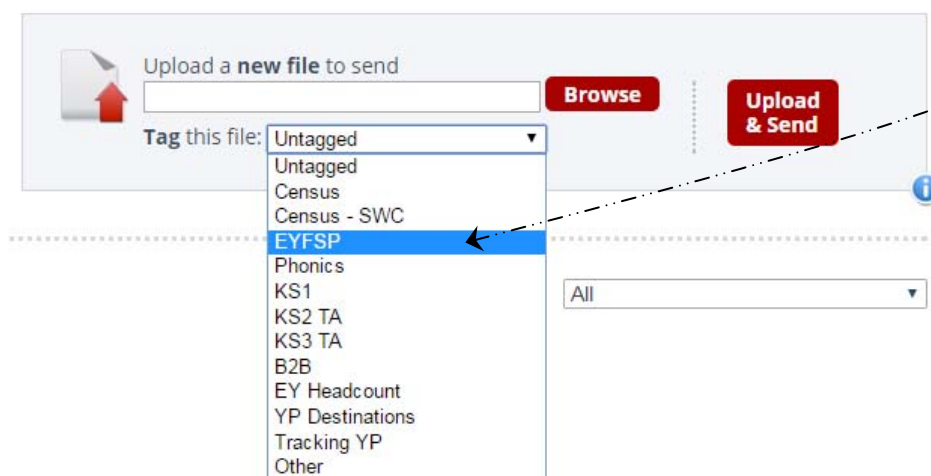
- Once logged in hover the mouse over **Documents** and click on **Send Files**



- To locate the file you will need to click on the **Browse** button. You need to navigate to the path you wrote down on **page 9**. You should have written the file name down on **page 12**.



- Once your chosen file is displayed in the Browse box, select the **correct file tag** to correspond with the file you are uploading.



- When the file is correctly tagged, you can then click **Upload & Send** to start the secure upload process for adding the file to Perspective Lite and sending to the LA.
- When the file has uploaded/sent you will receive a message on screen to let you know if this process has been successful.



Your file has been uploaded and sent to Kent.



Once Kent receives your file a copy is available for you to download in the Previously Sent section (see below) for the following 30 days. If you wish to keep the file we suggest you store it on your computer or network.

- **You have now sent the file and can exit if you wish**, or you can locate another file that you need to send.

Please transfer your FSP Assessments file between the:

end of May and Thursday 29 June 2017

Thank you.

- All sent files are visible in the **Files Previously Sent** section at the bottom of the page.
- You will be able to see the name of the file, who uploaded it and the date it was sent.
- You can also see if the file has been received by the LA, when they have received it and who downloaded it.
- There are three options available to you when you are viewing the **Files Previously Sent**. These are:
 - All
 - Sent and Not Yet Received
 - Received
- You will only be able to recall a file that has not yet been received by your LA.

You can do this by simply clicking on the **Recall** button next to the document that you want to recall. This will remove the file from Perspective Lite and mean that this file can no longer be accessed by the LA.

Management Information Contacts

If you have any problems with any of the **Assessment Manager** or **SIMS.net** procedures outlined in this Information Notice please contact:

Early Years Foundation Stage

Michelle Hastie	03000 417091
Helen Hogan	03000 416246
Teresa Westbrook	03000 417197

Year 1/2 Phonics

Teresa Westbrook	03000 417197
Abi Maunders	03000 417131
Michelle Hastie	03000 417091

Key Stage One

Wahida Siddique	03000 414655
Ed Lacey	03000 417113
Erika Griffiths	03000 417082

Key Stage Two

Hayley Savage	03000 414286
Katie Sedgwick	03000 417924
Cheryl Prentice	03000 417154
Erika Griffiths	03000 417082

Reports

There is a facility within the Early Years Foundation Stage Profile wizard to print and preview pupil and school reports.

To access the reports go to:

- Tools | Performance | Assessment | Wizard Manager
- Click on EYFS Profile Wizard 2017 and then the **Next** button
- Check that Year R or the correct user defined group are selected and click **Next TWICE**.

The report screen is displayed as shown below. There are 3 reports you can print or preview:

- EYFS Profile National Report 2017
- EYFS Profile Pupil Report 2017
- EYFS Profile School Report 2017

This is the **Preview** button.

This is the **Print** button.

The **“cog”** button will upload a copy of the pupil report to the Linked documents on the pupil's record.

The Pupil Report

If you want to print all the pupils at once, click on the Select All button. All pupil boxes will now be ticked. Click on the Print button **once**.

If you want to preview the report, make sure that just **one** pupil box is ticked then click on the Preview button **once**.

The School and National Reports

Make sure only one pupil is “ticked”. Click on the EYFS Profile School Report 2017 report and click the Preview or Print button. The School report displays percentages for all pupils, boys and girls within your school. The National report displays 2016 National results by gender and all pupils.

You may choose to print one or multiple copies of either report by setting the number of copies required on the print manager screen.

The reports are opened in Microsoft Word. We advise that you save them to your network for future reference.

When you have finished printing and/or previewing reports click on the **Cancel** button to exit the wizard.