



Data Management Services

THE BUSINESS OF EDUCATION

EYFS Attainment on Entry Data Collection from SIMS

*Primary and Nursery phase schools only
(for children born 01/09/2013 to 31/08/2015)*

**Please submit your data by:
Friday 26th October 2018**

Document Reference DMS067

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Fully accredited by Capita SIMS for proven quality of SIMS support

Contact us via the ICT Service Desk at:

-  01438 844777
-  help@sd.hertsforlearning.co.uk
-  <https://support.hertsforlearning.co.uk>

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CONTENTS

INTRODUCTION – PLEASE READ.....	1
Note on Recording Assessment Levels	2
DOWNLOADING AND IMPORTING THE REPORT	3
RUNNING THE REPORT	5
Saving the Report	6
MISSING DATA ON THE REPORT.....	7
Missing Assessment Data.....	7
Missing/Invalid Ethnicities	8
ENTERING ATTAINMENT ON ENTRY DATA MANUALLY	9
RETURNING THE REPORT VIA ANYCOMMS PLUS	10

Introduction – PLEASE READ

Following the very successful collection of children's attainment on entry for several years, the Local Authority is again inviting schools to submit this data. The data enables the LA to produce analysis for participating schools showing how their pupils' attainment on entry compares with district and county averages. This data analysis has proved vital for those schools in being able to accurately describe in their SEF their pupils' starting points and thereby describe progress made across the Early Years Foundation Stage.

Please note that this is a voluntary data collection, however the LA hope that you will appreciate the benefits of submitting your data. All schools with Nursery and/or Reception aged pupils will be able to contribute to the data pool and can therefore benefit from the analysis produced.

The data is not shared outside of the LA. It is up to individual Headteachers how they wish to use the data and whether or not they wish to share the information with Ofsted.

Please note that the report in SIMS is updated every Autumn Term and so you will need to ensure that you have followed the steps in this document to download and import the latest version into your SIMS system, before submitting your data.

This document also explains the two different processes for submitting your data, depending on whether the school uses the EYFS Progress Toolkit in SIMS Assessment Manager 7 or not:

- If you use the Toolkit you should simply need to run the report and all the necessary information will be extracted from SIMS (assuming the entry data has been recorded in the Marksheets).
- If you do not use the Toolkit then you would run the same report, however only the pupil characteristics will be extracted from SIMS and the assessment levels will need to be entered manually (as described on page 9).

In line with the recommended practice from the HfL Early Years team, the assessment data should be based upon teachers' initial assessments of children made during the first few weeks of the term (i.e. assessments completed by the end of September). These judgements will have been made using the Early Years Outcomes age band descriptors (previously the Unique Child descriptors from 'Development Matters').

The Local Authority is asking schools to submit this data by the last Friday before the Autumn half-term, this year being 26th October 2018.

Should you require assistance in completing this task please contact the ICT Service Desk on 01438 844777 (option 1 then option 1), via email to help@sd.hertsforlearning.co.uk, or via the [ICT Service Desk Portal](#) (if registered).

Note on Recording Assessment Levels

Each age band has been subdivided into 3 levels to facilitate best fit judgements about whether a child is showing typical development for their age. These are:

- **Entering**
- **Developing**
- **Securing**

In line with the revised EYFS, the best fit judgements should be made using professional judgement and knowledge of the child in relation to the Early Years Outcomes descriptors; **these should not be seen as checklists.**

“**Entering**” means that the child demonstrates **a few/some** of the elements of skill, knowledge and understanding within the age band, whilst showing competence in the previous band.

“**Developing**” means that the child demonstrates **many** of the elements of skill, knowledge and understanding within the age band.

“**Securing**” means that whilst the large majority (**most**) of the elements of skill, knowledge and understanding have been demonstrated there are some elements that need to be secured.

The assessment levels you will need to record are a combination of the age band and the appropriate sub-level. For example, if a child is deemed to be Developing in the 30-50 Months band, the assessment level would be recorded as **30-50D**.

To judge a child as being Entering in an age band they must be Securing in the preceding age band, e.g. a child that is demonstrating elements on the 30-50 months band but is only Developing on the 22-36 months band should be judged and recorded as Developing in 22-36 months (22-36D). **Evidence from a higher band must not override evidence of significant gaps from the previous band.** Also, as the recorded judgements are at overall Area of Learning level, consider whether the child is demonstrating elements in all Aspects of the Area. For example, if the child is demonstrating some elements within ‘Speaking’ but not within ‘Listening and Attention’ or ‘Understanding’, they would not be deemed ‘best-fit’ to be Entering into that age band in Communication & Language and you would instead be looking at the proceeding band.

Summative assessment of learning is identified by assessing what a child can do independently in a range of situations. Judgements should be agreed through professional dialogue between a range of practitioners within your school/setting.

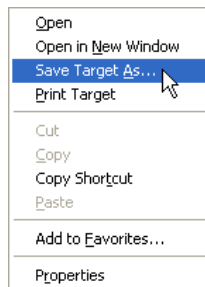
Children should typically be seen in age appropriate bands and although some in the cohort may be developing above what is typically expected, this would be the exception.

Note: All children aged 0-5 years old can be assessed against the Early Years Outcomes descriptors, including children with identified Special Educational Needs. All age bands from 0-11 to 40-60 months are available. Please ensure that each pupil has an assessment level recorded against all 7 Areas of Learning.

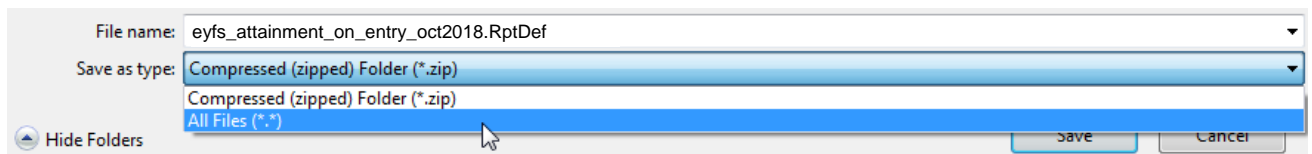
Downloading and Importing the Report

All schools will need to download the latest version of the report, regardless of whether you participated in a previous year's data return.

1. The report is available to download at bit.ly/hertsam7eyfs, or
http://www.thegrid.org.uk/info/traded/sitss/assessment/pri_ass_mgr/eyfs/
2. Right click on the file named **eyfs_attainment_on_entry_xxx20xx.RptDef** and choose **Save Target As...** from the menu, where 'xxx20xx' is the month and year of the report version

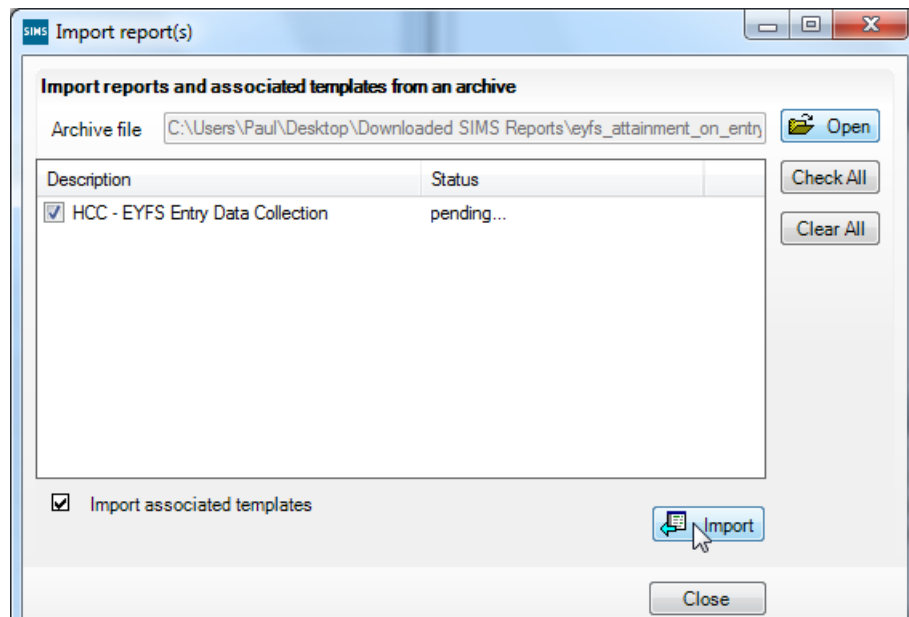


3. Choose where to save the file. This could be in your **Documents** folder, or to another known location.
4. The **Save as type** box should show '**RPTDEF File (*.RptDef)**'. If it shows as '**Compressed (zipped) Folder (*.zip)**' change it to '**All Files (*.*)**'.



If after choosing All Files the file name retains an extension of .zip remove it, ensuring that the file name ends with .RptDef (as shown above).

5. Once you have set the location and the **Save as type**, and checked the extension is correct, click **Save**.
6. In **SIMS** go to **Reports > Import**.
7. Click the **Open** button and select the required location from the **Look in box** or folder address box at the top left of the window.
8. Select the **Report** file saved above and click **Open**.




9. Click the **Import** button to import the report. Once imported, the tick to the left of the report name will disappear and the status will show as **Imported**.
10. Click on **Close** .

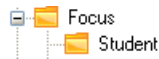
If you saved this file onto your Desktop when downloading, please delete it as it is no longer needed. It is advised not to keep files on your desktop as this can hinder the performance of your machine.

Running the Report

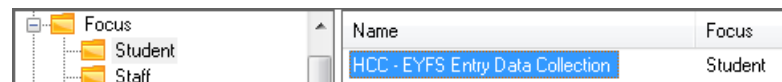
This report must be run by someone with permissions to view CLA (Welfare) data on pupil records in SIMS.

The imported report will show in the Student Focus in the Reporting area.

1. Click on **Reports > Run Report** or click on the **Run Report** button .
2. Click the + next to **Focus** to expand the folder.



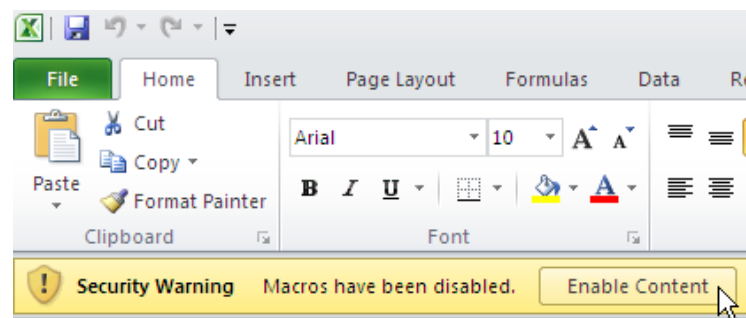
3. Click on the **Student** folder.
4. Use the scroll bar on the right hand side of the screen to scroll through the reports until you locate the report imported. Alternatively, click **once** on the name of a report in the right hand side of the screen and quickly type 'hcc'. This will move you to the first report beginning with 'HCC'. You will then be able to use the downward arrow key on your keyboard to navigate to the imported report.



5. Double click on the report name and, after a few seconds, Excel will open.


Opening the Workbook in Excel 2010 or later: (previous versions are no longer supported by Capita SIMS and are not guaranteed to work.)

Click on the **Enable Content** button on the **Security Warning** at the top.



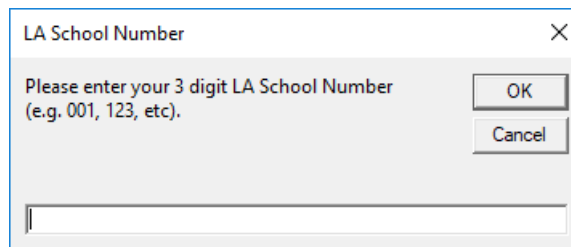
Saving the Report

Once the report has finished generating, the messages you receive will depend on whether you have any assessment results in SIMS, which will only be the case if you are using the EYFS Progress Toolkit for SIMS AM7.

If you have to make amendments to the report itself (see below), you can save the report by clicking on the **Save Report** button  in the top left corner of the screen after making your amendments.

If no assessments have been recorded in SIMS (i.e. the entry levels have not been recorded on the Marksheets or you do not use the EYFS Progress Toolkit for AM7), you will be presented with a message stating as such - please refer to 'Missing Data on the Report' on page 7.

1. If you use the Toolkit, and assuming that there is no missing data, a box will display asking you to enter your 3-digit LA School Number (**NOT** your school's DfE number).




A dialog box titled "LA School Number" with a close button (X) in the top right corner. The text inside reads: "Please enter your 3 digit LA School Number (e.g. 001, 123, etc)." Below the text is a text input field. To the right of the input field are two buttons: "OK" and "Cancel".

2. If you leave this box blank, enter an invalid character or click on **Cancel**, an error message will display and you will be taken back to this entry box again. If you enter the incorrect number you will have an opportunity to amend it at step 4.
3. Once a valid School Number has been entered, a **Save As** dialog box will appear asking you to select a location in which to save the file. This should automatically take you to the **Generic** folder within **LATransfers** (if available), however you can choose any location, e.g. your own Documents folder.
4. You will notice that the **File name** box is already populated, beginning with the **school number** entered in step 1, followed by **AOEntry**, then the **term** in which the report was generated. The end of the filename should read as **NURS**, **RECEP** or **N&R**, depending on which year groups are present in the output. If the school number is incorrect please amend before saving, **but leave the rest of the file name as generated**.



A "Save As" dialog box showing the "File name" field populated with "123AOEntryAut2018N&R.xlsx" and the "Save as type" dropdown menu set to "Excel Files (*.xls)".

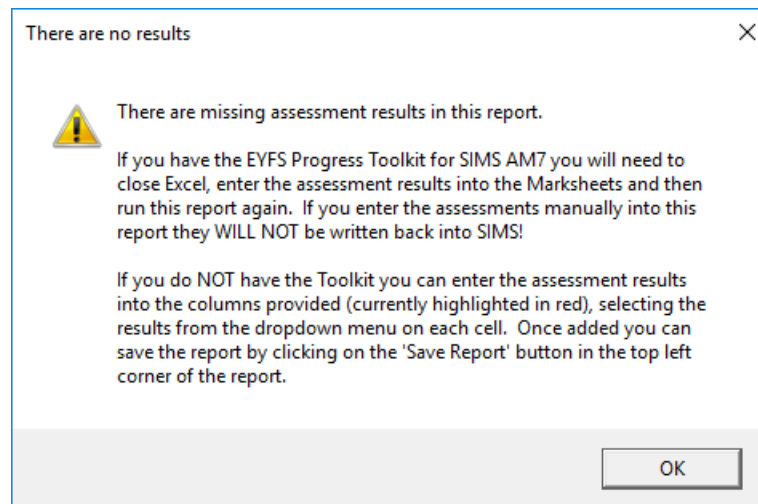
5. Click **Save**  **Save**.
6. Please check the data on the report, as per the following page, before proceeding to returning the report via AnyComms Plus.

Missing Data on the Report

If there is any missing assessment or ethnicity data on the report you will be presented with messages detailing what is missing. If no messages display, check that all the data on the report is accurate and then proceed to **'Returning the Report via AnyComms Plus'** on page 10.

Missing Assessment Data

If there are no assessment levels present in SIMS you will receive the following message:



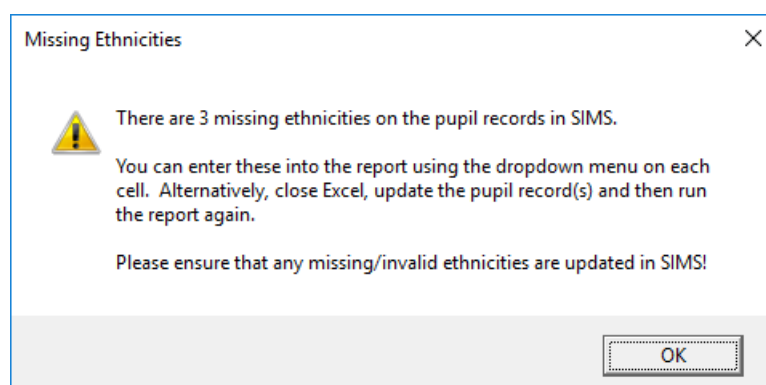
If you use the EYFS Progress Toolkit for SIMS AM7 you will need to enter the missing data into the Marksheetworksheet in SIMS. Check if any ethnicities require entering/correcting in SIMS and then close Excel. Once you have entered all the required information onto the Marksheetworksheet/pupil records you will need to run the report again (see page 5).

Note: If you enter the assessment results manually into the report they will not be written back into the Marksheetworksheet in SIMS, resulting in you having to enter the data twice!

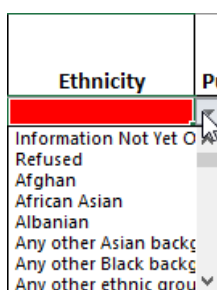
If your school does **not** use the EYFS Progress Toolkit you will need to enter the assessment results into the report and then save it by clicking on the **Save Report** button to the top left of the report. Refer to **'Entering Attainment on Entry Data Manually'** on page 9.

Missing/Invalid Ethnicities

If there are any missing ethnicities on the pupil records in SIMS you will receive a message and the ethnicity cell will be highlighted in red:



If any ethnicities are highlighted in red on the report, this indicates that the **Ethnicity** recorded on the pupil's record in SIMS is invalid, i.e. does not comply with either of the DfE Ethnic Code Lists. You can enter the appropriate ethnicity by selecting the cell and then clicking on the dropdown arrow, which will display the valid ethnic list for you to choose from:



Once you have updated the report and submitted the data, the pupil record(s) must be amended in SIMS to correct the **Ethnicity** information. To do this:

1. Navigate to the **Ethnic/Cultural** panel on the pupil's record, update the **Ethnicity** information from the dropdown and then **Save** the record.
2. Click on the **History** button in the **Ethnic/Cultural** panel.
3. Double-click on the orange line against **Ethnicity**, which will open a list of ethnicities. Locate the orange line in that list (against the current ethnicity on the record) and double click on it to open a dialog box with a date range. Change the **Start Date** to match the child's **Date of Admission** (leaving the End Date blank).

It is important that the 'History' be changed, so that the pupil shows as being the same Ethnicity from their Date of Admission, as otherwise you will receive errors in your School Census returns. Should you require assistance with this process, please contact the ICT Service Desk.

Entering Attainment on Entry Data Manually

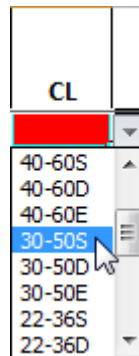
This section only applies to schools *NOT USING* the EYFS Progress Toolkit in SIMS!

You will see that the last 7 columns in the report are headed with the names of the seven EYFS Areas of Learning. Ensure that you are entering the data under the correct heading.

1. Click in the cell in which you want to enter a grade.

P	Q	R	S	T	U	V
CL	PD	PSED	L	M	UW	EAD


2. You can either type the required grade directly into the cell or select the grade from the dropdown list. If you try to enter an invalid grade an error message will display asking you to select from the dropdown list.

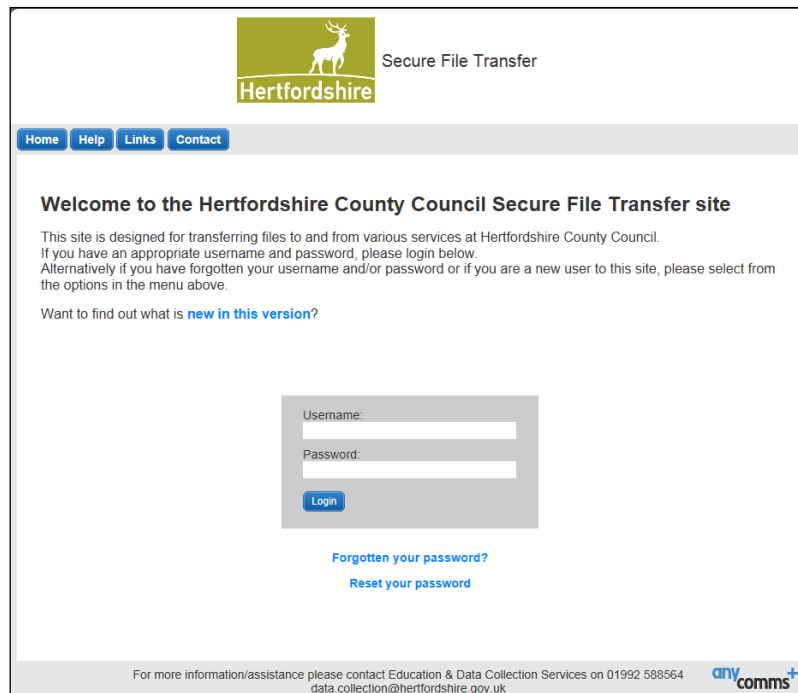


See page 2 for a reminder of what the grades mean.


Please ensure that there are no red highlighted cells on the report before returning it via AnyComms Plus.

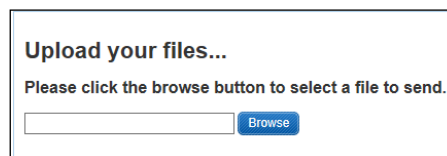
Returning the Report via AnyComms Plus

1. You will have previously been supplied with a username, password and memorable word by HCC, which you will most likely have changed to ones of your own choice on a previous data submission.
2. Open the website by typing in <https://secure-edu.hertfordshire.gov.uk>.
3. Log in to the AnyComms Plus site by typing in your **username and password** (the password is case sensitive). Click the **Login** button .



The screenshot shows the login page for the Hertfordshire County Council Secure File Transfer site. At the top, there is a logo for Hertfordshire with a stag and the text 'Secure File Transfer'. Below the logo is a navigation menu with buttons for 'Home', 'Help', 'Links', and 'Contact'. The main heading is 'Welcome to the Hertfordshire County Council Secure File Transfer site'. Below this, there is a paragraph of text explaining the site's purpose and providing instructions for login. A login form is centered on the page, containing fields for 'Username:' and 'Password:', and a 'Login' button. Below the form are links for 'Forgotten your password?' and 'Reset your password'. At the bottom of the page, there is contact information for Education & Data Collection Services and the 'anycomms+' logo.

4. Enter the characters of your memorable word as requested and click **Login**.
5. The home page will be displayed. Click on **Upload a file to the Local Authority** button which is under the Main Menu heading .
6. Click on the **Browse** button under **Upload your files...**



The screenshot shows a dialog box titled 'Upload your files...'. It contains the text 'Please click the browse button to select a file to send.' Below this text is a file selection input field and a 'Browse' button.

7. Browse to the folder the report was saved into.
8. You may find it easier to locate the correct file by changing the **View**. Click the **View** icon and choose **Details**. If you sort by the **Date Modified** column this will make it easier to identify the file you need. Highlight the file from the list and click **Open**.
9. The file you browsed to will now show in the File Name column, if you have selected the wrong file you can click on the **Remove** button in the Remove File column.

- Click on the dropdown in the **Service** column and select **Data Collection & Business Info.**

File Name	Remove File	Service	File Type	Description
123AOEntryAut2018N&R.xlsx	Remove	Select Data Collection & Business Info. Herts Community NHS Trust Safe Staffing Team - Herts HR School Finance Virtual School Team - CIA	▼	

Upload All Files

- Click on the dropdown in the **File Type** column and select **Attainment on Entry (Excel).**

File Name	Remove File	Service	File Type	Description
123AOEntryAut2018N&R.xlsx	Remove	Data Collection & Business Info. ▼	Select Attainment on Entry (Excel) Attainment on Exit (Excel) Class Org. Return (eCOR) (Excel) EY Foundation Stage Profile (csv) EY Foundation Stage Profile (xml)	

Upload All Files

- Click on the **Upload All Files** button to send the files to the Data Collection & Business Information Team. A message will display saying **Files Uploading Please Wait**. You will receive an e-mail from AnyComms Plus which is automatically generated to let you know your file was successfully sent.
- A screen will appear showing you which file you have uploaded and asking **What would you like to do now?** If you wish you can click on the **Print a record of this transaction** button and keep this for your records.
- To view the files that you have uploaded. Click on the **Home** Home button. This returns you to the main screen. Click on **View File Transfer Records**. This shows you the files you have uploaded.
- If you have uploaded a file by mistake and immediately delete it in this screen the file will not be available to the recipient for downloading.
- You can also see from this screen who has downloaded the sent file under the **Downloaded** by column.



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Details for all HfL training courses can be found here: <http://bit.ly/2fY0fgL>