



Department  
for Education

# **Early years foundation stage profile return 2017**

**Guide for submitting 2017 assessments**

**June 2017**

# Contents

Version history	3
1. Introduction	4
1.1. Data quality	4
1.2. Audience and purpose	4
2. Data required for funded children	5
2.1. Data required	5
3. Guide	6
3.1. Overall description and scope	7
3.2. Expected list of schools / private, voluntary and independent settings submitting results	7
3.3. Local authority data reporting format	8
3.4. Schools / private, voluntary and independent settings recording and reporting options	8
3.4.1. School management information system (MIS)	8
3.4.2. Department for education spreadsheet and paper sheet	8
3.5. Pupils for whom early years foundation stage profile results are required	9
4. COLLECT	11
4.1. Live system	11
4.2. Secure access and COLLECT access:	11
5. General issues	12
Appendix 1: code set for data items	13
Appendix 2: legislation	15
Appendix 3: Links to relevant websites	16
Appendix 4: glossary	17

## Version history

Version	Change history	Author / date
1.0	Changes to the guide for the 2017 early years foundation stage profile collection have been made as listed below: <ul style="list-style-type: none"><li>• Roll over of dates</li><li>• Links have been updated</li></ul>	Chris Noble 27/04/2017

# 1. Introduction

This guide covers the main requirements of the early years foundation stage profile 2017 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 2016 to 2017 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 years 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 2012 and 31 August 2012.

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 2017 return.
- Academic year: This year will be 2016 to 2017

### 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

	<b>Area of learning</b>	<b>Scale</b>	
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 2017 COLLECT system will be made available on **Monday 5 June 2017**.

Local authorities must make their early years foundation stage profile submissions by **Friday 25 August 2017**. It is of utmost importance that the data we hold by the end of August 2017 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 2017, 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 2012 to 31 August 2012 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 2011 to 31 August 2012. 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.

### **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 2016, ie (updated) school MIS, 2017, 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 2017.

#### **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 2017 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 2017 early years foundation stage profile COLLECT system will be available on Monday 5 June 2017. 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 set for data items

## Local authorities

<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	<b>WEST MIDLANDS</b>		311	Havering
394	Sunderland	330	Birmingham	312	Hillingdon
		331	Coventry	313	Hounslow
<b>NORTH WEST</b>		332	Dudley	314	Kingston upon Thames
889	Blackburn with Darwen	884	Herefordshire	315	Merton
890	Blackpool	333	Sandwell	317	Redbridge
350	Bolton	893	Shropshire	318	Richmond upon Thames
351	Bury	334	Solihull	319	Sutton
895	Cheshire East	860	Staffordshire	320	Waltham Forest
896	Cheshire West and Chester	861	Stoke-on-Trent		
909	Cumbria	894	Telford and Wrekin	<b>SOUTH EAST</b>	
876	Halton	335	Walsall	867	Bracknell Forest
340	Knowsley	937	Warwickshire	846	Brighton and Hove
888	Lancashire	336	Wolverhampton	825	Buckinghamshire
341	Liverpool	885	Worcestershire	845	East Sussex
352	Manchester			850	Hampshire
353	Oldham	<b>EAST OF ENGLAND</b>		921	Isle of Wight
354	Rochdale	822	Bedford	886	Kent
355	Salford	873	Cambridgeshire	887	Medway
343	Sefton	823	Central Bedfordshire	826	Milton Keynes
342	St. Helens	881	Essex	931	Oxfordshire
356	Stockport	919	Hertfordshire	851	Portsmouth
357	Tameside	821	Luton	870	Reading
358	Trafford	926	Norfolk	871	Slough
877	Warrington	874	Peterborough	852	Southampton
359	Wigan	882	Southend-on-Sea	936	Surrey
344	Wirral	935	Suffolk	869	West Berkshire
		883	Thurrock	938	West Sussex
<b>YORKSHIRE AND HUMBER</b>				868	Windsor and Maidenhead
370	Barnsley	<b>INNER LONDON</b>		872	Wokingham
380	Bradford	201	City of London		
381	Calderdale	202	Camden		
371	Doncaster	204	Hackney		
811	East Riding of Yorkshire	205	Hammersmith and Fulham		
810	Kingston Upon Hull, City of	309	Haringey		
382	Kirklees	206	Islington		
383	Leeds	207	Kensington and Chelsea		
812	North East Lincolnshire	208	Lambeth		
813	North Lincolnshire	209	Lewisham		
815	North Yorkshire	316	Newham		
372	Rotherham	210	Southwark		
373	Sheffield	211	Tower Hamlets		
384	Wakefield	212	Wandsworth		
816	York	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: 2016 to 2017 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 2016 publications are available at the following link.

[Early years foundations stage profile 2015 to 2016](#)

## 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: Data should be collected once and used many times Collection and sharing of data should be fully automated The value of any data collected should demonstrably outweigh the costs Personal data on individuals should be properly protected
<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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