

To be undertaken by the Integris Administrator

Stage 4 contains the following steps:

1. Check accuracy and completeness of data
2. Create the EYFS return file
3. Unzip the EYFS return file downloaded from Integris
4. Send the file via Anycomms to the LA Performance Teams

Please note that the **deadline** for sending the EYFS Return to the LA is:

CBC schools - Monday 20th June 2022.

BBC schools - Tuesday 23rd June 2022

1. Check accuracy and completeness of data

- 1.1 Check that all the EYFS data is present for your year R pupils before you proceed:

Either:

Go to **Assessment > Markbooks > My Markbooks** > select the **NC Early Years F 2022** markbook for **Year R** and open it – check that all the pupils listed have their EYFS data entered.

And/or

Go to **Reports > Key Stage Reports > Assessment Summary List** > select **EYFS** > (defaults to current year) click on the hand icon to select all the pupils in the list > **Generate Report**

If you have not already considered how you deal with pupils leaving/starting before/after Friday 27th May 2022 (last Friday before half-term) in Stage 1, please give time to dealing with any recent leavers/starters in year R. Look at the Q&A section at the end of these notes and if relevant, continue as follows:

Have any pupils have left your school and need to be included in your return?

- 1 ➤ Pupils **that have left the school** and were moved into the Former Roll **after** the **NC Early Years F 2022** markbook was assigned to pupils (step 4 above), they will appear in red in the markbook.

> **Retain these pupils in the markbook if they left on or before 27th May** – in this case, their data is to be submitted by your school – simply enter the data for them in the normal way.

> If they left the school **after 27th May 2022**, they need to be deleted from the markbook - simply left click the pupil name and then in the pop-up window, click on **Remove student from markbook** and click Save.

Note: this also needs to be done by each user in their own copy of their markbooks

- 2 ➤ Pupils that have left the school **on or before 27th May** and have been moved to the Former Roll **before** the **NC Early Years F 2022** markbook was assigned to pupils (in step 4 above), pupils will not automatically appear in the **NC Early Years F 2022** markbook.

In these cases, the easiest method is to enter their EYF data directly into the pupil's record by doing the following:

Go to **General > Student Details** > click on **Key Stage** tab > click **Edit** > ensure you are looking at the **EYFS** screen > enter **2022** into the **Year of Assessment** box > click the tick box for **End of statutory assessment**

> enter the data into each of the results boxes > finally click **Save**. *** *When you reach Stage 3 - Create EYF Return, you will be reminded about any former pupils that need to be included in the process for making the return.*


ENSURE YOUR HEAD TEACHER HAS APPROVED THE DATA BEFORE YOU CREATE THE RETURN!

When you are satisfied the data has been entered as expected and approved, continue with the steps below.

2 Create the EYFS return file

- 2.1 Go to **Administration > Import & Export > Key Stage Exports > Early Years Foundation Export (2022)** and click the **Next>>** button (bottom left of screen)



- 2.2 Now click the **Add Student**  icon (top right of screen) to display the Student Search window
- 2.3 In the Year Group field select **Year R** and click **Find** > click **Select** > click **Yes** at the prompt. All the Year R pupils in your current roll should now be listed.
- 2.4 **Check** - are there any pupils listed that **started** your school **AFTER 27th May 2022** and for whom you are **not expected to submit data**?
If No, continue with next check.
If Yes, and after following the recommendations in the Q & A section at the end of these notes you conclude that you are not required to submit EYF data for the new pupil, then select the pupil name in the list on screen and click the **Delete** icon before moving onto the next screen so that they are not included in the EYFS return file

Check - are there any pupils listed that **left** your school **AFTER 27th May 2022** and for whom you are **expected to submit data**?

If No, continue with next step.

If Yes, and assuming that the pupil's data has been entered directly into their pupil record (Stage 1 – Step 4.10 or as above), you will need to add the pupil(s) to this Year R list from the Former Roll. Do this by: clicking **Add Student** icon > change **Roll Status** to the Former Roll and find and select the pupil(s) from the former roll so that they are included in the Year R list on screen.

- 2.5 Before proceeding, **check** that the number of pupils you are including for your submission is accurate. Remember that you can sort the list by any column to help make checking easier – click on the column header to sort.
- 2.6 When you are ready, click **Next>>** and the system will now perform certain validation checks to check for missing data.
*If any of these checks fail, an information window will appear giving details of the errors and, **when you scroll down the report**, you will see the pupils affected. You will not be able to create the return file until these are corrected. Make a note of the errors if any, and click Finish. Go back to Stage 2 and correct the errors.*

If there are no errors, the export summary will not have any warning messages.

- 2.7 On the export summary screen, **check the number of pupils included in the return file** against number of pupils you are expecting.
If these numbers are incorrect, click **Finish** and either go back to the markbook to check the data entered or restart from step 2.1 above and re-select the correct pupils

2.8 **Make a note of the return file name.** It will be something like 823dddd_FSP_823LLLL_001.XML (where dddd=your school's DfE number) [or 822dddd_FSP_822LLLL_001.XML if a BBC school]

2.9 Click **Download now** and click **Save**.
Select the folder where you wish to save your file in and click **Save** again. You will now see a download complete message. Note: this will be a **zipped** FSP file.

2.10 Click **Close** and click **Finish**

You have now downloaded a **zip file** containing the file required by the LA – the zip file will be called the same name as the FSP file except that it will end with a 'zip' instead of an 'xml' (eg:
823dddd_FSP_823LLLL_001.zip (where dddd=your school's DfE number) or
822dddd_FSP_822LLLL_001.zip)

3 Unzip the downloaded zipped FSP file

3.1 Minimise your Integris screen and locate and open the folder where you saved the zipped FSP file (refer to the file name you noted down in step 2.9 above).

3.2 Right click on the filename 823dddd_FSP_823LLLL_001.zip
[or 822dddd_FSP_822LLLL_001.zip for BBC schools] and select **Extract All** or **Extract to here** or **Extract to..**
If using Extract All > click Next > Next > Finish. A new folder called 823dddd_FSP_823LLLL_001 will appear. Open this folder to see the FSP file.
If using Extract to here > click Extract. A new folder called 823dddd_FSP_823LLLL_001 will appear. Open this folder to see the FSP file.
If using Extract to..... > select the folder you want the file to be saved to > click Extract

3.3 You should now see listed in the folder you have selected the 823dddd_FSP_823LLLL_001.XML file [or 822dddd_FSP_822LLLL_001.XML file for BBC schools]

You are now ready to send this FSP file to the LA

4 Send the FSP return to the LA

4.1 Logon to Anycomms+ and select the **Upload File to a Service** option on the Home menu

4.2 Click **Browse** and select the **823dddd_FSP_823LLLL_001.XML** file or **822dddd_FSP_822LLLL_001.XML** as appropriate (**please do NOT attach the zip file!!**)

4.3 Select **FSP return** option for File Type if available and select **Performance Group** under Service and enter in the Description box **FSP Return**.

4.4 Then click **Upload File**

If using S2S, leave the filename as **823dddd_FSP_823LLLL_001.XML** and send via S2S (Access through DfE Sign-in)