

EYF Recording and Reporting for Integrus Assessment Stage 4: Create EYF Reports for Parents 2019

Stage 4 - Create EYF Reports for Parents

The standard EYF end of year reports for parents are detailed below.

This report is automatically linked to Year Reception pupils designated with the latest EYF 2019 results on the system similar to the example below.

Please Note – the report can contain the **Learning Characteristics** (page 1) as well as the **Early Learning Goals** (page 2) or just one of these areas.

> If you want the Learning Characteristics page to be included in your reports, then you need to complete the 'Learning Characteristics' columns in the **NC Early Years F 2019 markbook** (any 'text' data entered in the LC columns will automatically be pulled through into the reports)

> If you want to produce reports showing the **Early Learning Goals** (page 2) only, you can select the option to include only this page when you run the report.

Example - Page 1 - Learning Characteristics

The Primary School
Early Years Foundation Stage Profile

Name: Coppard, Ciaran Age: 11 Year 1 Month Assessment Date: 29 MAR 2018

Characteristics of effective learning <i>By playing and exploring:</i> <ul style="list-style-type: none">• finding out and exploring• using what they know in their play• being willing to have a go	How Ciaran learns Ciaran is always keen to play new games
Characteristics of effective learning <i>Through active learning:</i> <ul style="list-style-type: none">• being involved and concentrating• keeping on trying• enjoying achieving what they set out to do	How Ciaran learns Ciaran's learning is more effective when play is involved
Characteristics of effective learning <i>By creating and thinking critically:</i> <ul style="list-style-type: none">• having their own ideas• using what they already know to learn new things• choosing ways to do things and finding new ways	How Ciaran learns His stories are always full of imagination!

*The text for each pupil's Learning Characteristics report is drawn from the 'Learning Characteristics' columns in the **NC Early Years F 2019 markbook**.*

If you want to include this page, you need to complete the LC columns (last 3) in the **NC Early Years F 2019 markbook first!**

Characteristics of effective learning

- describe the different ways children learn rather than what they learn.
- begin at birth and are lifelong characteristics which are critical for building children's capacity for future learning.
- run through and underpin all seven areas of learning and development, representing processes rather than outcomes.
- provide background and context when considering a child's next stage of development and future learning needs.

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Example - Page 2 - **Early Learning Goals**

The Primary School

Early Years Foundation Stage Profile

Name: Evetts, Kieran

Age: 14 Years 5 Months

Assessment Date: 05 APR 2019

Area of Learning	Learning Goal	Absent/ Exempt	Emerging	Expected	Exceeding
Communication and language	Listening and attention				✓
	Understanding				✓
	Speaking				✓
Physical development	Moving and handling			✓	
	Health and self-care				✓
Personal, social and emotional development	Self-confidence and self-awareness			✓	
	Managing feelings and behaviour				✓
	Making relationships			✓	
Literacy	Reading				✓
	Writing				✓
Mathematics	Numbers			✓	
	Shapes, space and measures			✓	
Understanding the world	People and communities			✓	
	The world				✓
	Technology			✓	
Expressive arts and design	Exploring and using media and materials			✓	
	Being imaginative				✓

Area of learning

Three prime areas - focus on the earliest experiences which are foundations for learning:
Communication and language, Personal, social and emotional development, Physical development.

Four specific areas - in which the prime skills are applied:
Literacy, Mathematics, Expressive arts and design, and Understanding the world.

Early Learning Goals

Summarise the knowledge, skills and understanding that young children should have gained by the end of the Reception Year

Assessments

Absent/Exempt - not assessed due to long periods of absence, late arrival in the summer term or because of exemption.
Emerging - has not yet reached the level of development expected at the end of the Reception Year
Expected - meeting the level of development expected at the end of the Reception Year
Exceeding - exceeding the level of development expected at the end of the Reception Year

See overleaf for instructions on how to run this report

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How to run the report...

Go to Reports > Key Stage Reports > Pupil Assessment Sheet > select EYFS

The Assessment Year should automatically default to 2019

Pupil Assessment Sheet - Early Years Foundation Stage Save as Custom Report

- This report will include only pupils identified as taking 'End of Statutory Tests' for the selected Assessment Year.
- The student selection list would be populated by default based on the Year of Assessment. Please select the options and click on the Generate Report button to run it.

Assessment Year: 2014
Report Format: Quick Print

Options

Assessment Date: 31 Mar 2015
☐ Include pupils assessed at another school

Student Names on Report: Surname and First Name
Include: Learning Characteristics and Goals

Student Selection

Ref No.	Surname	First Name	Year	Class
252	Allison	Jennifer	4	1B

All your current Year Reception 2019 pupils should be automatically listed in the box.

Before you generate the report, decide on:

- **Student Name format** to appear on the reports - select your preference from the drop-down menu on right
- **Which pages to include** – Early Learning Goals and/or Learning Characteristics - select your preference from the drop-down menu on right

To produce a simple PDF report :

Run the report for ALL the pupils listed – click Hand icon on right and click **Generate Report**

OR

select an individual pupil(s) and click **Generate Report**.

A PDF Reader window opens – select Open to view the document containing reports for each of the children selected – the PDF report can then be saved and/or printed.

To produce a WORD report (so that you can add school logos etc to the reports.)

Before you run the report, select Rich Text (RTF) option in the **Report Format** drop-down box.

When you Generate Report, you will see a .rtf file produced – select Open in Word to view it. Then go to **File > Save As** > change the **Save As Type** to Word Doc > and change the filename to EYF Reports 2019 > click **Save**.

Now you can add any school logos to the Header/Footer on the first page so that they appear for every report page.