

# EYF Recording and Reporting in Integris Assessment

## Stage 3 – Check & Create EYF return file and send to the LA

To be undertaken by the Integris Administrator

**Stage 3** contains the following steps:

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

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

**CBC schools - Monday 24<sup>th</sup> June 2019**

**BBC schools - Tuesday 24<sup>th</sup> June 2019**

### 1. Check accuracy and completeness of data

- 1.1 When the Year R teacher(s) has completed and checked the data entry for each pupil, you can commence creating a file for the return.  
You need to be certain that all the EYF data is present for your year R pupils before you carry out these steps below.

Go to **Assessment > Markbooks > My Markbooks** > select the **NC Early Years F 2019** markbook for **Year R** and open it – check that all the pupils listed have their EYF data entered.

For pupils recently started or left, please check through the Q & A at the back of these notes with your Year R teacher/Headteacher to ensure the EYF data is entered/not entered as expected.

You can use a specific report to help identify any missing levels easily:

Go to **Reports > Key Stage Reports > Assessment Summary List** > select **EYFS** > 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 24<sup>th</sup> May 2019 (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:

### Dealing with pupils that have left and need to be included in your return:

➤ Pupils **that have left the school** and moved into the Former Roll **after the NC Early Years F 2019** markbook was assigned to pupils (Stage 1) will appear in red in the markbook.

> **Retain these pupils in the markbook if they left on or before 24th 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 24th May 2019, 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.

➤ Pupils that have left the school **on or before 24th May** and have been moved to the Former Roll **before the NC Early Years F 2019** markbook is assigned to pupils in step 4 above will **not** automatically appear in the **NC Early Years F 2019** 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 2019 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 step 2 below - Create EYF Return, you will be reminded about any former pupils that need to be included in the process for making the return.

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**PLEASE MAKE SURE THAT YOUR HEAD TEACHER HAS APPROVED THE DATA BEFORE YOU UNDERTAKE THE FOLLOWING STEPS TO CREATE THE RETURN!**


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

## 2 Create the EYF return file

2.1 Go to **Administration > Import & Export > Key Stage Exports**

2.2 Select **Early Years Foundation Export (2019)** and click the **Next>>** button (bottom left of screen)



2.3 Now click the **Add Student**  icon (top right of screen) to display the Student Search window

2.4 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.

2.5 **Check** - are there any pupils listed that **started** your school **AFTER 24th May 2019** and for whom you are not expected to submit data?

If No, continue with next check.

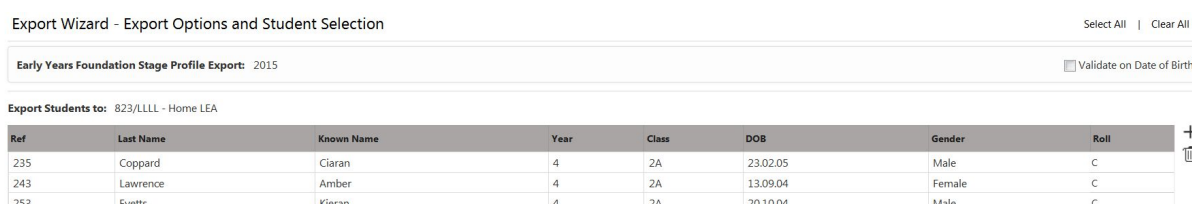
If Yes, and after following the recommendations in the Q & A section at the end of these notes you conclude that you are not required to submit EYF data for the new pupil, then select the pupil name in the list on screen and click the Delete icon before moving onto the next screen so that they are not included in the EYF export.

**Check** - Are there any pupils listed that **left** your school **AFTER 24th May 2019** 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 appended to the Year R list on screen.

2.6 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.



2.7 When you are ready, click **Next>>** and the system will now perform certain validation checks to check for missing data.

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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 export the 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.

Export Wizard - Summary and Download

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**Export Summary**

**Export Type:** Early Years Foundation Stage - 2014

**CTF Export File:** 8230001\_FSP\_823LLLL\_012.XML

**Destination:** 823/LLLL - Home LEA

**Export Started:** 22nd April at 10:32:49 **User:** Mr Phillip Catman

**Data Sections selected for export**

Student Address
Key Stage Assessments

**Number of Students selected:** 1

**Number of Students included in export file:** 1

**Number of Students who could not be exported:** 0

**Exported Students:**

Reference	UPN	Last Name	Known Name	DOB	Gender	Year
256	A823211709049	Stallworthy	Ivy	22.08.06	Female	Reception

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

- 2.8 On the export summary screen, **check the number of pupils included in the export file** against number of pupils selected is correct as well as the number of pupils that could not be exported (this should say 0 unless you have removed a new starter in earlier steps). If these numbers are incorrect, click Finish and go back either to check the levels entered or check the pupils selected in the previous steps.
- 2.9 **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]
- 2.10 Now 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.
- 2.11 Click **Close** and **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] (where dddd=your school's DfE number) 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.

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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 (where dddd=your school's DfE number) [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)

Well done – you have now completed the process for your EYF Return

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#### Q & A about Year R pupils leaving/starting your school

**Q:** What do you do with pupils that have **left** your school **after Friday 24<sup>th</sup> May 2019** (i.e. effectively, up to half-term)?

**A:** If you are the last school the pupil attends before the half term your school is responsible for reporting EYF levels. Therefore, you must ensure these pupils have EYF data entered for all required columns. These pupils must be included in your return to the LA.

**Q:** What do you do with pupils that have left your school and started at their new school **on or before Friday 24<sup>th</sup> May 2019** (i.e. effectively before half term)?

**A:** The new school is responsible for reporting EYF data so your school does not need to enter this EYF data for these pupils – they can remain on the markbook with blank data boxes. At the point later in the process when the administrator creates the return for the LA, they can be excluded from the return. Of course, your school is still required to send a CTF to the new school.

**Q:** What do you do with pupils that have left your school **before Friday 24<sup>th</sup> May 2019** and have NOT started at their new school until AFTER half term?

**A:** As your school is the last school the pupil attended before the half term your school is responsible for reporting EYF data. Therefore, you must ensure these pupils have EYF data entered for all required columns. These pupils must be included in your return to the LA.

**Q:** What do you do with pupils who have **started** your school **on or before Friday 24<sup>th</sup> May 2019**?

**A:** Your school is responsible for reporting EYF data. Therefore, you must ensure these pupils have EYF data entered for all required columns.

**Q:** What do you do with pupils who have **started** your school **after Friday 24<sup>th</sup> May 2019**?

**A:** You do not need to enter any EYF data for these pupils – they can remain on the markbook with blank data boxes. The previous school the pupil attended prior to summer half-term will be responsible for returning EYF data. At the point later in the process when the administrator creates the return for the LA, they will be excluded from the return.