Early Years Foundation Stage Profile

Detailed requirements

Item	Detail
Deadline date	Friday 24th June (early returns are encouraged)
What to submit	End-of-Reception Year results (1 or 2) in the EYFS Profile assessment for each pupil in each of the 17 Early Learning Goals (not "in-year" assessments)
What to send	XML/CTF file format – to include postcodes
Quick View of process	Enter data in MIS > Export CTF file > Submit to LA > Check Provisional report in Perspective > Report any discrepancies to Learning & Achievement Data Team
Where to send to	Use Anycomms Plus to send to Norfolk LA
What happens next	– If there are issues/problems with the data file, then the Data Team will contact the school, initially by email to the office@ – There is no need to contact the Data Team just to check receipt of your data file
Check results	Provisional Reports will be available in Perspective Lite for schools to run themselves. Visit the Perspective Lite Help Pages to find out how to run these reports. Please note that there will be a short delay between you submitting your data to the LA and the reports being available in Perspective Lite, whilst the LA uploads the data into the Perspective system.
Changes to results/other details	REPORT any errors in the provisional report to the Learning & Achievement Data Team as soon as possible.
New leavers and starters	– If a pupil transfers schools before the summer half term holiday, the new setting must report the pupil results to its LA. – If a pupil transfers schools during the second half of the summer term then the previous school is responsible for reporting to the LA
Contact	Learning & Achievement Data Team For further advice on the submission process or information on school education performance data Simon Porritt / Alex Webb / Simon Wilkinson Email for Data Team: cs.schooldata@norfolk.gov.uk
Further guidance:	
DfE guidance	Early years foundation stage profile return 2022: guide https://www.gov.uk/government/publications/early-years-foundation-stage-profile-return-2022-guide Please note that the data submitted will be published in the Analyse School Performance (ASP)/DfE Inspection Dashboards (IDSRs).
LA Data Team FAQ / Guidance & Check Lists/Crib Sheets	www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments / Key Stage Assessment Crib sheets
ICT resources	www.ict.norfolk.gov.uk
Anycomms Plus	https://acplus.nsix.org.uk/Login.aspx User name issues: username / password please contact the ICT service desk on ict@norfolk.gov.uk / 0845 303 3003.