

# EYF Recording and Reporting in Integris Assessment

## Stage 2B - Enter EYF data 2019 directly into EYF Specific & Prime Markbooks

### FOR SCHOOLS USING THE INTEGRIS EYF PRIME & SPECIFIC MARKBOOKS

To be undertaken by the Year R teacher(s)

If you are using the EYF YR Specific and EYF YR Prime markbooks for EY tracking, you can also enter end of YR data (i.e. 1,2 & 3) directly into these markbooks to help simplify the data entry process.

### Stage 2B covers the following:

1. Explanation of the **EoYR Return units** and columns in the EYF YR Specific and Prime markbooks and how to enter the required EYF data for the statutory return
2. Check pupil list to ensure leavers/starters are dealt with appropriately

#### 1. Explanation of the EoYR Return units and columns and Data Entry

*These units have been added to the EYF YR Specific and Prime markbooks to aid data entry, and by keeping current year tracking data together with end of year reported data, judgements can be entered and checked more thoroughly.*

- 1.1 Log in to Integris and from your Teacher's desktop, click **Assessment Markbook** from the **Quick Links** window.

On the **Markbook Browser** screen, click on the + next to the **My Markbooks** folder to open that folder. This will give you the list of the markbooks available to you.

- 1.2 Select any of the following markbooks that you are using to **record your Sum1 half-termly** or end of year **assessments** for your class or year group and then click the **Open a Markbook** icon to open it:



We recommend:

**EYF YR Specific Termly Progress**

**EYF YR Specific Prog\_Area**

**OR**

**EYF YR Prime Termly Progress**

**EYF YR Prime Prog\_Area**

Each of these markbooks will contain 'EoYR Return' units to enable you to complete the columns (where data is 1,2, 3 ) for your statutory return.

**Note!** You only have to complete ONE Set of the EoYR Return units in any one Specific or Prime markbook from the list above as the data will copy across automatically to the other markbooks!

The only data entry columns in these units are those necessary for completion for the EYF data return 2019 are those that expect a 1,2 or 3 to be entered!. (see overleaf).

**In each of the recommended markbooks, e.g. EYF YR Specific markbook, you will see additional units** labelled **EoYR <> Return** which have been added after each respective Summer unit.

If you complete the Sum1 TA columns or you complete the end of year YR TA columns as normal, the respective BAND data columns will automatically populate within the EoYR Return unit (see *example below*).

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EoYR LT Return			
Writing	YR Writ TA Band	YR Writ Sum 1 Band	Reading
ELGb	2	ELGa	3
ELGc	1	ELGb	2
ELGb	2	ELGc	1
ELGc	1	ELGc	1
40-60	1	ELGb	2

The Sum1 and TA Band columns are copies of the normal BAND columns that appear in the markbook - as you enter the TA data, the BAND data columns will appear in this unit automatically.

This is the EoYR LT (Literacy) Return unit:  
**Enter the 1,2, 3 or A data into the empty Reading and Writing columns as per this example.**

*Note: the data is for illustrative purposes only!*

The **EYF YR Prime Markbook** also contains **additional** EoYR Return units.

The following markbooks work in the same way:

If you opt to use the **EYF YR Prime & Specific Termly Progress** markbooks – the **EoYR EYFS Return** unit appears at the end of the markbook as follows:

Markbook - EYF YR Specific Termly Progress - Year 3 (2015/2016)

EoYR EYFS Return			
Writing	YR Writ Sum 1 Band	YR Writ TA Band	Reading
ELGb	2	ELGa	3
ELGc	1	ELGb	2
ELGb	2	ELGc	1
ELGc	1	ELGc	1
40-60	1	ELGb	2

If you opt to use the **EYF YR Specific & Prime Prog\_Area** markbooks, the EoYR Return units are arranged as below at the end of the markbooks:

Markbook - EYF YR Specific Prog\_Area - Class 2A (2015/2016)

EoYR Return			
Writing	YR Writ Sum 1 Band	YR Writ TA Band	Reading
ELGb	2	ELGa	3
ELGc	1	ELGb	2
ELGb	2	ELGc	1
ELGc	1	ELGc	1
40-60	1	ELGb	2

**See Appendix 1 for further detail on data entry values**

## 2. Check pupil list to ensure leavers/starters are dealt with appropriately

The pupil names should reflect the YR pupils in your class or year group as appropriate (i.e. new pupils that have started should also be listed).

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The EYFS Assessment and Reporting Arrangements (ARA) 2019 (p.13) state:

*"If a child transfers schools before the summer half term holiday, the new school or provider must report the child's EYFS profile data to the LA. If a child transfers schools during the second half of the summer term, the previous school must report the profile data to the LA"*

See overleaf for more detail.

If the pupil list is incorrect, please refer to your Admin staff as they administer the current roll and will amend it if necessary for you.

#### 3. When you have completed the data entry for all the required columns for your class/year group, please inform your administrator.

Your administrator will then need to follow Stage 3 – Check & Create EYF Return.

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#### Q & A about Year R pupils who have left 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 week 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 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 & A about Year R pupils who have recently started your school

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. **See point 2 on page 3.**

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.

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### Appendix 1

#### Early learning goal (ELG)

A collection of statements which sets out the expected level of attainment at the end of the EYFS. There are 17 ELGs drawn from seven areas of learning.

Area of Learning	Early Learning Goal	Valid Results
Communication and language	Listening and attention	1,2,3,A
	Understanding	1,2,3,A
	Speaking	1,2,3,A
Physical development	Moving and handling	1,2,3,A
	Health and self-care	1,2,3,A
Personal, social and emotional development	Self-confidence and self-awareness	1,2,3,A
	Managing feelings and behaviour	1,2,3,A
	Making relationships	1,2,3,A
Literacy	Reading	1,2,3,A
	Writing	1,2,3,A
Mathematics	Numbers	1,2,3,A
	Shape, space and measures	1,2,3,A
Understanding the world	People and communities	1,2,3,A
	The world	1,2,3,A
	Technology	1,2,3,A
Expressive arts and design	Exploring and using media and materials	1,2,3,A
	Being imaginative	1,2,3,A

#### Characteristics of effective learning

The three characteristics of effective learning comprise:

- playing and exploring
- active learning
- creating and thinking critically.

The characteristics describe the different ways children learn rather than what they learn.

#### Result Definitions

Assessment rating	Valid Results
1	Indicates a child who is at the emerging level at the end of the EYFS.
2	Indicates a child who is at the expected level at the end of the EYFS.
3	Indicates a child who is at the exceeding level at the end of the EYFS.
A	Indicates a child who has not been assessed due to long periods of absence, for instance a prolonged illness, and arrives too late in the summer term for teacher assessment to be carried out, or for an exemption.