

# EYF Recording and Reporting for Integris Assessment

## Stage 4: Create EYF Reports for Parents 2021

### Stage 4 - Create EYF Reports for Parents

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

This report can be linked to Year Reception pupils designated with the EYF Early Adopter results recorded in Integris similar to the example below.

**Please Note** – the report can contain either or both the **Early Learning Goals** and **Learning Characteristics** (overleaf)

> If you want to produce reports showing only the **Early Learning Goals grid**, select the option Early Learning Goals in the **Include** box on the report screen when you run the report.

**CBICT School of Excellence**  
Early Years Foundation Stage Profile

Name: Day, Doris      Age: 15 Years 8 Months      Assessment Date: 11 JUN 2021

Area of Learning	Learning Goal - Early Adopter	Absent/ Exempt	Emerging	Expected
Communication and language	Listening, attention and understanding		✓	
	Speaking			✓
Physical development	Gross motor skills		✓	
	Fine motor skills			✓
Personal, social and emotional development	Self-Regulation		✓	
	Managing self			✓
	Building relationships			✓
Literacy	Comprehension			
	Word reading			
	Writing			
Mathematics	Numbers			
	Numerical patterns			
Understanding the world	Past and present			
	People, culture and communities			
	The natural world			
Expressive arts and design	Creating with materials			✓
	Being imaginative and expressive			

**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

**CBICT School of Excellence**  
Early Years Foundation Stage Profile

Name: Day, Doris      Age: 15 Years 8 Months      Assessment Date: 11 JUN 2021

**Characteristics of effective learning**

*By playing and exploring:*

- finding out and exploring
- using what they know in their play
- being willing to have a go

**How Doris learns**

Doris relishes time she spends playing with her friends

**Characteristics of effective learning**

*Through active learning:*

- being involved and concentrating
- keeping on trying
- enjoying achieving what they set out to do

**How Doris learns**

Daris uses her initiative in learning new things by using the toys around her

The text for each pupil's Learning Characteristics report is drawn from the 'Learning Characteristics' columns (last 3 columns) in the NC EYF Early Adopters 2021 markbook.

See overleaf for instructions on how to run this report

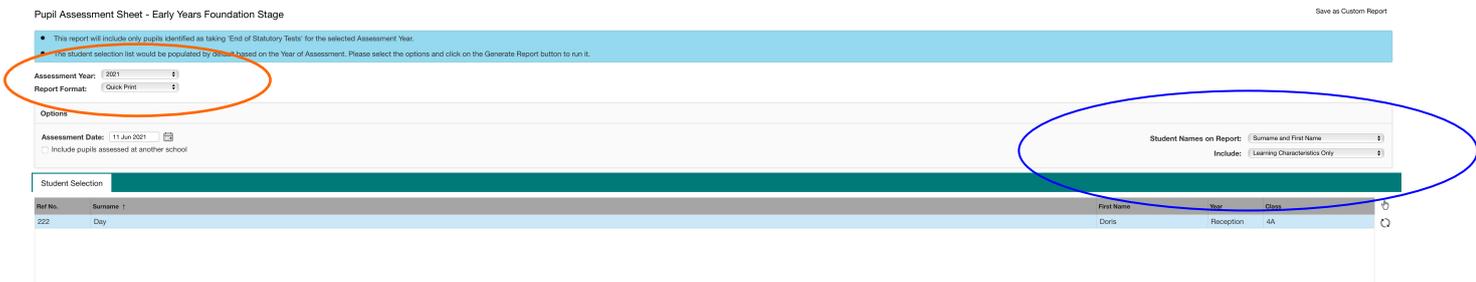
# EYF Recording and Reporting for Integris Assessment

## Stage 4: Create EYF Reports for Parents 2021

### How to run the report...

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

The Assessment Year should automatically default to 2021



Pupil Assessment Sheet - Early Years Foundation Stage

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 Ofsted based on the Year of Assessment. Please select the options and click on the Generate Report button to run it.

Assessment Year: 2021  
Report Format: Quick Print

Options

Assessment Date: 11 Jun 2021  
Include pupils assessed at another school

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

Ref No.	Surname	First Name	Year	Class
222	Day	Doris	Reception	4A

All your current Year Reception 2021 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 2021 > 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.