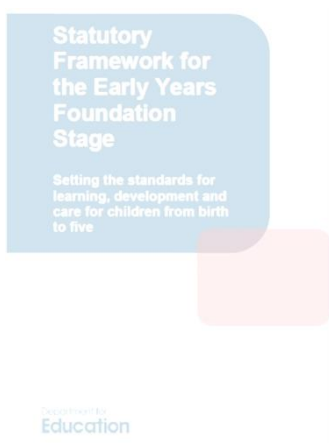


Early Years On Entry to Reception and Nursery Data Guidance

(SIMS.Net schools)



October 2020

Schools ICT Unit

October 2020



Children's and Adults Services

Start Well Service

Harvey Start Well Centre

Shaw Street

Bolton BL3 6HU

Tel: 01204 338149

Dear Head Teacher/ EY Lead/ Assessment Coordinator

As Early education providers and schools share their on entry assessments we gain an overview of children's needs in Bolton that will support better delivery of services.

The key data collection points are:

- on entry each term to funded 2 year old education (new children each term)
- on entry each term to funded 3 and 4 year old education (new children each term)
- On entry to Reception (October)
- EYFS profile (June)

The submissions are due on the 10th November and schools will receive a data summary pack with their own school and Bolton level reception data by the end of November, which many schools have found useful when considering quality and outcomes in the EYFS.

PLEASE NOTE THIS IS PART OF THE SERVICE INCLUDED IN THE PRIMARY DATA PACK OFFER, THERE WILL BE NO ADDITIONAL CHARGE.

On entry to Reception

The data breakdown is based on the broad development bands in the DfE Early Years Outcomes document which in turn were used to develop the EY Sims assessment tool (the same breakdown used by the main commercial schemes). We advise that on entry assessment should be completed within the first six weeks, with most assessments completed before that limit, dependent on the child's attendance pattern.

There are 7 areas of learning, which in turn are broken down into 17 aspects. Each aspect has a developmental pathway culminating in an Early Learning Goal (ELG). The broad bands are 0-11 months 8-20 months, 16-26 months, 22-36 months, 30-50 months and 40-60+ months. The broad assessment bands have been broken down into:

- c. early stages- just in the band
- b. embedding learning- starting to become more skilled/confident
- a. secure – learning and development is secure

Judgements made using the AREs are a 'best fit', taking into account the range of skills children are demonstrating.

Using the guidance agreed in Bolton, for a child to be in-line with age related expectations i.e. on track to achieve the Early Learning Goals at the end of reception, will be:

- On- entry to Reception (September) - 40-60c (early stages) - this is what is set as **in-line** with age related expectations (on track to achieve the ELG) for the reception on- entry assessment. This means that children are Secure in 30-50 and you would be starting to plan for them looking at 40-60 statements
- 40-60b or above would be **above** age-related expectations (on track to achieve the ELG if not exceed it).
- 30-50a or below would be **below** age-related expectations (not on track to achieve the ELG).

Nursery Data Collection

We will also collect on entry assessment information for funded 2, 3- and 4-year olds using the same system. We are simultaneously collecting on entry data from colleagues in the PVI sector and we will be able to collate this as Bolton level information for you to benchmark against. This is a new undertaking, and we value your support to make this happen.

Please contact me if you have any queries about making the assessment. Information Management will support you with the submission of data as detailed below.

Yours sincerely

Laura Wright

Laura Wright

Start Well Early Years & Childcare Adviser

Direct Line: (01204) 3383149

E-mail: laura.wright@bolton.gov.uk

Sims Guidance

Introduction

As in 2019, Schools using the Bolton Early Years Tracker resources can submit their On Entry data, without the need to repeat the entry of this data elsewhere, and continue to make use of the analysis resources available in Sims.

To support the process of exporting the required data, the “On Entry” Wizard was created in 2019 which streamlines the export process and makes it as user-friendly as possible.

Schools who have not yet been using the Bolton resources can still use the “On Entry” Wizard to complete the process of recording and submitting the On Entry data if they wish.

Critical Steps/Information

IMPORTANT: the information and steps highlighted in this section are critical for the process to work.

Please read them carefully and ensure the required steps are taken.

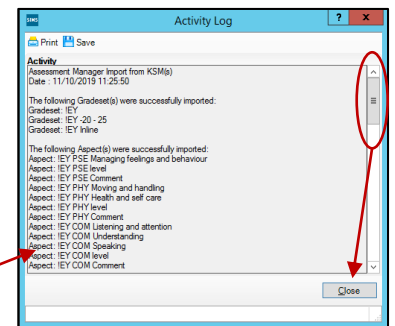
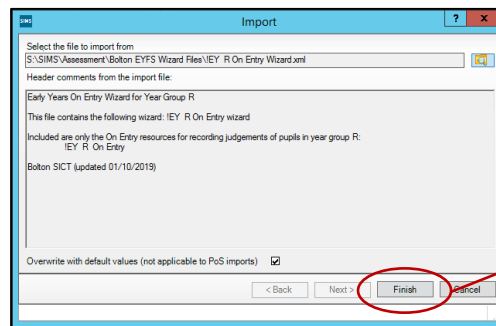
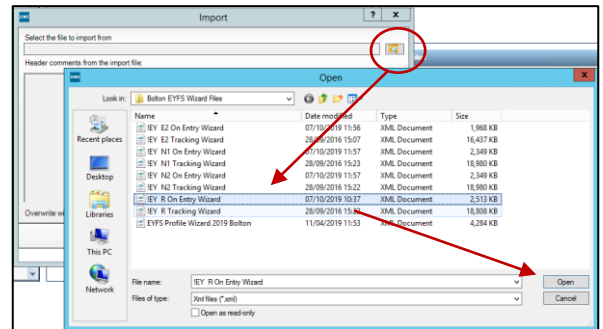
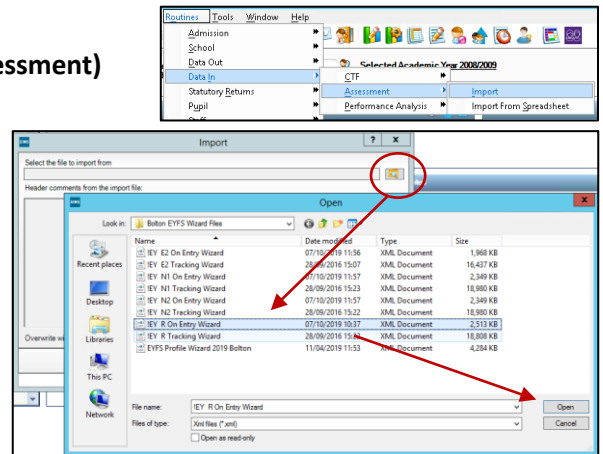
Full detail of the steps can be found in the guidance in the following sections

- For all processes relating to Sims, **support will be provided by the Bolton Schools ICT Team**
 - Tel: 01204 332034
 - Main contact: Richard Metcalfe
- The deadline for submitting the data is the **10th November 2020**
- There are **separate Wizard files for each year group**. You will need to import each of the files for the EYFS year groups in your setting. **You do not need to import these again if they were imported in 2019**
 - **Available Year Groups**
 - Nursery Year E2 (pupils born after 31/08/2018)
 - Nursery Year N1 (pupils born after 31/08/2017)
 - Nursery Year N2 (pupils born after 31/08/2016)
 - Reception (pupils born after 31/08/2015)
- There are **separate Wizard files for tracking** Early Years data throughout the year and **Wizard files specifically for the On Entry data export**
 - **Wizards for Tracking throughout the year:**
 - !EY E2 Tracking Wizard
 - !EY N1 Tracking Wizard
 - !EY N2 Tracking Wizard
 - !EY R Tracking Wizard
 - **Wizards for On Entry data export:**
 - !EY E2 On Entry Wizard
 - !EY N1 On Entry Wizard
 - !EY N2 On Entry Wizard
 - !EY R On Entry Wizard
- On Entry data **can be** entered into Sims using the original Tracker Wizards that have been in use in recent years (i.e. you **do not need to have used the new “On Entry” wizard to record the data**)
- However, you **must use the “On Entry” Wizard to export the data** or it will not process correctly
- When exporting the data, **the filename must follow the described format** or it will not transfer correctly
- Once exported, the **AnyComms transfer tool must be run** in order for the file to be sent

Importing the “On Entry” Wizard

This is only required if the Wizards have not previously been imported. The import file containing the “On Entry” Wizard will have been saved to your school Sims server by the Bolton Schools ICT Team ready for you to import. If you cannot find the import file, please contact the team for help (see details above)

- Log in to Sims
(The user logging in must have permissions to access Assessment)
- Select Menu route:
- **Routines | Data In | Assessment | Import**
- Click the browser button on the right hand side
 - Use the file browser window to find the following folder on your Sims Drive:
S:\SIMS\Assessment\Bolton EYFS Wizard Files
 - (The Sims drive is usually the “S:” drive, but may have a different drive letter)
- Select the required Wizard File and click **“Open”**
- Click **“Finish”**
- Check the **“Activity Log”** to ensure that the file has imported correctly (scroll to the bottom) and then click **“Close”**
- **Repeat** the process for each Year Group as required



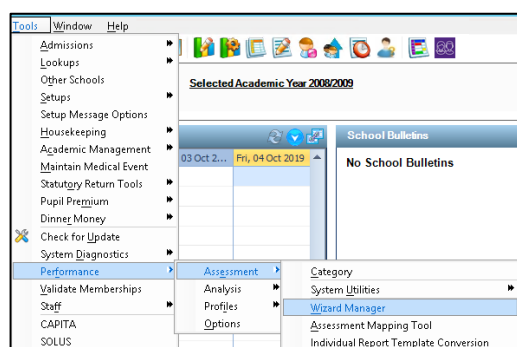
Recording “On Entry” Data

There are several ways to record the data. These following sections describe how to use the Wizards but it does not matter which route is used. The options are:

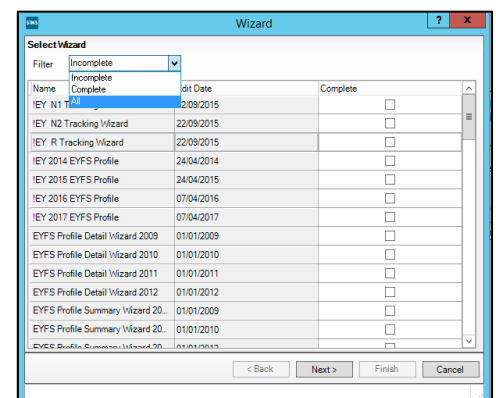
- Using the Wizards found in **“Tools | Performance | Assessment | Wizard Manager”**. Either the
 - **“Tracker”** Wizards or the
 - **“On Entry”** Wizards can be used for data entry.
- Marksheetworks found in **“Focus | Assessment | Marksheet Entry”**
 - **“IEY ## On Entry”** marksheets

Accessing the Sims Assessment Manager Wizard

- In Sims.net, to display the first page of the wizard, select:
 - **Tools | Performance | Assessment | Wizard Manager**



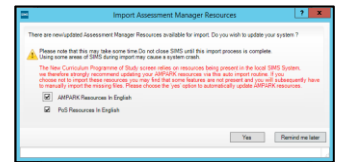
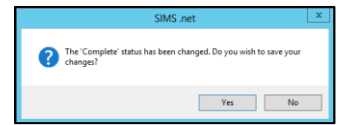
If the Early Years wizard(s) do not show, change the Filter to All and remove the Complete tick before selecting the require wizard



Selecting the required Sims Assessment Manager Wizard

- Click on the name of the required wizard (in the left hand column) e.g. **!EY R On Entry Wizard**
 - (The row will then be highlighted with a faint border)
 - Click **“Next”** to continue
- If prompted, click on **“Yes”** on the **The ‘Complete’ status has changed** screen.
- If prompted, click on **Remind me Later** on the **Import Assessment Manager Resources** screen.

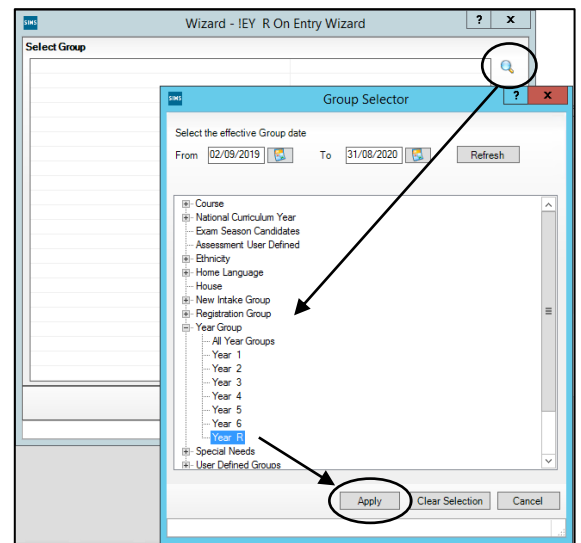
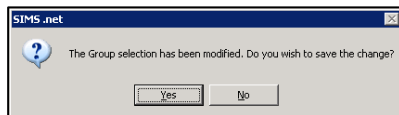
!EY N1 Tracking Wizard	22/09/2015	<input type="checkbox"/>
!EY N2 Tracking Wizard	22/09/2015	<input type="checkbox"/>
!EY R On Entry Wizard	01/10/2019	<input type="checkbox"/>
!EY R Tracking Wizard	22/09/2015	<input type="checkbox"/>



Selecting the required Group

- If the required Year Group is already displayed, click **“Next”**
- If no Year Group is displayed, then click the Browser button (magnifying glass on the right hand side) to open the **Group Selector** screen.
- Click the **+** symbol to expand the **Year Group** folder and select the required year group corresponding to the Wizard selected (e.g. **Year R**)
- Click the **“Apply”** button to select the group
- Click the **“Next”** button to display the Marksheetworks

(If prompted, select **“Yes”** to confirm a different group has been selected)



Selecting the required Template

If using the **“Tracker”** Wizards, there are 7 templates:

- OnEntry, Autumn HT, Autumn, Spring HT, Spring Summer HT and Summer**

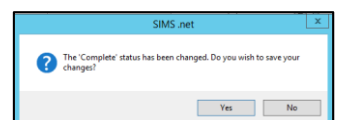
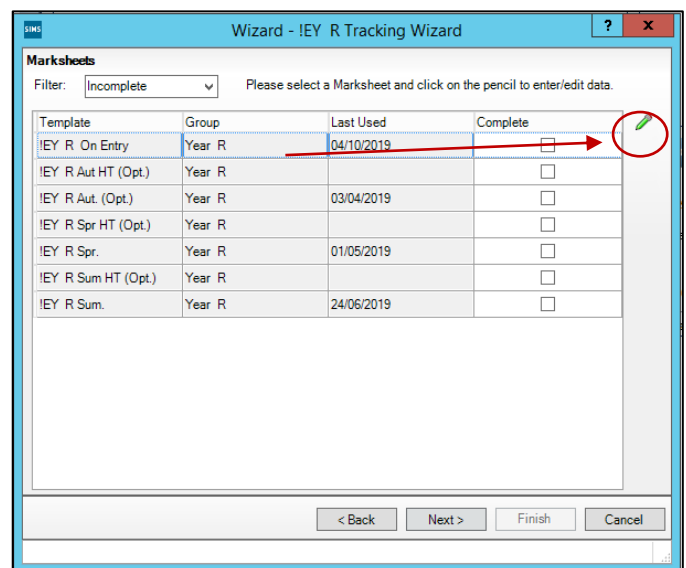
If using the **“On Entry”** Wizards, only one template will show:

- OnEntry**

(If the required template does not show, changing the **Filter** to **“All”** will reveal all the templates available)

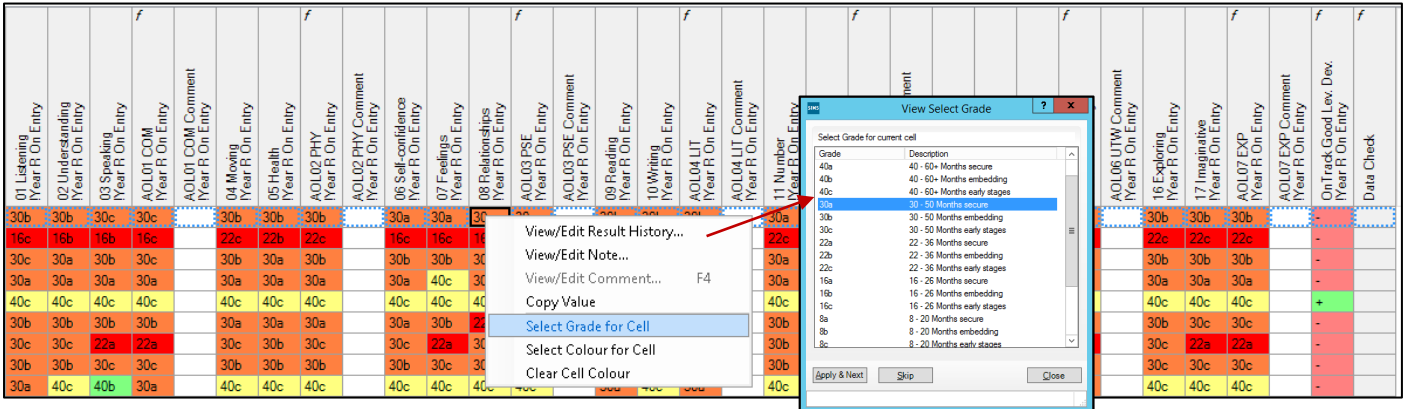
To open the required **“On Entry”** Marksheet:

- Click on the name of the required template wizard (in the left hand column) e.g. **!EY R On Entry** (The row will then be highlighted with a faint border)
- Click the **Edit Marksheet** button (the pencil).
- If prompted, click on **Yes** on the **The ‘Complete’ status has changed** screen.



Entering the Data on the Marksheet

- Enter data into the marksheet by selecting cells and entering an appropriate grade or comment.
 - Either type the required grade, or
 - Right-click in the cell and choose **“Select Grade for Cell”**
 - Double clicking on the required grade in the list will enter the grade for the pupil
 - Or, highlight the required grade and click **“Apply & Next”**



- Once complete, click on **“Calculate”** to calculate Area of Learning levels.
- Click the **“Save”** button to save the details (the data will turn from red to black).

The process must then be repeated for each year group for which data is to be submitted

Exporting the Data

The data **must** be exported using the appropriate **“On Entry” Wizard - Results Export routine**. This is different to previous years where the data was exported using a report that created a spreadsheet).

Before exporting the data, ensure that staff have completed recording the On Entry data in the marksheets.

Accessing the Wizard – Results Export Routine

Follow the steps below to access the appropriate Wizard and proceed through the screens to the **“Marksheets”** screen - detailed instructions on these steps are in the **“Recording “On Entry” Data”** section above

- [Accessing the Sims Assessment Manager Wizard](#)
- [Selecting the required Sims Assessment Manager Wizard](#)
- [Selecting the required Group](#)

Selecting the required Template

If using the **“Tracker”** Wizards, there are 7 templates:

- **OnEntry, Autumn HT, Autumn, Spring HT, Spring Summer HT and Summer**

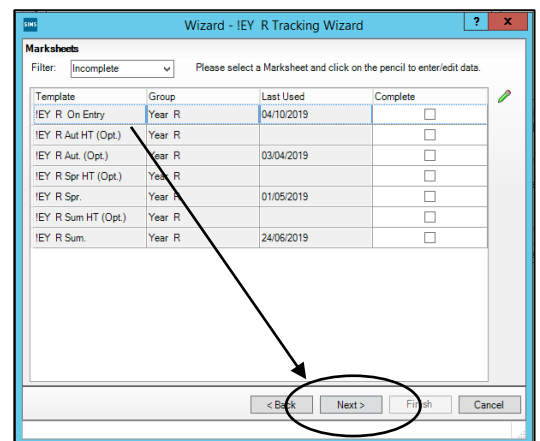
If using the **“On Entry”** Wizards, only one template will show:

- **OnEntry**

(If the required template does not show, changing the Filter to “All” will reveal all the templates available)

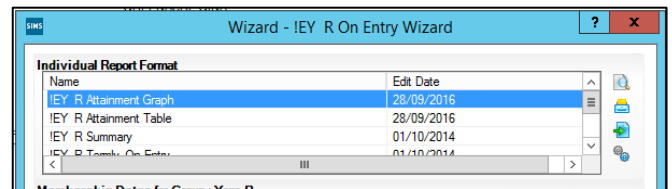
To open the required **“On Entry”** Marksheet:

- Click on the name of the required template wizard
- Click **“Next”**



Skip the Reports Screen

- Skip the “Individual Reports” screen (this screen can be used to run various Sims Analysis reports but is not required for this part of the process)
 - Click Next

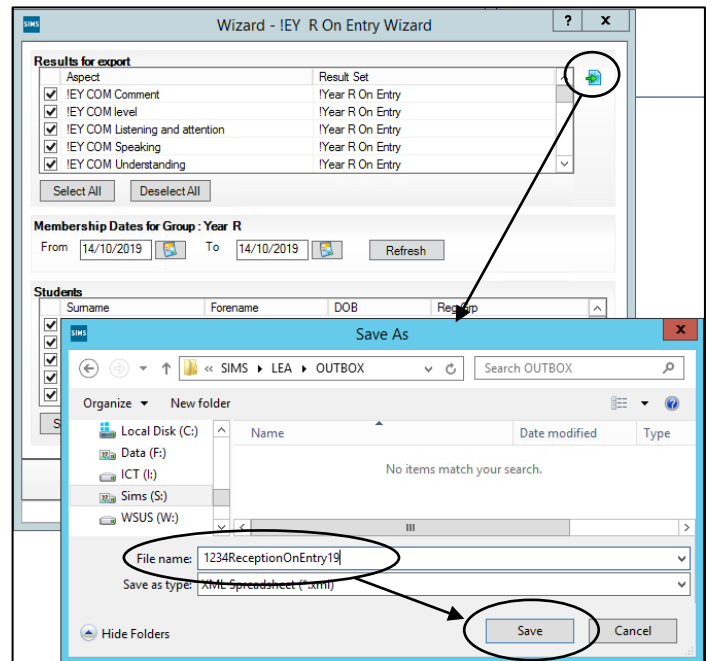


Running the Export Routine

- On the “Results for Export” screen, ensure that
 - all the Aspects are ticked in the panel at the top
 - all the students are ticked in the panel at the bottom
- Click the “Export” button at the top right hand side
 - Use the file browser to navigate to the following folder on your Sims Drive:

S:\SIMS\LEA\Outbox

- (The Sims drive is usually the “S:” drive, but may have a different drive letter)
- Enter the appropriate File name (see below for the name format which is critical)
- Click “Save”



The filename that is used when exporting is critical. The filename must begin with the school’s 4-digit Establishment Number and contain no spaces otherwise the file cannot be transferred and processed correctly

The filename should be constructed as follows, replacing the “####” with your school Establishment Number:

Nursery Year Group E2	####NurseryE2OnEntry20
Nursery Year Group N1	####NurseryN1OnEntry20
Nursery Year Group N2	####NurseryN2OnEntry20
Reception	####ReceptionOnEntry20

The process must then be repeated for each year group for which data is to be submitted

Sending the file to the LA via AnyComms (by 10th November 2020)

Once all the Data Export files have been created and saved in the “LEA/Outbox” folder, the files can be transferred using AnyComms

- Minimise or close other windows open on the PC
- Locate the **AnyComms** shortcut on the Desktop and double-click it to run



(If this is not shown, request that the member of staff who uses AnyComms regularly logs on to carry out this part of the process).

- Click **Start Call** to begin the file transfer.

Once connected, the transfer bar will show the progress, and a screen will appear confirming the transfer. Close AnyComms on completion.

