

14th May 2018

	For Action	For Information	Meeting
To: Headteachers of all Primary, Special and Independent Schools with Year R pupils.		✓	
Copies to: School Office		✓	

Dear Colleague,

Early Years Foundation Stage Profile (EYFS) - Quality Assurance Information 2018

In order to support the accuracy of judgements, all practitioners responsible for the completion of the Early Years Foundation Stage (EYFS) Profile who are not receiving a moderation visit in the current year, have had the opportunity to take part in training which includes an element of agreement trialling.

Quality Assurance

As stated in the Early Years Foundation Stage Profile Handbook, settings have responsibility for ensuring the quality, accuracy and reliability of data arising from Early Years Foundation Stage (EYFS) Profile Assessment. Practitioners have a central role to play in ensuring that judgements are reliable and accurate. Practitioners need to be familiar with the Early Learning Goals (ELG) and their exemplification if they are to apply them consistently. Accurate data entry relies on good communication and shared understanding between those providing information and those responsible for entering and transmitting the data.

Headteachers have responsibility within their settings for the accuracy of EYFS Profile outcomes. They should be actively involved in the quality assurance process within the setting prior to submission to the local authority, and later if the local authority quality assurance process generates enquiries. The Headteacher should only sign off item level data, and permit onward transmission to the local authority, after checking that there are no input errors and the data is an accurate reflection of the attainment of the cohort.

Once EYFS Profile data is received by the local authority, the validity and accuracy of that data will be scrutinised by moderation and data professionals. This is so an accurate local data set is prepared for onward transmission to the Department. Any queries will be raised with settings within the timescales set, to enable resolution of any queries and the submission of amended data if required.

As part of our local authority duties to quality assure the data across the county, the moderation team scrutiny seeks to ensure that the local EYFS Profile data set presents an accurate picture of children's learning and development at the end of the EYFS within our local authority. This will include a range of measures, for example cross checking of outcomes against those anticipated as a result of moderation, checking that the setting's data is not significantly or unexpectedly adrift from local authority data, checking whether there are patterns of attainment that are unexpected in terms of what is known about children's learning and development in general.

If a potential inconsistency is identified we may contact you by telephone. It is our opportunity to discuss the data with you to establish whether the atypical results are explainable due to specific children's learning patterns, due to misinterpretation of levels of attainment in relation to the ELGs and national exemplification or perhaps data error. The headteacher will then be given time to discuss the data with setting staff and provide a response in sufficient detail to resolve the enquiry. Where data needs to be amended, details will be provided as to the processes to follow, to enable sign off and resubmission before the end of the summer term.

Yours sincerely

HELEN SMITH

Early Years Foundation Stage Profile Moderation Manager