

Early Years Foundation Stage Profile

SIMS Approved
Support
Unit

Staffordshire Schools

Summer 2025



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Early Years Foundation Stage Profile 2025

For schools who are entering the data directly into the SIMS Assessment Wizard

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PLEASE NOTE: You will need to ensure that you have at least SIMS version **7.222** before the wizard will be available.

The Early Years Foundation Stage Profile return should be submitted to the LA by:-

Friday 20th June 2025 4pm

Stage 1 Checking the Wizard is Available

Following the upgrade to **SIMS 7.222** the appropriate EYFS wizard should be available to use, however in some schools it may be missing. Use the notes below to check that the wizard is there and if not, follow the guidance to import it.

1. Login to SIMS.
2. Select **Tools | Performance | Assessment | Wizard Manager**.
3. The list of wizards will appear. If the wizard **EYFS Revised Profile Wizard 2025** is displayed in the list, then move to **Stage 2 Creating a User-Defined Group**. If the wizard is **not** in the list, then continue with the notes below which will guide you through importing the wizard.
4. Select **Routines | Data In | Assessment | Import**.



5. Click on the browse button and navigate to the folder **C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager**.

NOTE: - At school it may read **Program Files (x86)** instead of **Program Files**. Some schools may not have access to the C Drive to be able to find the files, if this is the case then please raise a call for your **Technical** support team.

NOTE: - **SIMS Connected schools** can import the Assessment Wizards from **S:\SIMS\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager**.

6. Highlight the file **EYFS Revised Profile Wizard 2025.xml** and click on **'Open'**.
7. Click **'Finish'** and confirm that you wish to proceed.
8. Once the import is complete an activity log will appear, click **'Close'**.
9. The wizard should now be imported.

Stage 2 Creating a User-Defined Group

The creation of a user defined group allows only the students to be submitted to be included, for example students who have left who need to be included or those who have recently arrived who need to be excluded.

Important - Note about students to include

If a child starts a new school or provider on the first day of the second half of the summer term (or any time after that), then the previous school should submit the data. If a child moves school or provider any time before the half term, then the new school should submit the data. Where half term dates differ between LA areas, it is the school or provider where a child attends (or will attend) for the longest period of time that submits the data.

1. Select **Focus | Groups | Assessment Defined Groups** within SIMS.
2. Once the group browser appears, click '**Search**' to see if the group has already been created. If not, click '**New**' and a blank record will appear.
3. Insert a suitable description e.g. **Foundation Stage Profile 2025** and a short name for the group e.g. **FSP 2025**.
4. From the drop-down list set the Active State to '**Active**'.

1 Group Details

Group Description: Foundation Stage Profile 2025 Active State: Active

Short Name: FSP 2025 Current Main Supervisor: [Search]

Notes: [Text Area]

Include in Discover:

5. Move down the screen to the '**Membership**' area.
6. Click on  against **Effective Date Range** and choose **Whole Year**.

Select Effective Date Range

Academic Year 2024/2025

Today to end of year {02/04/2025 - 01/09/2025}

Whole year {02/09/2024 - 01/09/2025}

Custom dates From: 02/04/2025 To: 01/09/2025

OK Cancel

- Click 'OK'.
- Click on the 'Action' button and choose 'Add Member'.

2 Membership

Effective Date Range: 02 Sep 2024 - 01 Sep 2025

Academic Year: Academic Year 2024/2025

Cursor Day: <None>

Selected Member:

Cursor Date: <None>

Selected Membership:

Zoom Action...

9. The **Select Members** screen will appear.

10. From the **Group Type** choose **National Curriculum Year Group**.

11. Click on **Group** browser and choose **Curriculum Year R**, click 'OK', then click on **Search**.

12. You may need to change the **Effective Date** if you need to include a student who is no longer on roll at the school.

Select Members

Search

Surname: Forename: Role: Student

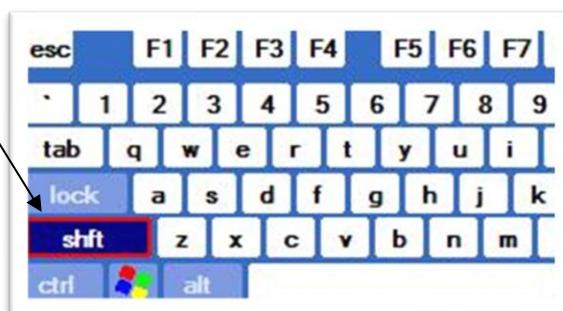
Group Type: National Curriculum Year Group: Curriculum Year R Effective Date: 02/04/2025

Name	Gender	Year and Reg Group	Current Group
Laghari, Saana	Female	RELM	Curriculum Year R
Saer, William	Male	RELM	Curriculum Year R
Limani, Stephen	Male	RASH	Curriculum Year R
Valni, Ishan	Male	RPINE	Curriculum Year R
Mills, Benjamin	Male	RASH	Curriculum Year R
Revell, George	Male	ROAK	Curriculum Year R
Basir, Zoya	Female	RPINE	Curriculum Year R
Petroskwi, Zuzanna	Female	RPINE	Curriculum Year R
Hossain, Aya	Female	RASH	Curriculum Year R
Howden, Odette	Female	ROAK	Curriculum Year R
Griffin, Brianwen	Male	RPINE	Curriculum Year R
Patel, Zakariya	Male	RASH	Curriculum Year R
Vsevolod, Petro	Male	RELM	Curriculum Year R
Spenser, Michael	Male	RELM	Curriculum Year R
Dunne, Andrew	Male	ROAK	Curriculum Year R

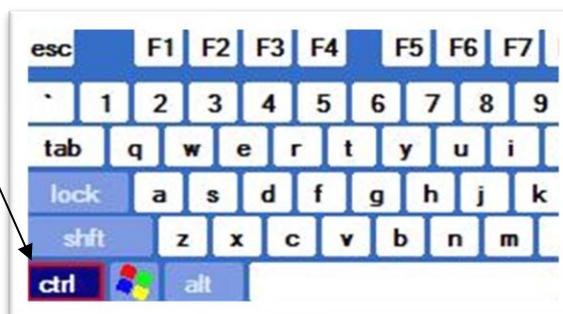
60 matches found

13. Highlight the students you wish to include in the group.

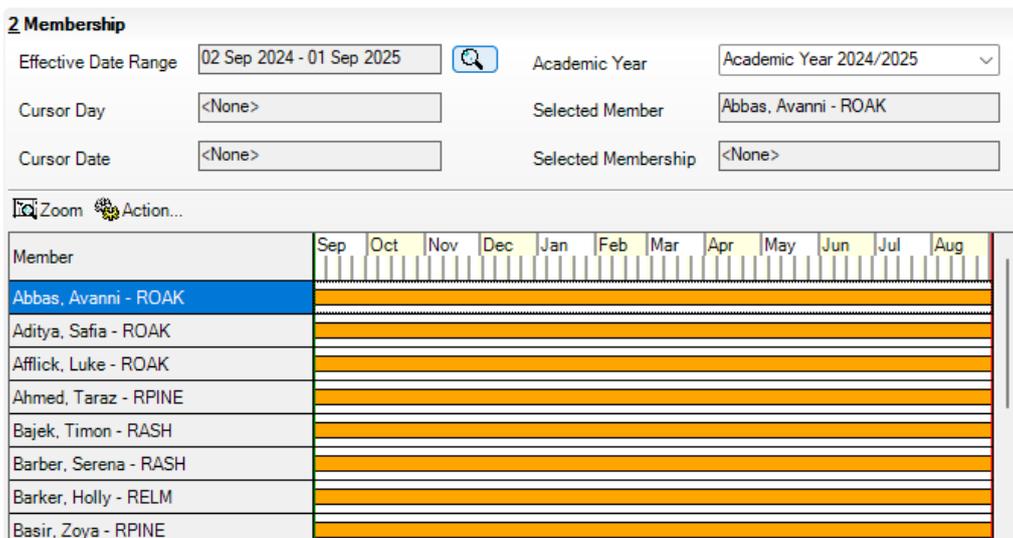
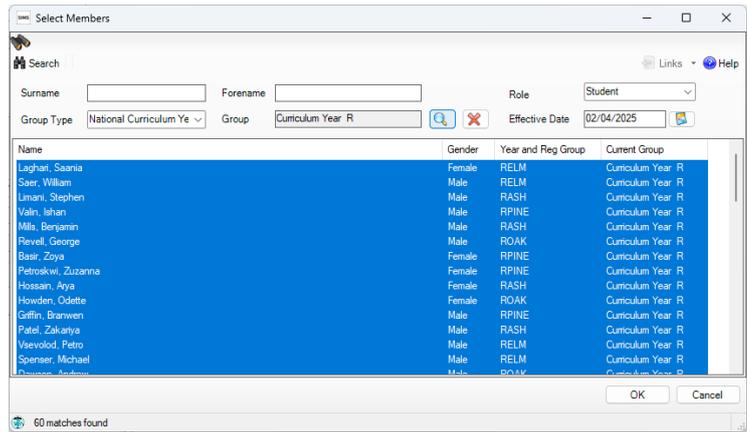
To highlight blocks of students, hold down the 'Shift' key on the keyboard and click on the first student then the last. This will highlight in blue all those students in between.



To highlight individual students, hold down the 'Ctrl' key on the keyboard and click the individuals you want to select.



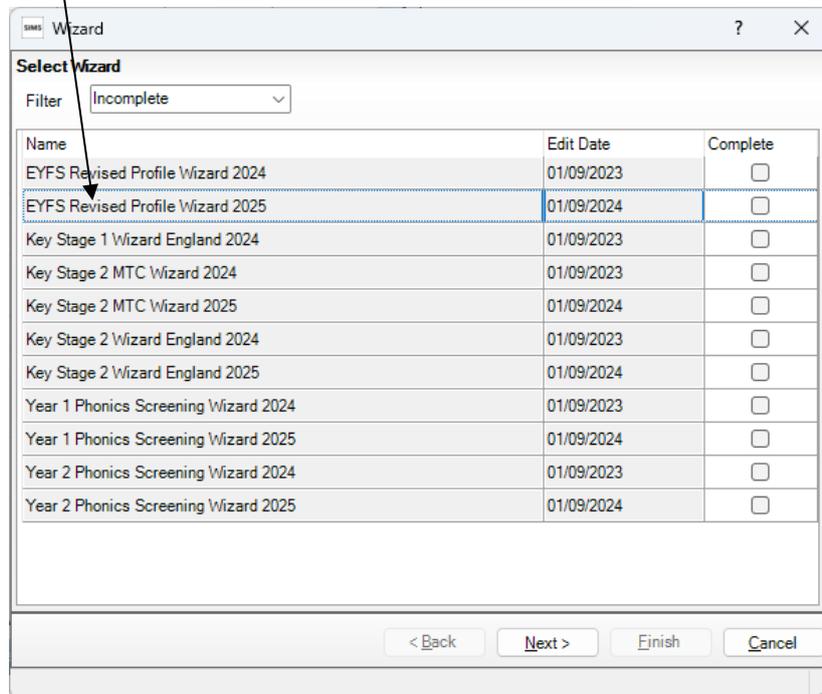
14. Once the students have been highlighted click on 'OK'.



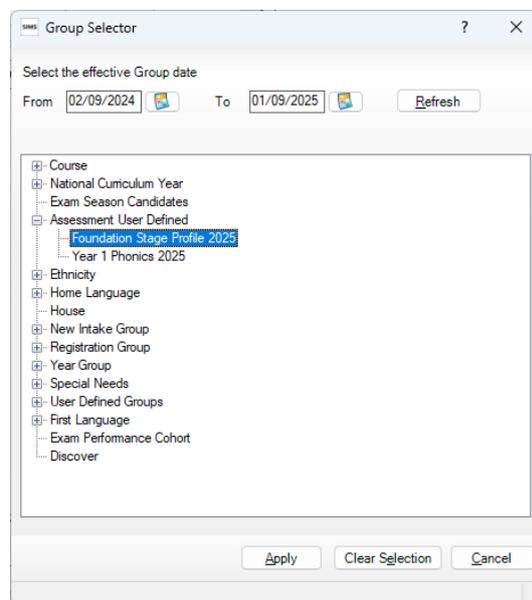
15. Once the students have been added click 'Save' at the top of the screen and close the screen.

Stage 3 Using the Wizard

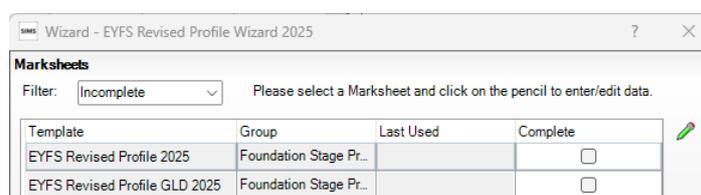
1. Select **Tools | Performance | Assessment | Wizard Manager** from within SIMS.
2. Highlight the **EYFS Revised Profile Wizard 2025** so that it has a thin blue line around it and click **'Next'**. Ensure that you **don't** click the Complete box.



3. Click on the **Group Browser** button  and click on the + by **Assessment User Defined**. Highlight **Foundation Stage Profile 2025** and click on **'Apply'**.

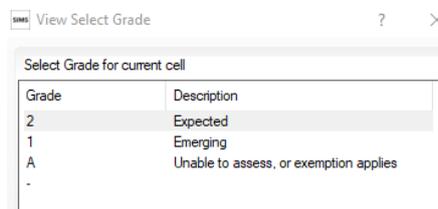
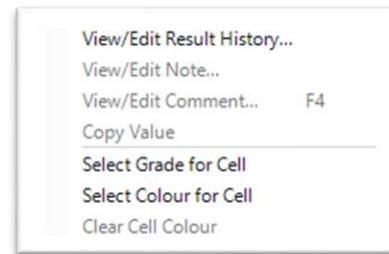


4. Click **'Next'** to display the marksheet.



Stage 4 Entering the Assessment Data

1. Highlight the **EYFS Revised Profile 2025** marksheet and click the **Edit Marksheet** button .
2. The marksheet will appear on screen.
3. It displays a number of columns; the **first 17 columns** are where data can be entered and correspond to areas within Foundation Stage Profile.
4. Enter results either by typing the levels in or using the **'Select Grade for Cell'** option in Assessment Manager. To access this, right mouse click over the cell in the marksheet you wish to enter data for and choose **'Select Grade for Cell'**. Simply double click on the appropriate grade from the list, you will then automatically be moved down to the next student.
5. In each column a grade of 2, 1 or A can be entered.



Students	COM: Literacy, Art & Inq/SA School Assessment - EYFS	COM: Speaking School Assessment - EYFS	PRE: Self-Regulation School Assessment - EYFS	PRE: Managing Self School Assessment - EYFS	PRE: Build Relationships School Assessment - EYFS	PHY: Gross Motor Skills School Assessment - EYFS	PHY: Fine Motor Skills School Assessment - EYFS	LIT: Comprehension School Assessment - EYFS	LIT: Word Reading School Assessment - EYFS	LIT: Writing School Assessment - EYFS	MAT: Number School Assessment - EYFS	MAT: Numerical Patterns School Assessment - EYFS	UTW: Plot and Present School Assessment - EYFS	UTW: People Culture Comms School Assessment - EYFS	UTW: The Natural World School Assessment - EYFS	DPF: Creating - Materials School Assessment - EYFS	EXP: Being Imaginative School Assessment - EYFS	Data Check	EYF: Literacy, Art & Inq/SA Early Years Foundation Stage	EYF: Speaking Early Years Foundation Stage	EYF: Self-Regulation Early Years Foundation Stage	EYF: Managing Self Early Years Foundation Stage	EYF: Build Relationships Early Years Foundation Stage	EYF: Gross Motor Skills Early Years Foundation Stage	EYF: Fine Motor Skills Early Years Foundation Stage	EYF: Comprehension Early Years Foundation Stage	EYF: Word Reading Early Years Foundation Stage	EYF: Writing Early Years Foundation Stage	EYF: Number Early Years Foundation Stage	EYF: Numerical Patterns Early Years Foundation Stage	EYF: Plot and Present Early Years Foundation Stage	EYF: People Culture Comms Early Years Foundation Stage	EYF: The Natural World Early Years Foundation Stage	EYF: Creating - Materials Early Years Foundation Stage	EYF: Being Imaginative Early Years Foundation Stage			
ATKINS, Eve	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
BALAN, Larisa	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
BARTEK, Filip	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
BIRKETT, Scott	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	OK	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
BROOKS, Willow	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
BYRON, Emma	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
CARDALE, Luke	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
CARMICHAEL, Meghan	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
CHATTERJEE, Anisha	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
CIOBANU, Mitica	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	OK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
CLIFTON, Rhianna	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
COLE, Jennifer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	OK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
COLINS, Oliver	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
DAKSH, Ivaan	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	OK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
DAS, Imran	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
DAVEY, Henry	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
DENNISON, Joshua	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
DICKENSEN, Chloe	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	OK	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

6. The example above shows grades entered into each of the 17 columns.
7. Once complete click the **'Calculate'** button at the top of the marksheet and the data will be validated and copied into the **last 17 columns**, which are grey and not editable.
8. If all the data has been entered correctly then the **Data Check** column will display **OK**, with a green background. Any student with missing data will display **Missing Entry** and show with a red background. These errors must be resolved before the data can be returned to the LA. The data in the last 17 columns is that which is returned to the LA.
9. The DfE validation rules state that if a student has a value of **A** in **any** of the 17 areas, then a value of **A** will be returned for them all.

Following the 2021 reforms to the EYFS and changes to the administration and moderation of EYFS profile data, the DfE has taken the decision that the EYFS profile must be completed in all instances unless:

- an **exemption has been granted** by the secretary of state for the setting or an individual child. In these cases, only, an ‘A’ should be recorded for every ELG within the profile.
- the **child is continuing in EYFS provision** beyond the year in which they turn 5. In these exceptional cases, the EYFS profile should be completed once only, at the end of the year before the child moves into year 1.

If practitioners have seen no evidence that a child has met an early learning goal, for whatever reason including absence, it is important that they report the child as **emerging** and then communicate to the year 1 teacher why the assessment has been made.

10. Once complete, click ‘Save’ at the top of the marksheet and then close.

11. Whilst still in the wizard highlight the **EYFS Revised Profile GLD 2025** marksheet and click the ‘Edit Marksheet’ button .

Students	COM: Listen, Att & UndStd Early Years Foundation Stage	COM: Speaking Early Years Foundation Stage	GLD Com & Lang Achieved Early Years Foundation Stage	PSE: Self-Regulation Early Years Foundation Stage	PSE: Managing Self Early Years Foundation Stage	PSE: Build Relationships Early Years Foundation Stage	GLD PSE Achieved Early Years Foundation Stage	PHY: Gross Motor Skills Early Years Foundation Stage	PHY: Fine Motor Skills Early Years Foundation Stage	GLD PHY Achieved Early Years Foundation Stage	LT: Comprehension Early Years Foundation Stage	LT: Word Reading Early Years Foundation Stage	LT: Writing Early Years Foundation Stage	GLD LT Achieved Early Years Foundation Stage	MAT: Number Early Years Foundation Stage	MAT: Numerical Patterns Early Years Foundation Stage	GLD MAT Achieved Early Years Foundation Stage	GLD Achieved Early Years Foundation Stage	UTW: Past and Present Early Years Foundation Stage	UTW: People Culture Comms Early Years Foundation Stage	UTW: The Natural World Early Years Foundation Stage	EXP: Creating - Materials Early Years Foundation Stage	EXP: Being Imaginative Early Years Foundation Stage	Total Pts Early Years Foundation Stage	Expected in all 17 ELGs Early Years Foundation Stage
ATKINS, Eve	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
BALAN, Larisa	1	2	N	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	N	2	2	2	2	2	33	N
BARTEK, Filip	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
BIRKETT, Scott	1	1	N	1	1	2	N	1	1	N	1	1	1	N	1	1	N	N	1	1	1	1	1	18	N
BROOKS, Willow	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
BYRON, Emma	1	2	N	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	N	2	2	2	2	2	33	N
CARDALE, Luke	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
CARMICHAEL, Meghan	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
CHATTERJEE, Anisha	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
CIOBANU, Mitica	1	1	N	1	1	1	N	1	1	N	1	1	1	N	1	1	N	N	1	1	1	1	1	17	N
CLIFTON, Rhianna	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
COLE, Jennifer	1	1	N	1	1	1	N	1	1	N	1	1	1	N	1	1	N	N	1	1	1	1	1	17	N
COLINS, Oliver	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
DAKSH, Ivaan	1	1	N	1	1	1	N	1	1	N	1	1	1	N	1	1	N	N	1	1	1	1	1	17	N
DAS, Imran	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
DAVEY, Henry	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
DENNISON, Joshua	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
DICKINSON, Chlo	2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y

12. Once the marksheet is open click on the ‘Calculate’ button at the top of the marksheet to generate the **GLD**. This is required as it appears on the Individual Reports that you send to parents.

13. Click ‘Save’ and close the marksheet, remain in the wizard.

Stage 5 Printing the Reports

1. Clicking on 'Next' will take you to the screen in the wizard which enables the printing of the reports which can be sent to parents.

NOTE – To return to the wizard, if it has been closed, select **Tools | Performance | Assessment | Wizard Manager**. Highlight the **EYFS Revised Profile Wizard 2025** and click 'Next', 'Next' and 'Next'.

Individual Report Format

Name	Edit Date
EYFS Revised Profile Pupil Report 2025	01/09/2024
EYFS Revised Profile School Report 2025	01/09/2024
EYFS Revised Profile National Report2025	01/09/2024

Membership Dates for Group : Foundation Stage Profile 2025

From: 02/04/2025 To: 02/04/2025 Refresh

Group Filter: []

Students

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Abbas	Avanni	11/04/2020	OAK
<input type="checkbox"/>	Aditya	Safia	22/12/2019	OAK
<input type="checkbox"/>	Afflick	Luke	14/06/2020	OAK
<input type="checkbox"/>	Ahmed	Taraz	12/03/2020	PINE
<input type="checkbox"/>	Bajek	Timon	17/04/2020	ASH
<input type="checkbox"/>	Barber	Serena	07/07/2020	ASH

Select All Deselect All

< Back Next > Finish Cancel

In the 2025 wizard there are 3 reports which are available to print.

An example of the report produced from the FSP Wizard. This is **optional** as you may have already used some other method to produce your reports to parents.

The **EYFS Revised Profile Pupil Report 2025** displays each of the 17 areas with the score along with a column showing the meaning of the score, Emerging or Expected.

Early Years Foundation Stage Profile 2025			
Avanni Abbas		11/04/2020	
Communication and Language			
Listening, Attention and Understanding	2	Expected	
Speaking	2	Expected	
Personal, Social and Emotional Development			
Self - Regulation	2	Expected	
Managing Self	2	Expected	
Building Relationships	2	Expected	

Printing the EYFS Revised Profile Pupil Report 2025

1. Ensure that the **EYFS Revised Profile Pupil Report 2025** is highlighted.
2. To view the report for an individual student, deselect all pupils and then **tick** the student(s) of your choice before clicking the 'Preview' button. Enable macros if requested.

3. Close Word and choose 'No' to save any changes.
4. To print all reports, click on 'Select All' so that all the students in the chosen group are selected and then click on the 'Print' button. 

If you get the following error when accessing an individual report 'Cannot Locate Base Template' or 'Cannot Download the Base Template File', it is likely that you have Word open. Close all Word documents. Open **Task Manager** on the affected workstation and locate 'Winword.exe'. End this process and then navigate to the route of the individual report in SIMS.

5. Reports can be uploaded to the **Linked Documents** area of the student record by clicking the upload button .

The **EYFS Revised Profile School Report 2025** displays the percentage of students at each outcome for your EYFS cohort 2025.

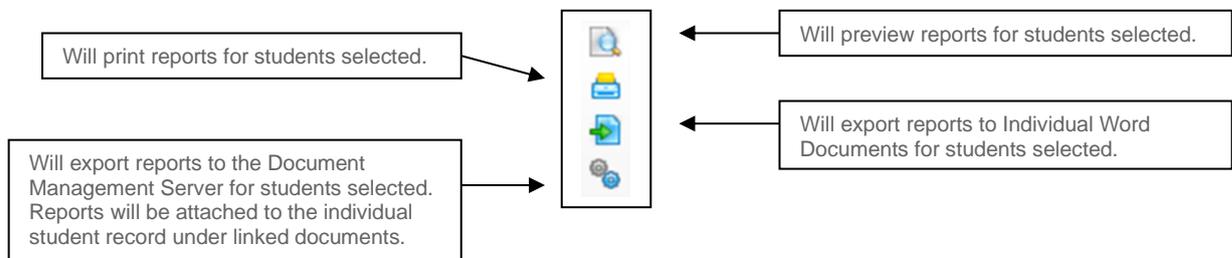
The report is the same for each student, so you may want to print one and photocopy it for all of the students.

Early Years Foundation Stage Profile 2025
School Report

For each Early Learning Goal, these tables show the percentage of pupils in the school at each level in 2025.

Percentage of all pupils at each level for each Early Learning Goal

	Exemption Applies	Emerging	Expected
Communication and Language			
Listening, Attention and Understanding	0	6.67	93.33
Speaking	0	6.67	93.33



Stage 6 Creating the Export File to send to the LA

The Foundation Stage Profile assessments will be sent to the LA via the Perspective Lite. The first stage in submitting the assessments requires creating an export file from SIMS Assessment.

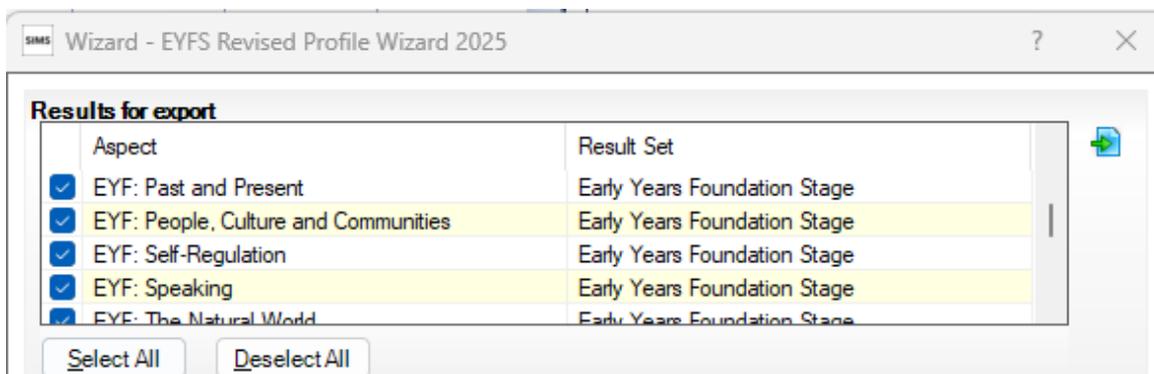
The final date for the return to the LA is **Friday, 20th June 2025 by 4pm.**

1. If you have closed the wizard then select **Tools | Performance | Assessment | Wizard Manager**, choose the **EYFS Revised Profile Wizard 2025** and click 'Next', 'Next', 'Next' and finally 'Next' again. (If you were already in the wizard on the reports section, then just click 'Next').
2. You should now see the screen below:

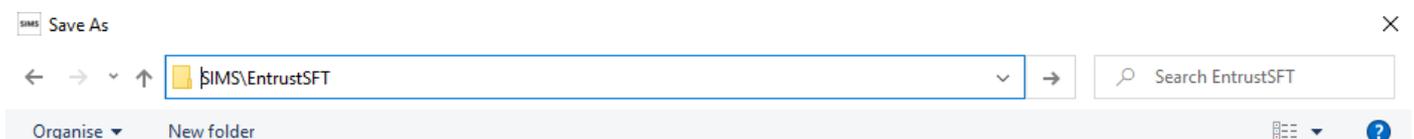
3. In the 'Results for export' (top section), click on 'Deselect All' and then click on the column heading entitled **Result Set**.

4. You will need to place a tick against the following **17** aspects with the Result Set of **Early Years Foundation Stage**.

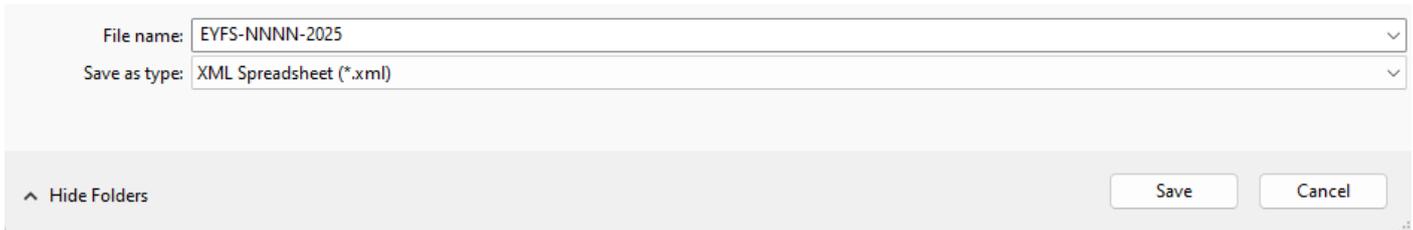
Aspect Name	Result Set
EYF: Being imaginative and Expressive	Early Years Foundation Stage
EYF: Building Relationships	Early Years Foundation Stage
EYF: Comprehension	Early Years Foundation Stage
EYF: Creating with Materials	Early Years Foundation Stage
EYF: Fine Motor Skills	Early Years Foundation Stage
EYF: Gross Motor Skills	Early Years Foundation Stage
EYF: Listening Attention & Understanding	Early Years Foundation Stage
EYF: Managing Self	Early Years Foundation Stage
EYF: Number	Early Years Foundation Stage
EYF: Numerical Patterns	Early Years Foundation Stage
EYF: Past and Present	Early Years Foundation Stage
EYF: People, Culture and Communities	Early Years Foundation Stage
EYF: Self-Regulation	Early Years Foundation Stage
EYF: Speaking	Early Years Foundation Stage
EYF: The Natural World	Early Years Foundation Stage
EYF: Word Reading	Early Years Foundation Stage
EYF: Writing	Early Years Foundation Stage



5. Ensure that the correct students are showing in the bottom section of the window and that all the students have a tick against them.
6. Click on the **'Export'** button top right of the screen .
7. Navigate to **F:\SIMS\EntrustSFT** where F is the drive that SIMS is located.



- In the file name box type **EYFS-NNNN-2025** (where **EYFS** is the name of the return, **NNNN** is the DfE number of the school and **2025** is the year) e.g. if my school number is 3333 the file name will be **EYFS-3333-2025**. Click **'Save'**.



File name: EYFS-NNNN-2025

Save as type: XML Spreadsheet (*.xml)

^ Hide Folders

Save Cancel

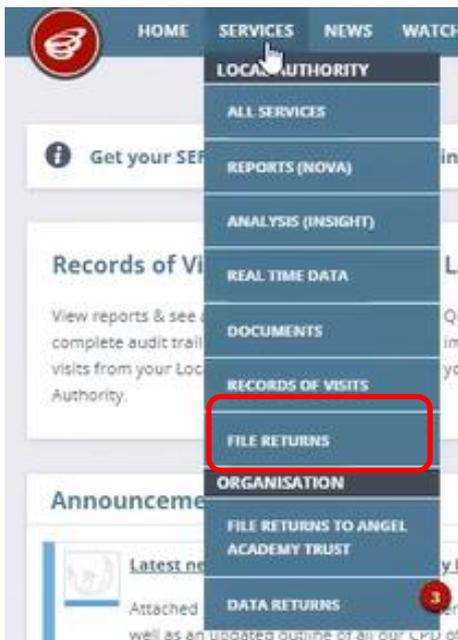
- Click the **'Finish'** button on the wizard.

Stage 7 Returning Foundation Stage Profile via Perspective Lite

IMPORTANT

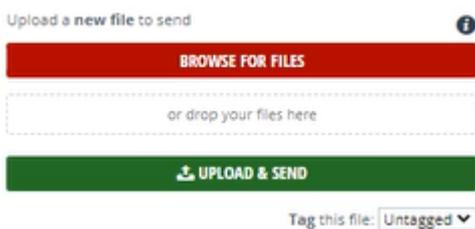
The final date for the submission of the file is **Friday 20th June 2025**.

1. Log into the site using the link to the secure website <https://perspective.angelsolutions.co.uk/> and enter your user credentials.
2. From your **Home** screen, choose **Services** from the top ribbon, and then **File Returns to Local Authority**.



Please note – if you cannot see any of the following options, please work with your Head teacher to check the privileges on your user account. You need to have **LA/org documents** set to **Action**.

3. In the top right you choose **Browse For Files**.



This will then open your windows explorer, here you can navigate to the file(s) that you wish to share with the Schools Data Team.

- Choose your file and click **Open**, the file will then appear in the top corner.

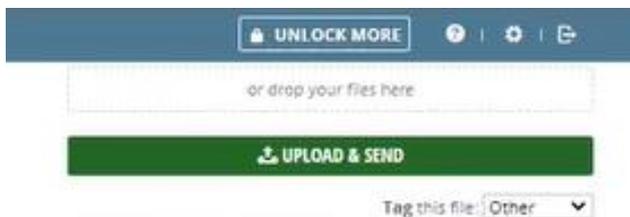


- Next you need to add a **Tag**. This assists the Schools Data Team to identify what type of file you are sending to us. **It is important that a tag is added to each file you send.**

Click the **Tag** drop down menu and choose the appropriate file type.



- Once your file is attached and a tag is selected, you can now click **Upload and send**. This will then securely send the file to the Schools Data Team.



- Ensure that you complete the **Permission to Check** form and return it to the Schools Data Team.

Note about resubmitting your data

Although you should make every effort to ensure that your first submission is accurate, occasionally it may be necessary to submit a second file. If you do need to submit a second file then please ensure:

- a new file is created with a different name e.g. **EYFS-3333-2025 v2**
- a new Permission to Check form is completed and submitted to the Schools Data Team

Contact Details

If you have any questions or would like further support: Schools subscribing to Entrust can contact the Service Desk on 0333 300 1900 – edtech@entrust-ed.co.uk or visit the Entrust Support Portal, support.entrust-ed.co.uk.

Data collection enquiries:

Capita Data Team – 01785 895600

Email – schools.capitadatateam@staffordshire.gov.uk

Assessment practice and moderation enquiries:

Jo Chan

Email – earlyyears.eyfspassessment@staffordshire.gov.uk

Contacting us

Stafford office

Entrust Riverway Centre, Riverway, Stafford, ST16 3TH
Tel: 0333 300 1900
Email: edtech@entrust-ed.co.uk

Birmingham office

Tel: 0333 003 7071
Email: edtech@entrust-ed.co.uk

Worcester office

Tel: 0333 003 7399
Email: edtech@entrust-ed.co.uk

