



Department  
for Education

# **Early years foundation stage profile 2018**

**Technical specification, version 1.1**

**March 2018**

# Contents

1. Introduction	4
1.1 Audience and purpose	4
1.2 Scope	4
1.3 Changes for 2018	5
1.4 Coverage and timings	5
2. Structure and guidance	6
2.1 Outline data content	6
2.2 Process	6
2.3 Creating local authority XML results files of individual pupil data	9
3. Data return formats	11
3.1 Special notes for XML returns	11
3.2 XML format	12
4. Data validation rules	13
4.1 Header validation	14
4.2 Establishment level validation	14
4.3 Child level validation	15
5. Valid values	22

## Version history

Version	Change history	Author / date
1.0	Changes to the specification for the 2018 early years foundation stage profile collection have been made as listed below: <ul style="list-style-type: none"><li>• all dates updated</li><li>• all links updated</li></ul>	Kirsty Knox 18/12/2017
1.1	Updated final deadline date to Friday 7 <sup>th</sup> September 2018	Kirsty Knox 13/03/2018

# 1. Introduction

This specification covers the return of early years foundation stage profile to the department for education. These returns will be made using the department’s COLLECT system, in XML format. It should be read in conjunction with the current [Common Basic Dataset](#) definitions and [2018 assessment components](#).

## 1.1 Audience and purpose

This specification describes the early years foundation stage profile collection 2018. It will enable local authorities, and software suppliers working on their behalf, to prepare the necessary data and processes to enable data on all children in their reception year in maintained schools and private, voluntary and independent early years settings to be returned to the department.

The following legislation underpins the provision and publication of this information:

- [the Education Act 1996 s29\(3\)](#)
- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [Regulations 5 and 8 School Information \(England\) Regulations 2008](#)

This requirements specification consists of one document containing a narrative, sample XML messages, and validation. Local authorities and suppliers must read this specification in conjunction with the [Common Basic Dataset](#).

## 1.2 Scope

This data collection process covers any early years provider, including maintained schools or private, voluntary and independent settings, unless the setting has received an exemption from the early years foundation stage framework.

The following diagram outlines the overall scope of the collection:

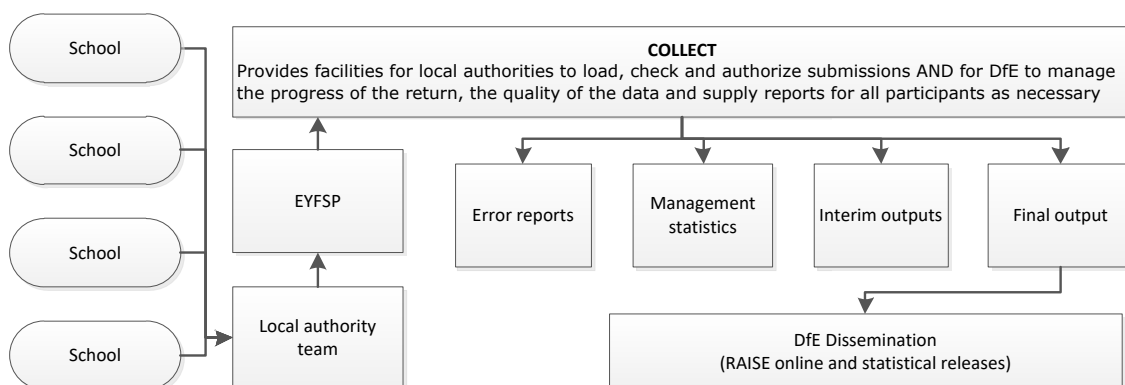


Figure 1: high-level data collection process

## **1.3 Changes for 2018**

Changes for the 2018 early years foundation stage profile collection technical specification are:

- all dates updated
- all links updated

## **1.4 Coverage and timings**

The early years foundation stage profile is collected annually and must be completed for all children in the final term of the reception year in which the child reaches ages five (no later than 29 June in that term).

Local authorities will give local guidance on when they require returns from schools / settings to allow the local authority to check and consolidate all data from their schools and private, voluntary and independent settings and return data to the department no later than 7 September 2018.

## 2. Structure and guidance

### 2.1 Outline data content

Each return from a local authority will consist of a child level and an establishment level. Each level comprises one or more modules (the term “module” is used to describe a subset of a data level). Both levels will be returned together as a single data return for each school / setting.

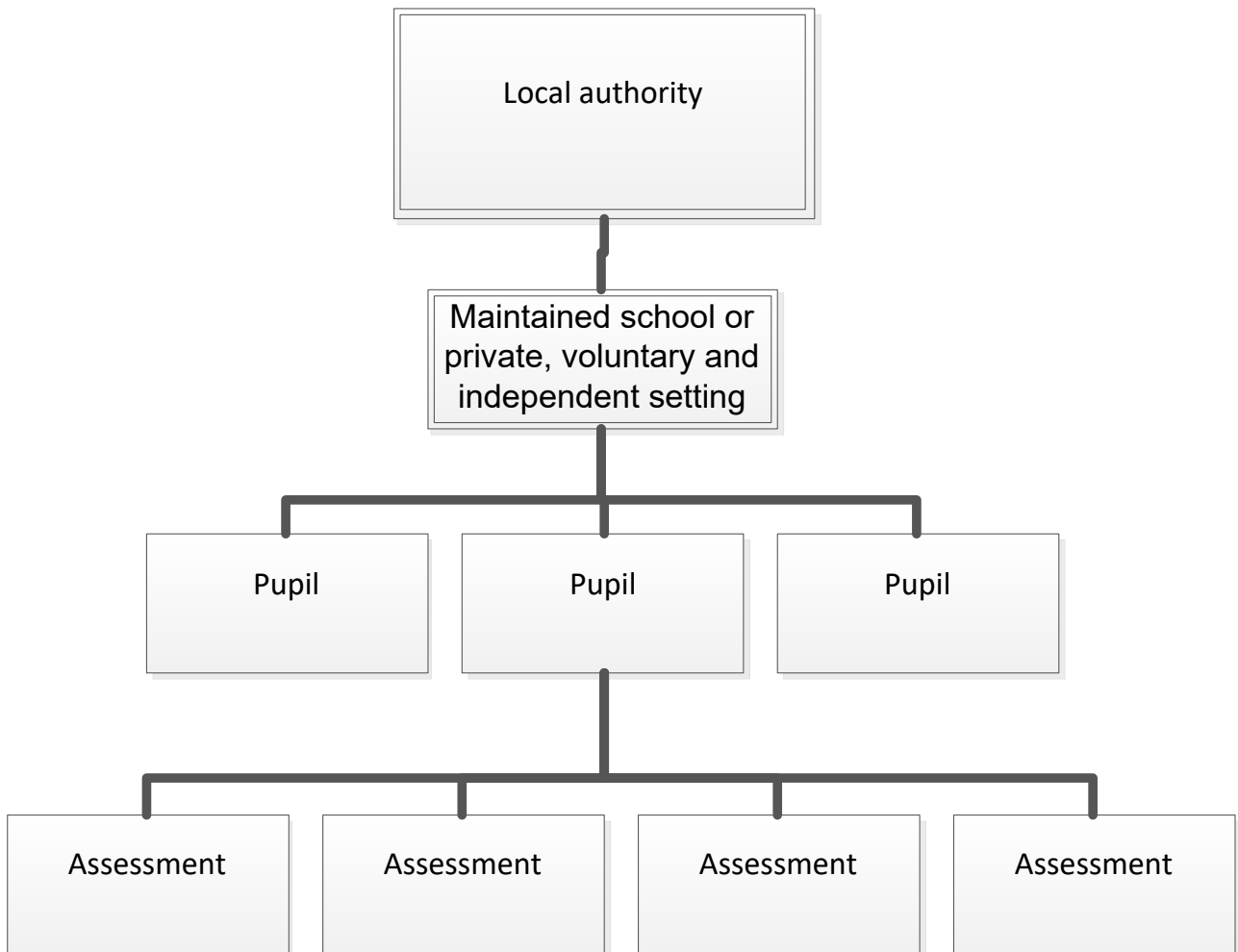


Figure 2: outline structure of data

## 2.2 Process

### 2.2.1 School / settings management information system

A CTF file may be prepared from the school / settings MIS system and exported to the local authority using the school-to-school secure transfer mechanism.

The software will allow the local authority to import into its central management system the CTF created from the school MIS. The validation rules that will be applied to this data are included at Section 4. The local authority software will carry out these checks when the CTF is loaded into the local authority central database / processing system. Any missing subjects or components or results or any invalid values / totals will be reported by the local authority software.

### **2.2.2 Excel spreadsheet**

For those schools / settings without a MIS, a spreadsheet (available from department for education) may be completed and exported to the local authority via school-to-school secure transfer or some other secure transfer mechanism.

The software will also allow the local authority to load into its central management system a CSV file created from an early years foundation stage profile Excel spreadsheet (to be supplied to local authorities by the department for education for distribution as necessary) with the export filename of either “EYFSP\_XXXX\_18.CSV” from schools or “EYFSP\_YYYYYY\_18.CSV” from early years’ settings, where XXXX is the department for education school number and YYYYYY is the setting’s unique reference number (this is an early year’s setting example with a 6-digit unique reference number; a school CSV would have a 4-digit establishment number).

Below is an example spreadsheet

## Excel spreadsheet example

School Name	LEA No	School No	URN	Child's Surname	Child's Forenames (see notes)	UPN (see notes)	Gender (M or F)	Date of Birth (DD/MM/YYYY)
TEST ESTABLISHMENT	555		555555	SURNAME 1	FORENAME 1		M	13/02/2013
TEST ESTABLISHMENT	555		555555	SURNAME 2	FORENAME 2	W222222222222	F	31/12/2012

Home Post code (see notes)	Communication & Language			Physical Development		Personal, Social and Emotional			Literacy		Mathematics		Understanding the world			Expressive Arts & Design	
	LA	U	S	M&H	HSC	SC/SA	MFB	MR	R	W	N	SSM	P&C	World	Tech	EMM	BI
NE12 3LP	1	1	2	2	2	3	2	3	1	1	1	2	1	1	2	2	2
SW2 3AB	3	2	3	2	2	3	2	2	3	2	3	3	2	3	3	2	3

Figure 3: example spreadsheet

Note: LA = Listening and attention, U = Understanding, S = Speaking M&H = Moving and Handling, HSC = Health and self-care SC/SA = Self-confidence and self-awareness, MFB = Managing feelings and behaviour, MR = Making relationships, R = Reading, W = Writing, N = Numbers, SSM = shape, space and measures, P&C = People and communities, EMM = Exploring and using media and materials, BI = Being imaginative.



### **2.2.3 Paper format**

For those settings without access to a secure computer, the local authority may arrange some other paper recording system, and then key the data into the centralised local authority system.

### **2.2.4 Notes about local authority systems**

Where any pupil identifying data or contextual data included in the CTF are already present in the local authority database / processing system, there will be a prompt to ask if the existing data will be overwritten by the CTF or CSV import.

The software will allow the local authority to:

- remove and to add pupils
- amend a pupil's identifying data or summary scale scores that have been loaded, and for the area of learning totals and overall score to be automatically recalculated
- re-import corrected CTF and / or CSV files with a prompt to allow the operator to overwrite existing data

## **2.3 Creating local authority XML results files of individual pupil data**

The software will allow the local authority to create separate XML files of individual pupil data by school / setting to load into COLLECT as necessary, even if they still contain errors. The XML will include the following data items:

- local authority number
- establishment (school number) or unique reference number
- unique pupil number (where present)
- surname
- forename
- gender
- date of birth
- home postcode (where present)
- subject, component and result (which will be one of 1, 2, 3 or A)

The name of the individual school / setting XML file will be:

xxxyyyy\_FTF\_xxxDfE\_001.XML where xxx is the local authority number and yyyy is the school establishment number. (The final 3 digits will only be incremented if another XML is created.)

For private and voluntary settings the name of the XML file will be:

xxxyyyyyy\_FTF\_xxxDfE\_001.XML where xxx is the local authority number and yyyyyy is the setting unique reference number. (The final 3 digits will only be incremented if another XML is created.)

Please note: private, voluntary and independent settings are required to quote their unique reference number, as used for early years census, when making an early years foundation stage profile submission.

The validation rules are shown in section 4. Any data failing the validation checks will be reported using the error codes and messages specified in this document. The local authority will be given the option to correct the errors and revalidate and recreate the files as necessary.

Local authorities will zip the individual XML files into a single file for importing into COLLECT.

### 3. Data return formats

The early years foundation stage profile return must be submitted to the department for education in XML format.

Any missing item or value will result in an error being generated. Within XML, empty tags should not be returned.

#### 3.1 Special notes for XML returns

The standard XML entity references will be used for the following special characters:

Character	Entity reference
Ampersand (&)	&amp;
Left angle bracket (<)	&lt;
Right angle bracket (>)	&gt;
Single quote / apostrophe (')	&apos;
Double quotes (")	&quot;

For special characters such as é use a character reference such as &#233; This produces a generic XML file, which can be viewed as such in a suitable browser. Details of all such characters are found within the [XML standard documentation](#), section 2.2.

## 3.2 XML format

CBDS number	EYFSP Return 2018 XML Structure	Notes
	<EYFSPfile>	
	<Header>	
800001	<Collection>Early Years Foundation Stage Profile</Collection>	
800010	<DateTime>2018-08-27T11:52:21</DateTime>	
800003	<Year>2018</Year>	
200001	<LEA>555</LEA>	
800006	<SoftwareCode>846</SoftwareCode>	
	</Header>	
	<School>	
200636	<Estab></Estab>	
200635	<URN>512345</URN>	
	<Pupils>	
	<Pupil>	
100001	<UPN>A123456789101</UPN>	
100003	<Surname>SURNAME 1</Surname>	
100004	<Forename>FORENAME 1</Forename>	
100007	<DOB>2013-01-01</DOB>	
100008	<Gender>F</Gender>	
100121	<PostCode>AB13 3AB</PostCode>	
	<Assessments>	
	<Assessment>	
100466	<Subject>PSE</Subject>	
100273	<Method>FA</Method>	
100274	<Component>G09</Component>	
100605	<ResultQualifier>FD</ResultQualifier>	
100276	<Result>2</Result>	
	</Assessment>	
	</Assessments>	
	</Pupil>	
	</Pupils>	
	</School>	
	</EYFSPfile>	

## 4. Data validation rules

This section specifies validation rules that are applied to the data by the department for education, using COLLECT. They must also be applied, as far as possible, by local authorities prior to loading the data onto the COLLECT system and any issues resolved. Those data items included in the specification but not appearing in the validation rules - that is, those not shown in the validation rules as "must be present" - must be supplied where available (for example, child's unique pupil number). The rules also show which validations are errors and which ones are queries. An error is a failed validation check that must be corrected. A query is one that must be investigated, and potentially corrected, as it identifies data that would usually be invalid.

Syntax:

- Validation checks are expressed as conditions that must be true (errors) or that should be true (queries). The error message shows what is displayed if the condition is not met
- data items are indicated using the XML tag with the CBDS number in parentheses, for example <UPN>
- data groups are indicated using the XML tag only, for example <Assessments>
- single dates or date ranges are sometimes defined in relation to <ReferenceDate>, which is from the XML Header

## 4.1 Header validation

Seq Number	Error/ Query	Validation Check	Error Message
001	Error	<Collection> must be present with a value of "Early Years Foundation Stage Profile"	Document Name missing or invalid. The file must be recreated
101	Error	<SoftwareCode> must be present	SupplierID is missing
110	Error	<Year> must be present and = 2018	Year is missing or invalid

## 4.2 Establishment level validation

Seq Number	Error/ Query	Validation Check	Error Message
<b>School module</b>			
8000	Error	<LEA> must be provided and must be a valid value	Local Authority number missing or invalid
120	Error	If <Estab> is present it must be in the ranges 1000-1150; 1800-3999; 4000-4999, 5200-5299, 5400-5499, 5900-6999, 7000-7999)	Establishment No is invalid
3782	Error	If <URN> is present it must be in the range 500000-799999	URN is invalid
3783	Error	At least one of <Estab> OR <URN> must be present	Establishment No or URN must be present

### 4.3 Child level validation

Seq Number	Error/Query	Validation Check	Error Message
<b>Pupil Identifiers module</b>			
106	Error	<DOB> for <URN> in the range 500000-799999 (PVI) must be between 1/4/2013 and 31/8/2013	Outside the date range for PVI settings
3781	Error	<u>For Independent schools</u> <DOB> must be between 1/4/2013 and 31/8/2013	Outside the date range for Independent schools
3750Q	Query	<u>All schools except Independent schools</u> <DOB> must be between 1/9/2012 and 31/8/2013	Pupil's Date of Birth is outside expected date range
1500	Error	<u>All schools except Independent schools and PVI</u> <UPN> must be present	UPN is missing

Seq Number	Error/ Query	Validation Check	Error Message
1510	Error	<p>&lt;UPN&gt; must contain the correct check letter</p> <p>To calculate the check letter:</p> <p>1. Multiply the individual digits by their weights as follows:  digit 2 by weight 2; digit 3 by weight 3; digit 4 by weight 4; digit 5 by weight 5; digit 6 by weight 6; digit 7 by weight 7; digit 8 by weight 8; digit 9 by weight 9; digit 10 by weight 10; digit 11 by weight 11; digit 12 by weight 12; digit 13 by weight 13.</p> <p>2. Sum the individual results, divide the total by 23, and take the remainder.</p> <p>3. Calculate the check letter from the result as follows:  0 = A; 1 = B; 2 = C; 3 = D; 4 = E; 5 = F; 6 = G; 7 = H; 8 = J; 9 = K; 10 = L; 11 = M; 12 = N; 13 = P; 14 = Q; 15 = R; 16 = T; 17 = U; 18 = V; 19 = W; 20 = X; 21 = Y; 22 = Z.</p> <p>For calculating the check letter (see above) any alphabetical character at digit 13 is accorded the same numerical value as listed in paragraph 3 above, A=0, B=1, C=2 etc.</p>	UPN invalid (wrong check letter at character 1)
1520	Error	Each pupil <UPN> must be unique across all pupils in the Estab	More than one pupil record with the same UPN
1530	Error	If <UPN> is present Characters 2-4 of <UPN> (100001) must be a valid post April 1999 LA code or a recognised "pseudo LA" code (001-005, 201-213, 301-320, 330-336, 340-344, 350-359, 370-373, 380-384, 390-394, 420, 660-681, 701-708, 800-803, 805-808, 810-813, 815, 816, 820-823, 825, 826, 830, 831, 835-837, 840, 841, 845, 846, 850-852, 855-857, 860, 861, 865-896, 908, 909, 916, 919, 921, 925, 926, 928, 929, 931, 933, 935-38)	UPN invalid (characters 2-4 not a recognised LA code)
1540	Error	If <UPN> is present Characters 5-12 of <UPN> must be numeric	UPN invalid (characters 5-12 not all numeric)



Seq Number	Error/ Query	Validation Check	Error Message
1550	Error	If <UPN> is present Characters 13 of <UPN> must be numeric or A-Z omitting I, O and S	UPN invalid (character 13 not a recognised value)
1580	Error	<Surname> must be present	Pupil with last name missing
1590	Error	<Forename> must be present	Pupil with forename missing
1600	Error	<DOB> must be present	Pupil's date of birth is missing
1610	Error	<Gender> must be present and a valid value	Pupil Gender missing or invalid
<b>Home Information</b>			
2340	Error	<p>&lt;PostCode&gt; must be present and a valid format. Valid formats are:</p> <p>An nAA                      Ann nAA                      AAn nAA</p> <p>AAnn nAA                      AnA nAA                      AAnA nAA</p> <p>where 'A' is alphabetic and 'n' is numeric. Also valid:</p> <p>BFPO n                      BFPO nn                      BFPO nnn</p>	Postcode is missing or invalid
<b>Assessment</b>			
3779	Error	<p>Each of the following combinations of parameters must be present once and once only, and only these combinations are valid.</p> <p style="text-align: center;">Subject      Method      Component      ResultQualifier</p>	Assessments are either missing or invalid

Seq Number	Error/ Query	Validation Check				Error Message
		COM	FA	G01	FD	
		COM	FA	G02	FD	
		COM	FA	G03	FD	
		PHY	FA	G04	FD	
		PHY	FA	G05	FD	
		PSE	FA	G06	FD	
		PSE	FA	G07	FD	
		PSE	FA	G08	FD	
		LIT	FA	G09	FD	
		LIT	FA	G10	FD	
		MAT	FA	G11	FD	
		MAT	FA	G12	FD	
		UTW	FA	G13	FD	
		UTW	FA	G14	FD	
		UTW	FA	G15	FD	
		EXP	FA	G16	FD	

Seq Number	Error/ Query	Validation Check	Error Message
		EXP      FA      G17      FD	
002	Error	<Subject> must be present and a valid value	Subject is either mission or invalid
005	Error	<Method> must be present and = FA	Method is either missing or invalid
003	Error	<Component> must be present and a valid value	Component is either missing or invalid
004	Error	<ResultQualifier> must be present and = FD	Result Qualifier is either missing or invalid
3751	Error	<Result> must be present and a valid value	Result is either missing or invalid
3752	Error	<Assessment> (<Subject> = COM, <Component> = G01 and <ResultQualifier> = FD) must be present	COM G01 (Listening and Attention Component) Result missing
3753	Error	<Assessment> (<Subject> = COM, <Component> = G02 and <ResultQualifier> = FD) must be present	COM G02 (Understanding Component) Result missing
3754	Error	<Assessment> (<Subject> = COM, <Component> = G03 and <ResultQualifier> = FD) must be present	COM G03 (Speaking Component) Result missing
3758	Error	<Assessment>(<Subject> =PHY, <Component> = G04 and <ResultQualifier> = FD) must be present	PHY G04 (Moving and handling Component) Result missing
3759	Error	<Assessment>(<Subject> =PHY, <Component> = G05 and <ResultQualifier> = FD) must be present	PHY G05 (Health and self-care Component) Result missing

<b>Seq Number</b>	<b>Error/ Query</b>	<b>Validation Check</b>	<b>Error Message</b>
3760	Error	<Assesment>( <Subject> =PSE , <Component> = G06 and <ResultQualifier> = FD) must be present	PSE G06 (Self-confidence and self-awareness Component) Result missing
3761	Error	<Assessment>( <Subject> =PSE, <Component> = G07 and <ResultQualifier> = FD) must be present	PSE G07 (Managing feelings and behaviour Component) Result missing
3766	Error	<Assessment>( <Subject> =PSE, <Component> = G08 and <ResultQualifier> = FD) must be present	PSE G08 (Making relationships Component) Result missing
3767	Error	<Assessment>( <Subject> =LIT, <Component> = G09 and <ResultQualifier> = FD) must be present	LIT G09 (Reading Component) Result missing
3790	Error	<Assessment>( <Subject> =LIT, <Component> = G10 and <ResultQualifier> = FD) must be present	LIT G10 (Writing Component) Result missing
3791	Error	<Assessment>( <Subject> =MAT, <Component> = G11 and <ResultQualifier> = FD) must be present	MAT G11 (Numbers Component) Result missing
3792	Error	<Assessment>( <Subject> =MAT, <Component> = G12 and <ResultQualifier> = FD) must be present	MAT G12 (Shape, space and measures Component) Result missing
3793	Error	<Assessment>( <Subject> =UTW, <Component> = G13 and <ResultQualifier> = FD) must be present	UTW G13 (People and Communities Component) Result missing
3794	Error	<Assessment>( <Subject> =UTW, <Component> = G14 and <ResultQualifier> = FD) must be present	UTW G14 (The World Component) Result missing
3795	Error	<Assessment>( <Subject> =UTW, <Component> = G15 and <ResultQualifier> = FD) must be present	UTW G15 (Technology Component) Result missing

Seq Number	Error/ Query	Validation Check	Error Message
3796	Error	<Assessment>( <Subject> =EXP, <Component> = G16 and <ResultQualifier> = FD) must be present	EXP G16 (Exploring and using media and materials Component) Result missing
3797	Error	<Assessment>( <Subject> =EXP, <Component> = G17 and <ResultQualifier> = FD) must be present	EXP G17 (Being Imaginative Component) Result missing

## 5. Valid values

Valid item values must be in the list or range specified in the common basic dataset, subject to the exceptions and restrictions below.

Local authority codes (CBDS item number 200001, codeset D00004) for this collection only covers ENGLAND local authorities. Coverage also excludes local authority codes:

- 001, 003, 167
- codes starting with 6 and 7 except 702 (service children's education, which is valid)
- XXX, MMM and NAA



Department  
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