

RETURNING THE TRANSITION LEVEL OF NEED DATA



Overview

Once the school has collated the individual children's information received from the previous early years settings, schools will be able to review the information for the cohort of nursery and reception children and plan transition to meet the needs of the incoming cohort.

Schools are required to send an overview of this information to HFL Education that includes the total number of children in each criterion and the overall totals of children requiring targeted, personalised and intensive support.

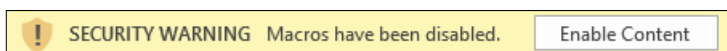
- HFL's Early Years team will use this information to plan the support to those schools with the greater numbers of children with highest levels of need.
- This will include reviewing the numbers of children in each level of need criterion and highlight those schools/districts with patterns of need, for example large numbers of children with English as an additional language.
- This analysis of the information and report on findings, key themes and areas of high levels of need will be used to inform HCC; this will enable HCC to identify and direct appropriate support to where it is required.

Please note that these instructions relate only to Excel 365 for Windows. If you are using other software then the menu options or buttons may be different. Please follow the instructions carefully to ensure that only the summary of the information is sent. ***No individual child information is required.***

Creating a file to return using the button on the spreadsheet

In order to use the button on the spreadsheet to automatically create the file to return, you must be using an installed version of Excel (not an online version), and preferably a Windows machine (we cannot guarantee that the macro will work otherwise). **If you are unable to do so, please follow the instructions on the next page for manually creating the file to return.**

1. Open the final version of the master spreadsheet where all the information has been collated. You may then see a message similar to that below.



2. Click **Enable Content**.

Ensure that you have used the correct version of the spreadsheet that says '2024 Version' at the top

3. Check that you have entered your school number into cell **B2** and that your school name appears in **B3**, as well as selecting the appropriate year group (i.e. **Nursery** or **Reception**) in cell **B5**.




School No:	101
School Name:	Waters Edge
Year cohort are entering:	Nursery



- Click to create file to send to HFL**
- Note: all pupils to be included must be present on this sheet*

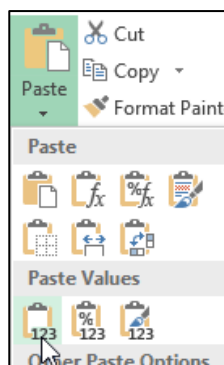
- | | |
|---------------|---------------------------------------|
| File name: | 101NurseryEY Transition14Apr2023.xlsx |
| Save as type: | Excel Files (*.xlsx) |

- | | |
|---------------------------|-------------|
| School No: | 101 |
| School Name: | Waters Edge |
| Year cohort are entering: | Nursery |

- | | A | B | C | D | E | F | G | H | |
|---|---------------------------|---------------------|---------------|--|-------------------------|--|---|--|---|
| 1 | | | |    | <div>2024 Version</div> | | | | |
| 2 | School No: | 101 | | | | | | | |
| 3 | School Name: | Waters Edge Nursery | | | | | | | |
| 4 | | | | | | | | | |
| 5 | Year cohort are entering: | Nursery | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | Totals: | 0 | 0 | 0 |
| 8 | Feeder School | Child First Name | Child Surname | Gender | Term of Birth | (1) Child Looked After (CLA) in progress | (2) Child in Need (CiN) / Child Protection Plan (CPP) | (3) Special Educational Needs and Disability Plan (SEND) | |

4. Copy the selection by clicking the **Copy** button, or by pressing **Ctrl and C**.
5. Press **Ctrl and N** to create a new workbook.
6. Click the drop-down arrow below the **Paste** button on the **Home** tab and choose the first icon under **Paste Values**.

DO NOT USE CTRL AND V TO PASTE.



7. The pasted data should exactly as below, but with your own totals showing correctly in **row 7**. If it does not, then please repeat the above steps, ensuring that you choose **Paste Values** as the option for pasting.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2	School No.	101			Need Help? Instruction FAQs											
3	School Name	Waters Edge Nursery			Remember to email the file to eytransition@hfleducation.org											
4					2024 Version											
5	Year cohort	Nursery			Note: all pupils to be included must be present on this sheet											
6																
7					Totals:	0	0	0	0	0	0	0	0	0	0	0
8	Feeder Sc	Child First	Child Sum	Gender	Term of Bl	(1) Child L	(2) Child in	(3) Special	(4) Social	(5) Speech	(6) Significi	(7) Sensor	(8) Close E	(9) Parenta	(10) Share	(11) Trans

8. Press the **F12** key to display the **Save As** box (or click the **File** tab then **Save**).
9. Please name the file with your **3-digit School number at the beginning** followed by the year group then EY Transition and the month and year, e.g. '101NurseryEYTransitionApr2024'. Ensure that you save to a known location.
10. There is no need to password protect the file as no individual pupil data is included.
11. Please now email the file as an attachment to: eytransition@hfleducation.org

NB: Before you send, please open the attachment to check that the numbers are present and that no names are included.