

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.

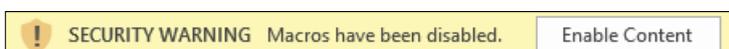
- HFL's Early Years team will use this information to plan the support to those schools with the greater numbers of children with highest levels of need.
- This will include reviewing the numbers of children in each level of need criterion and highlight those schools/districts with patterns of need, 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**.

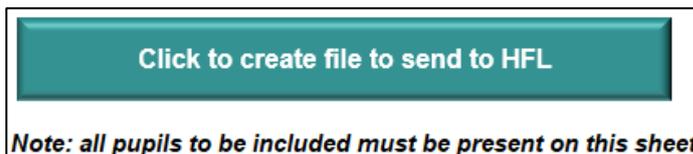
Ensure that you have used the correct version of the spreadsheet that says '2024 Version' at the top

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**.

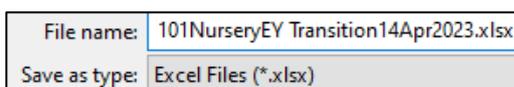
School No:	101
School Name:	Waters Edge
Year cohort are entering:	Nursery



- After checking that the information is complete, click the button at the top of the spreadsheet.



- The **Save As** box will appear. This will prompt you to save a new file which contains only the information needed, with a filename containing your school number, name, cohort year and the date. The location for saving will be same folder as the master spreadsheet, but you can change this if preferred.



- Click **Save**. You can then close the spreadsheet. There is no need to password protect the file as no individual pupil data is included.
- If you have made a mistake and need to add or amend information to the master spreadsheet, you can create another file by clicking the button again.
- Please now email the file as an attachment to: eytransition@hfleducation.org.

Creating a file to return manually

You should only follow the instructions in this section if you were unable to use the method above.

- Open the final version of the master spreadsheet where all the information has been collated.
- 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**.

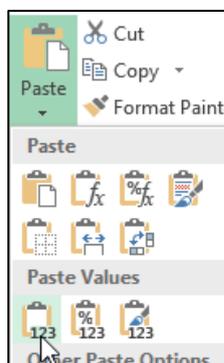
School No:	101
School Name:	Waters Edge
Year cohort are entering:	Nursery

- Select **only** rows **1 to 8** of the spreadsheet. A quick way to do this is to click on the button for row **1**, hold down your **Shift** key then click on the button for row **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 (SEND)	
					Totals:	0	0	0

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																Need Help? Instruction FAQs
2	School No.	101			***You have successfully pasted the data but do check the totals in row 7 and column BD look correct***											
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	0
8	Feeder Sc	Child First	Child Sum	Gender	Term of BI	(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.