RETURNING THE TRANSITION LEVEL OF NEED (TLONT) INFORMATION.

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.**

Please follow the instructions below carefully to ensure that only the summary of the data is sent.

Creating a file to return using the button on the spreadsheet

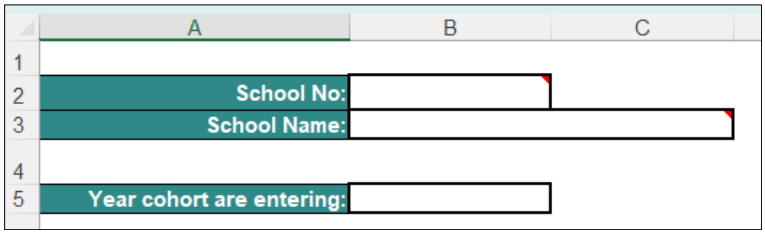
In order to use the button on the spreadsheet to automatically create file to return, you must be using an installed version of Excel (not an online version), and preferably a Windows machine (we cannot guarantee that the macro will work otherwise). **If you are unable to do so, please follow the instructions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

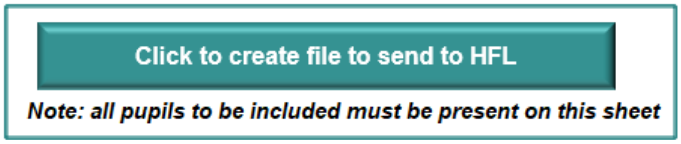
2. Ensure that you click **Enable Content**.

Ensure that you have used the correct version of the spreadsheet that says '2026 Version' at the top

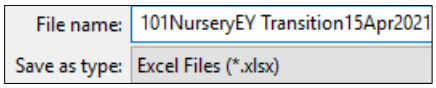
3. Check that you have entered your school number into cell **B2** and that your school name appears in **B3**, as well as selecting the appropriate year group (i.e. Nursery or Reception) in cell **B5**.



4. After checking that the information is complete, click the button at the top of the spreadshee.



5. The **Save As** box will appear. This will prompt you to save a new file which contains only the data 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. (*This graphic represents the year 2021 for illustration purposes only*).

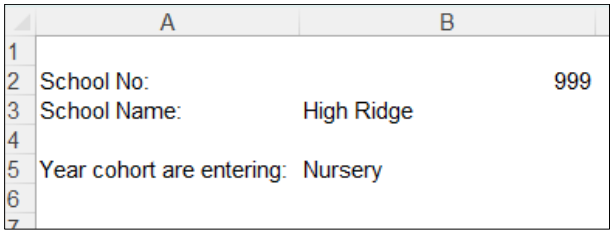


6. Click **Save**. You can then close the spreadsheet.
7. If you have made a mistake and need to add or amend data to the master spreadsheet, you can create another file by clicking the button again.
8. Please now email the file as an attachment to: **eytransition@hfleducation.org**. You do not need to password protect the file, as it contains no personal data.

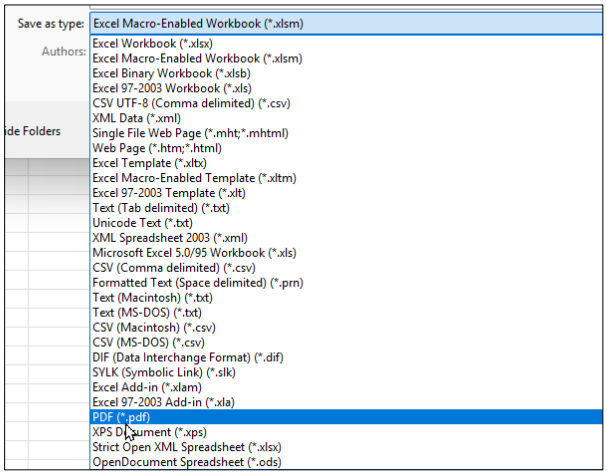
Creating a file to return manually

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

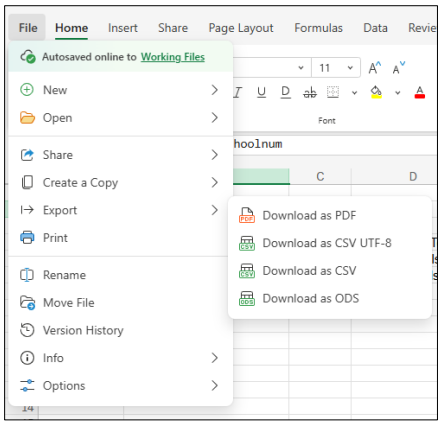
1. Open the final version of the master spreadsheet where all the information has been collated, click on the **Manual Return** worksheet tab.
2. Check school number appear in cell **B2** and that your school name appears in cell **B3** and the appropriate year group (i.e. Nursery or Reception) appears in cell **B5**. If not go back to the **School** worksheet and enter the correct details into **B2**, **B3** and **B5**.



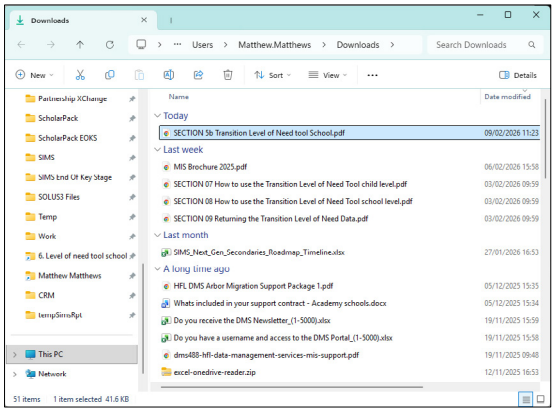
3. If you opened the master spreadsheet where all the information has been collated in your web browser, proceed to step 7.
4. Press the **F12** key to display the **Save As** box (or click the **File** tab then **Save**).
5. Select PDF (*.pdf) from the Save as type box.



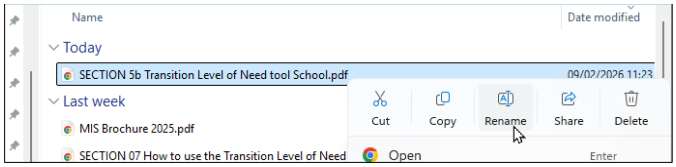
6. Proceed to step 11 and then click **Save**.
7. Select **File > Export > Download as PDF** from the menu.



8. Check the preview and then click on the button to save the sheet as PDF.).
9. Next open Windows Explorer and browse to your **Downloads** folder (or the folder your browser downloaded the PDF to).



10. Right click on the PDF and click **Rename**.



11. Next 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. '101 Nursery EY Transition Apr 2026'. Ensure that you save to a known location.
12. Please now email the file as an attachment to: **eytransition@hfleducation.org** You do not need to password protect the file, as it contains no personal data. However, we recommend that before you send, please open the attachment to double check that the numbers are present and that no names are included.