

Provider Portal Instructions –Better Start EYFS assessments

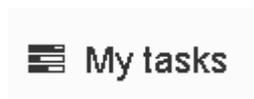
Firstly, you will receive a report called [Better Start assessments: list of selected children attending in Autumn/Spring/Summer](#) which can be found in [Headcount Menu > Payment History](#). This report will list all children who are/were drawing down from these funding streams:

- 2 year old funded (both previously funded and currently funded),
- EYPP eligible,
- Child on Child Protection Plan,
- Child in Need,
- Looked After Child,
- DAF eligible,
- Inclusion funded children (PVI only – not schools).

These are the children for whom we would like you to submit assessments.

How to record EYFS assessments in Better Start

Click on the [Better Start button](#), then click on the latest [Better Start task](#) that is listed on the left hand side in ‘My tasks’



The task will usually be for assessments undertaken in the current term.

During the course of a year we will usually set 4 tasks:

1. Autumn Term (baseline)
2. Autumn Term
3. Spring Term
4. Summer Term

Once in the task, click on **Choose Children** and tick the children to include in the assessment on the right hand side of the screen (you will find a list of who you need to tick in the report that has been sent to you in the portal under **Headcount menu > Payment History** as mentioned above).



Please identify the children for which the assessment will be completed.

| <input type="text"/> | <input type="button" value="Add Child"/> | <input type="button" value="Next"/> | | | | |
|----------------------|--|-------------------------------------|-----------------|----------------------|-------------------------------------|---------------------------------------|
| Forename | Surname | Date of birth | Age (in Months) | User Defined Groups | Include In Assessment | <input type="button" value="Toggle"/> |
| Joe | Bloggs | 01/02/2013 | 50 | <input type="text"/> | <input checked="" type="checkbox"/> | |

Then, click **NEXT** and



Work from left to right along the columns next to each child.

Enter an assessment value (Expected or Emerging) of the child's current development for their age by clicking the downward arrow ▼ directly in the cell alongside the child name under each column category.

| | |
|---|----------------------|
| BSEYFCOMM | BSEYFPSED |
| <input type="text"/> | <input type="text"/> |
| 1: Emerging | 2: Expected |
| A: Unable to assess, or exemption applies | |
| 1: Emerging | |
| 2: Expected | |
| -: [No Description Supplied] | |

The column headings and areas of learning and development are:

| | |
|-----------|--|
| BSEYFCOM | Communication and Language |
| BSEYFSED | Personal, Social and Emotional Development |
| BSEYFPHYS | Physical Development |
| BSEYFLIT | Literacy |
| BSEYFNUM | Mathematics |

These are the result codes you can use for each area of learning and development when you have done an age appropriate assessment.

| Assessment result code | Assessment result |
|------------------------|--|
| A | Unable to assess, or exemption applies |
| 1 | Emerging |
| 2 | Expected |
| -: | [No description supplied] |

- You can SAVE at any time and go back to the task any time whilst the task is open.
- When you have finished the entries for all the children on your list you need to press Submit Assessment at the bottom of the screen.
- You can also Submit Assessment at any time whilst the task is open.

Save

Submit Assessment ▶

Finally, confirm the Submission Declaration:

(note: consent will have been given by parent/carers who have signed the 'Parent Declaration Form')

Submission Declaration

Confirmation

I confirm that all the information I have provided is correct to the best of my knowledge and that I have consent to send this data to my Local Authority.

◀ Previous

Cancel

Confirm

Important Note:

By using Better Start, you are submitting child level progress data to Nottinghamshire County Council, so please ensure that parents have been made aware of Nottinghamshire County Council's privacy notice which you can find by using this link: <http://www.nottinghamshire.gov.uk/education/child-data-security/child-data-security> which informs parent/carers of the purpose of holding data regarding pupils and children.

[Click here for Development Matters Document](#)