



# PROVIDER PORTAL INSTRUCTIONS: BETTER START REPORTING

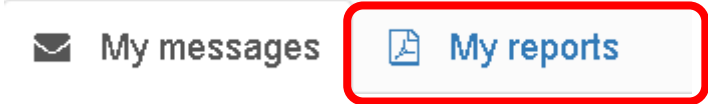
Over the last few terms providers have been submitting child level progress data to Nottinghamshire County Council using the Better Start module in the provider portal. There are some reports that providers can now run for themselves within the module, based on the data previously submitted. This might help you track the progress of a cohort of children over time.

These instructions show you how to run the reports from the Better Start module with example layouts of data that will be produced in each report.



Step 1) Click on:

Step 2) Click on My reports (to right of 'My messages'):



Step 3) Click on Run a Report:



### Run A Report

Schedule a new report to be created.

Step 4) Choose a report from the drop down list and click next:

### Run a Report



Please choose the report which you would like to run.

Report Choice \*



If you would like more information about the content of these reports, please contact your local authority.

Step 5) Give your report a description:  
e.g. 'ABC nursery all children as at April 2018'

## Step 6) Enter any parameters required if they are available in the report:

e.g. you could select one or all of the following:

- Male or Female only in Gender (default value is all),
- A particular ethnic group (default value is all)
- Results start and end date
- A particular assessment area, e.g. Speaking (default value is all)
- A date of birth range of children

You may also be able to enter filters if they are available in the report, e.g. EYPP, DCATCH, TYOF (two year old funded), EAL (English as Additional Language)

The report will run and you will see a processing status which you can refresh:

Processing Status



**Report Submitted:** Today 11:53

**Run Status:** The report is being created. Processing started at : **23/04/2018 11:53:47**

When the report is complete the status will show a tick:

Processing Status



**Report Submitted:** Today 11:53

**Run Status:** The report ran at 23/04/2018 11:53:47

Summary of the submitted report

**Provider Service:** XXX Notts Test Headcount Provider - XXX Notts Test Headcount Provider

**Report Chosen:** Tracker Results (All Children)

**Description:** Test tracker report April 2018

**Summary of Parameters:** All, ALL, 01/01/2017, 23/04/2018, ALL, false, false, false, false, 01/01/2012, 31/03/2016

◀ Previous

Home

View Report

Remove Report

Click View Report to view the results or Remove Report to delete it.

On the next few pages we will show you the type of output you get for each report in the drop down list.

ion about the content of these reports, please contact your local authority.

## A. Report: Tracker Results (All Children)

### XXX Notts Test Headcount Provider

BET: Health and Self Care

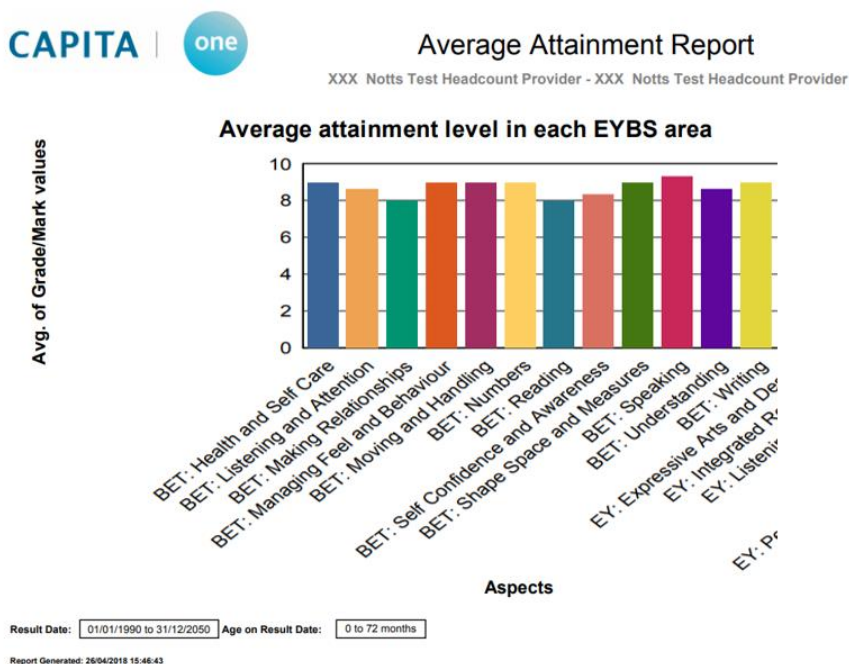
Below At Risk Expected Above

	TYO	EYP	NCC	SEN D/ INCL	EAL	ETH	Age In Months When Assessed																			
							F	P	LAC	26	27	28	29	31	32	33	34	35	36	37	38	39	40	41	42	43
Smith	John	01/01/2015	M	✓	ENG	NOBT		7		7				14					14							
Smith	Wilbur	02/01/2015	M	✓	ENG	NOBT										12					12					14
Smith	Winnie	03/01/2015	F	✓	ENG	WBRI					11		11								11					14
Smith	Henry	04/01/2015	M	✓	ENG	WBRI								9		9							14			14
Smith	Violet	05/01/2015	F	✓	ENG	WBRI					11	11											14			
Smith	Terence	06/01/2015	M	✓	REF	NOBT																	9			11

- This tracker report shows whether or not the child is making expected progress for their age (also above or below expected progress for the age in months when the assessment was recorded).
- If a child is deemed 'At Risk' in a particular assessment, it is recommended that the setting has a conversation regarding the child with their Early Years Specialist Teacher/Area SENCo.
- Please note that in general, Better Start task data is set with an age calculation date of the middle of the term when it is collected, so the Age in Months when the child was assessed, may be approximate in the reports. See table of approximate age calculation dates:

<u>Termly Better Start task</u>	<u>Age calculation date</u>
Spring	Late Feb/Early March
Summer	June
Autumn	October

## B. Report: Average Attainment by Cohort



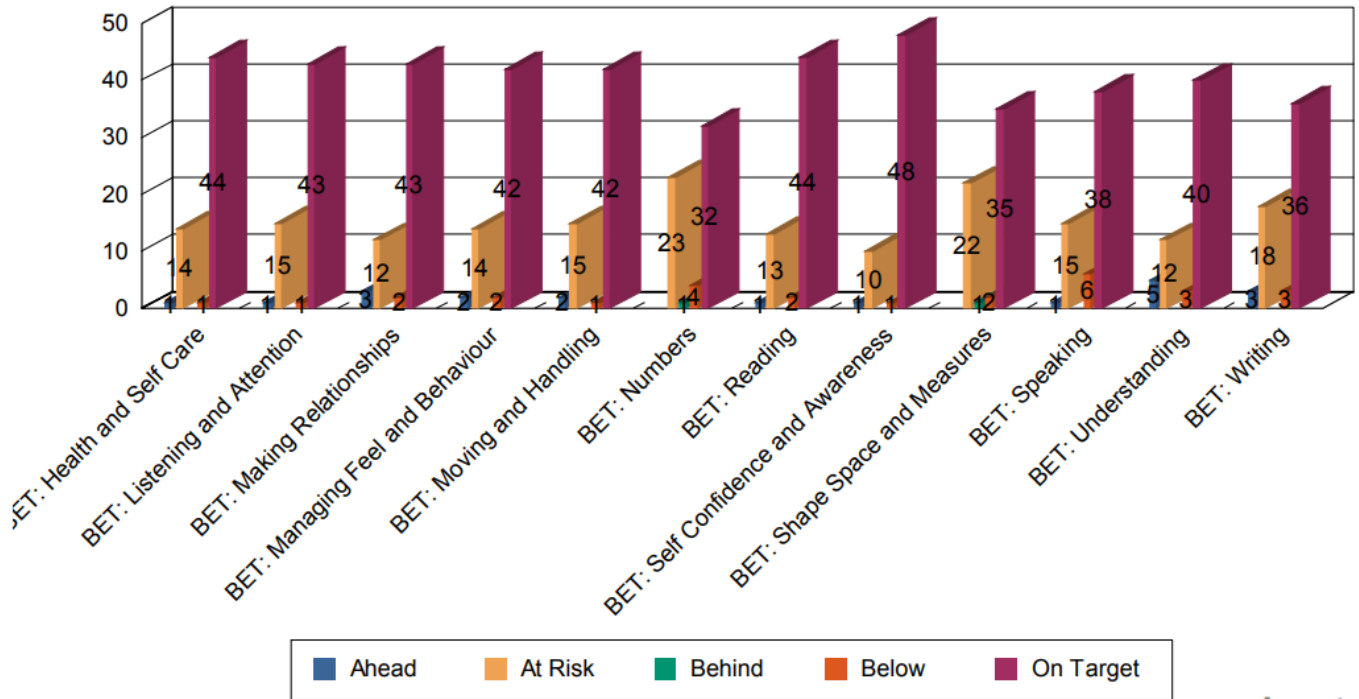
This report may help you identify weak or strong areas of the curriculum for all children within the age parameters of the report.

C. Report: Count of Children by Band (i.e. assessment area)



Number of Children In Each Band Report

XXX Notts Test Headcount Provider - XXX Notts Test Headcount Provider



Aspects

Result Date: 01/01/1990 to 31/12/2050 Age on Result Date: 0 to 72 months

Report Generated: 26/04/2018 15:54:02

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D. Report: Child History Report (for individual child selected)



Child History Report

XXX Notts Test Headcount Provider - XXX Notts Test Headcount Provider

Name: Xxtestforename Xxtestsurname

Assessment Dates:

Aspect:	25/04/2017
BET: Health and Self Care	4C
BET: Listening and Attention	4C
BET: Making Relationships	4C
BET: Managing Feel and Beha	4C
BET: Moving and Handling	4C
BET: Numbers	4B
BET: Reading	4C
BET: Self Confidence and Awa	4C
BET: Shape Space and Measu	4A
BET: Speaking	4A
BET: Understanding	4B
BET: Writing	4B

Reminder of grade, value, description

Grade	Value	Description
7A	21	EYFS Achieved (48-60), (Very Secure)
7B	20	EYFS Achieved (48-60), (Mostly Secure)
7C	19	EYFS Achieved (48-60), (Beginning)
6A	18	40-60+ months, EYFS 6 (Very Secure)
6B	17	40-60+ months, EYFS 6 (Mostly Secure)
6C	16	40-60+ months, EYFS 6 (Beginning)
5A	15	30-50 months, EYFS 5 (Very Secure)
5B	14	30-50 months, EYFS 5 (Mostly Secure)
5C	13	30-50 months, EYFS 5 (Beginning)
4A	12	22-36 months, EYFS 4 (Very Secure)
4B	11	22-36 months, EYFS 4 (Mostly Secure)
4C	10	22-36 months, EYFS 4 (Beginning)
3A	9	16-26 months, EYFS 3 (Very Secure)
3B	8	16-26 months, EYFS 3 (Mostly Secure)
3C	7	16-26 months, EYFS 3 (Beginning)
2A	6	8-20 months, EYFS 2 (Very Secure)
2B	5	8-20 months, EYFS 2 (Mostly Secure)
2C	4	8-20 months, EYFS 2 (Beginning)
1A	3	0-11 months, EYFS 1 (Very Secure)
1B	2	0-11 months, EYFS 1 (Mostly Secure)
1C	1	0 - 11 months, EYFS 1 (Beginning)

## E. [Report: Child Summary Report](#)

### Report Parameters - Child Summary Report

1 **Report**  
Select the report

2 **Detail**  
Enter parameters

3 **Processing**  
The report runs

4 **Result**  
View the report

Report Format \* PDF - Portable Document Format

Give your report a description Test April 2018

Please provide the following parameters required by the report.

Child \* Test child

Submission Date: \* Betterstart Spring Term 2018 - EYFS\_SPRING (submitted on 20/03/2018)

This report shows a summary of a termly assessment for an individually selected child, example below:

## Child Summary



ABC Nursery

**Name & DOB:** Test child dd/mm/yyyy

**Type of Assessment:** EYFS\_SPRING

**Assessment Date:** 1-Mar-2018

Below is a summary of your child's progress:

**EY: 2 year progress check**

Grade: Yes

**BET: Listening and Attention**

Grade: 30-50 months, (Beginning)

**BET: Understanding**

Grade: 30-50 months, (Mostly Secure)

**BET: Speaking**

Grade: 22-36 months, (Mostly Secure)

**BET: Moving and Handling**

Grade: 30-50 months, (Mostly Secure)

**BET: Health and Self Care**

Grade: 22-36 months, (Mostly Secure)

**BET: Self Confidence and Awareness**

This version of guidance created on 17/05/2018