



2023 EYFSP Early Results Service upload guidance



V1.0

June 2023

Important - before you begin

You will need to have Administration permissions to access this service

MAT Administrators uploading on behalf of their schools can now do this in bulk - please refer to Appendix A in this guide

Service opens on Monday 19th June

The file upload function will be available and enabled up until 12noon on Friday 21st July 2023.

Reports will be available from 27th July

These results will be used to generate estimates for new cohorts in the autumn term.

NOTE: Please ensure you upload the EYFSP results Common Transfer File, CTF (.XML) that you provide to your LA containing 2023 outcomes. There is no need to generate an additional file.

Please be aware that this submission to FFT does NOT replace the statutory requirement to make a formal submission of EYFSP results to your LA. FFT does NOT send your file to your LA.

Further help and support

If you need any further help, support or advice then please contact our support team. We can take you through the process step-by-step or help with any individual issues.

Email: support@fft.org.uk

Telephone: 01446 776 262 (option 2)

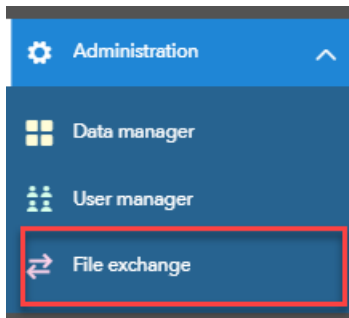
Monday - Thursday: 9am - 4.30pm

Friday: 9am to 4pm

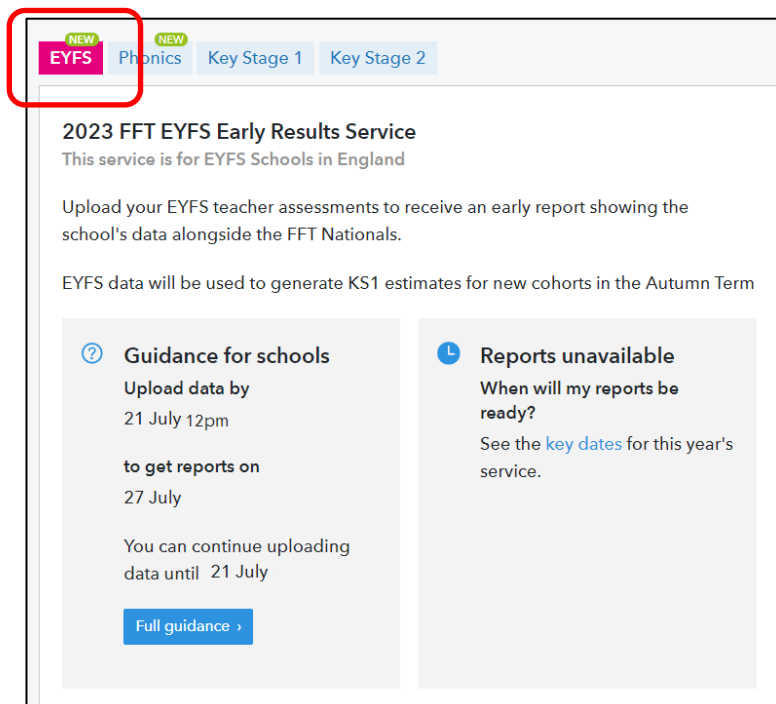
Or use the 'Chat with an Expert' facility on the Aspire log-in page

Taking part in the 2023 EYFSP Results Service

1. From your MIS, locate the 2023 EYFSP file you provide to your LA - this will be a Common Transfer File, CTF (.XML) file.
2. The file will have the following format 'XXXYYYY_FSP_XXXLLLL_ABC' where XXX is your Local Authority's number and YYYY your school DfE number. Additional digits (ABC) may be included at the end, which are values set by your Management Information System (MIS). Refer to your MIS supplier's guidance to locate this file.
3. Log into FFT Aspire <https://fftaspire.org>
4. From the side navigation menu; go to 'Administration' then 'File exchange'



5. This will take you through to the File Exchange area within Aspire
6. Choose the 'EYFS' tab



7. On the right of the screen, you will see an area where you can upload the EYFSP Common Transfer File, CTF (.XML) results file.

You are able to upload both EYFSP results for your current Reception pupils (2023 cohort) AND if you wish the EYFSP results for your current Year 1 pupils, who ended their EYFS in 2022.

Choose the appropriate year from the dropdown:

8. Select the 'Upload CTF/XML' option once you have made the choice.

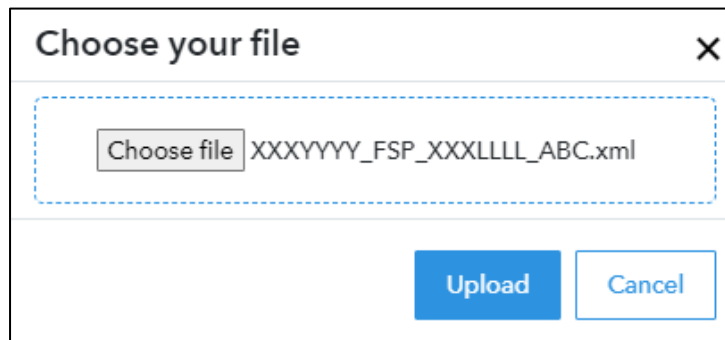
It is important that you upload the correct file for the year group; a file from a different year will result in your data not being processed

The screenshot shows a web interface titled 'Manage files' with the subtitle 'Upload and download files for the current service.' Below this, it says 'EYFS School Submission Teacher Assessment File' and 'This will be the EYFSP CTF results file from your MIS which you will have sent to your LA'. There is a section with a '2023' label and a dropdown menu currently set to '2023 (Current Reception)'. The dropdown menu is open, showing two options: '2023 (Current Reception)' and '2022 (Current Year 1)'. To the right of the dropdown is a button with an upload icon and the text 'Upload CTF/XML'.

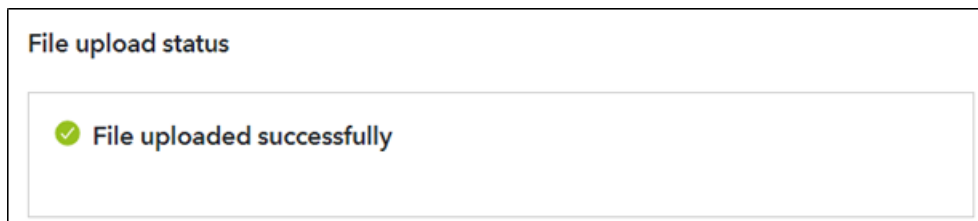
9. Navigate to the location of your EYFSP Common Transfer File, CTF (.XML) results file from your MIS and select 'open' then click 'Upload'.
Refer to your MIS supplier's guidance as to where this file is located.

The screenshot shows a 'Choose your file' dialog box. It has a title bar with a close button (X). Inside the dialog, there is a dashed blue border around a 'Choose file' button and the text 'No file chosen'. At the bottom of the dialog, there are two buttons: 'Upload' and 'Cancel'.

The file will have the following format 'XXXYYYY_FSP_XXXLLLL_ABC' where XXX is your Local Authority's number and YYYY your school DfE number. Additional digits (ABC) may be included at the end, which are values set by your MIS.



10. If the upload was successful, the below message will display:







11. If there are any errors with the upload file, you will be alerted. Please address the errors within your MIS (you will need to consult your MIS supplier's guidance) and reupload.



Upload history

The Upload history section is a chronological list of each attempted upload to the EYFSP Early Results service by your school.

File upload history				
These are all the files uploaded by your organisation.				
	Organisation	Status	Year	Service
	All ▾	All ▾	All ▾	All ▾
Name	Manage	User	Date [ⓘ]	Status
XXXXXXXX_FSP_XXXXXXX_ABC.xml		SchoolAdmin@SchoolA.com	01/07/2023	 
1234567_PHO_123A		MATAdmin@ABCTrust	28/06/2023	

Name - Filename reference for the uploaded file.






Manage - Download previously uploaded files or Delete an uploaded file. Uploaded files can only be deleted only by the user who uploaded to the service.


User - Identifies the Aspire user who uploaded the CTF file.

Date - The date and time which the file upload attempt was made. This is shown in chronological order with most recent file at the top of the list. A tick is shown to identify which file is being processed and used for the school's report.

Status - This shows the status of the uploaded files. See below.

File upload history icons:

Icon	Description	Action
	Download	Download your submitted file
	Successful	A report will be generated from this data on the published date
	Overwritten	This file has been overwritten so reports will no longer be generated from its data
	Processing	Report generation is in progress for this file
	Upload error	This file contains errors and will not be used to generate a report/ there is an error in the report creation process View the error(s) in the file upload details

	Delete upload	This will delete the upload file from the file history; any reports generated from this data will be removed
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NOTE: You will be able to upload these files until 12noon on the final day of the service window and FFT will use the latest successfully uploaded file to generate EYFSP reports and new pupil estimates from the data provided.

Reports will be available by the 27th July.

Schools who are part of a Trust will be able to see if their MAT Administrator colleague has uploaded a file on their behalf. See Appendix A

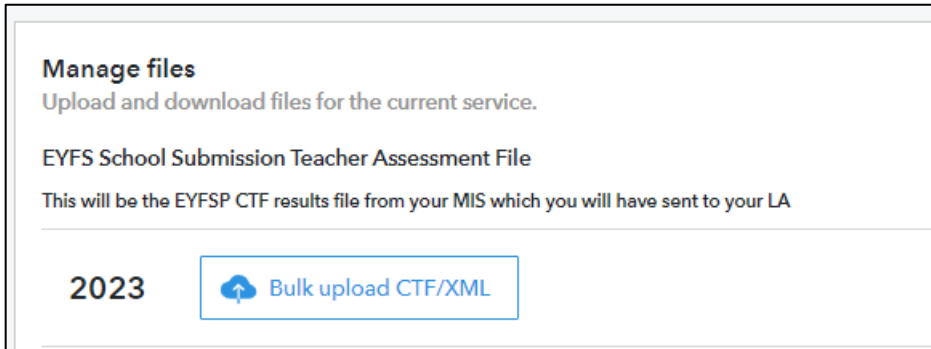
It is the latest successful file FFT receives by the close of the upload window that is used to generate reports. Please ensure you meet the published deadlines.

Appendix A - MAT Administrators

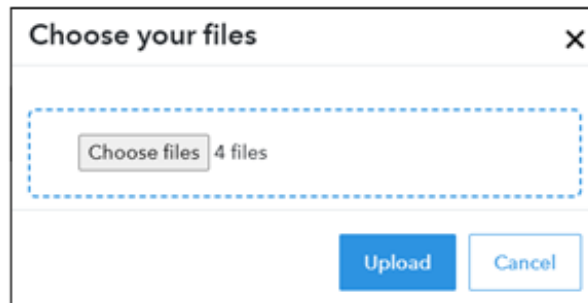
This section is for MAT Administrators uploading on behalf of their schools.

1. You will need to have a copy of all of the EYFSP Common Transfer Files, CTF (.XML) from each of your schools' Management Information System (MIS).

Select the 'Bulk upload' option.



2. Navigate to the location of the schools' EYFSP Common Transfer Files, CTF. Here you will be able to select multiple files to upload; (hold down the shift key) select 'open' then click 'Upload'.



3. If there are any errors with the upload files, you will be alerted and provided with information on the errors

NOTE: You will be able to upload these files until 12noon on the final day of the service window and FFT will use the latest successfully uploaded file to generate EYFSP reports from the data provided.





Reports will be available by the 27th July.

File upload history

The upload history section is a chronological list of each attempted upload to the EYFSP Early Results service.

A school Administrator will be able to see when their MAT has uploaded their data file on their behalf.

Likewise, should a school user upload a later file, this will be visible by the MAT Administrator and will overwrite any previous version.

File upload history					Organisation	Status	Year	Service
These are all the files uploaded by your organisation.					All ▾	All ▾	All ▾	All ▾
Name	Manage	User	Date [ⓘ]	Status				
1234567_PHO_123		SchoolAdmin@SchoolA.com	01/07/2023					
1234567_PHO_123A		MATAdmin@ABCTrust	28/06/2023					

Name - Filename reference for the uploaded file.



Manage - Download previously uploaded files or Delete an uploaded file. Uploaded files can only be deleted only by the user who uploaded to the service.





User - Identifies the Aspire user who uploaded the .CTF file.

Date - The date and time which the file upload attempt was made. This is shown in chronological order with most recent file at the top of the list. A tick is shown to identify which file is being processed and used for the school's report.

Status - This shows the status of the uploaded files. See below.

File upload history icon:

Icon	Description	Action
	Download	Download your submitted file
	Successful	A report will be generated from this data on the published date

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	Processing	Report generation is in progress for this file
	Upload error	This file contains errors and will not be used to generate a report/ there is an error in the report creation process View the error(s) in the file upload details
	Delete upload	This will delete the upload file from the file history; any reports generated from this data will be removed

File Upload history details can be filtered by **Organisation; File Status; Year (of the service)** and **Service (type)**.

Appendix B - FAQ

1. What data do I need to submit?

We require your statutory 2023 EYFSP Common Transfer Files, CTF (.XML) file that you provide to your LA which has been generated by your Management Information System (MIS). No other file type can be accepted for the EYFSP Early Results Service.

Additionally you may want to provide your 2022 (current Year 1 pupils) EYFSP file to generate new Year 2 estimates in the autumn term

Refer to your MIS supplier's guidance to locate these files.

This service does not replace your statutory return to the LA. FFT does not pass this file onto your LA.

2. Can I edit the file before submitting?

There is no need to edit the file before submitting

3. Can I resubmit my data during the upload window?

Yes. Note that it is the final successful file we have received by the deadline that we will process.

4. Can my MAT load my files on my behalf?

Yes, your MAT Administrator can upload school files on your behalf. Your 'File Upload history' pane will show the details of who uploaded files and when this was. - see Appendix A

5. As a MAT Administrator can I upload a mixture of files from each service together?

Each Early Results Service uses a different file type; it is therefore only possible to upload to each service separately.