Passport Update Briefing – Questions

1. For our older children (Nursery), we seem to be being asked to do the 'Reception Ready' check a long time before they are actually beginning Reception - is this right?

   This is currently being changed so that it will be completed the end of the term prior to starting Reception. In the meantime you have the option to complete it when prompted and then reopen to complete nearer the time if not on track the first time, or you can decide to wait until the term prior to them starting Reception to complete.

2. Can the cohort be lead by the date of birth so that a child automatically moves through two year olds, nursery 1, nursery 2 etc., rather than having to manually amend it?

   We plan to move children into Reception automatically when we receive the school placement file. It hasn't happened for last year's Reception but we hope to have this in place for this year's cohort. We will be implementing an automatic 'move up a year' for all years beginning in September. You will still be able to move them manually if required (for example if children are held back a year)

3. The parents fill out paper all about me forms, would there be any way to upload those rather than having to type the whole lot out again?

   You can upload any additional documents in the documents tab if this worked better for you.

4. Can I use this system with children under 1 year old? Basically can I track from say 9 months?

   The checker starts at age 2 currently. However, we have already agreed a checker pre-2 which will start from 6 months and this will be on the system very soon.

5. Is it in line with the new goals or will it be updated again?

   The checker is designed to feed into the new ELGS statutory from September 2021.

6. Some children may be born in early but have been away from setting due to Covid. Can we leave them in nursery 1?

   For the purposes of effective data analysis, we would recommend you keep children in the cohort to which they have been assigned based on their date of birth.

7. If we have already added children, would it be possible to not have them added by Neil or would we have to just delete them when they are added after headcount?

   If you have entered the children already, they headcount feed will not duplicate them as long as you have spelled their name correctly and entered the correct DoB.

8. We share quite a few children with other provisions. Is there a slicker way of completing it jointly / notifying other settings about what we have done and seen as it's often hard to complete jointly and even to get hold of people?

   We are looking into this but our priority remains on providers working together and for the child to have one single Passport. We suggest that the setting where the child spends the most time should be the lead setting, inputting the checker. We will look to

develop a notification system which allows the other provider to see when a checker has been submitted and for them to have the opportunity to agree the judgements.

9. When you change the tracker does that mean we will only use the passport twice in the future? On entry and exit?

All children will have a minimum of 2 assessments points per year (on entry and on exit). All 2 year olds will have an additional midpoint check at 2 ½ years of age. For children accessing their 3&4 year old provision for more than 3 terms, they would also have an additional midpoint assessment. Any child identified as not being on track would have the opportunity to be reassessed at a midpoint to identify if they are catching up. The recommendations from the EYFS Reforms are clear that summative assessment points should be kept to the minimum required to identify if children are on track in a bid to reduce overly burdensome assessment systems. A calendar will be provided to support practitioners in identifying when assessments should be completed.

10. What does nursery 1 and nursery 2 mean?

It's the distinction between children in nursery year prior to starting reception (N2) and those who are in the year before that, accessing 4 or 5 terms (N1)

11. How do you remove a child once they have been transferred to a different setting?

Once you have used the transfer function to select where the child has moved to, you can remove the child from your account by going into the individual child's details tab. At the top of the page the child's name is listed with which providers they are attending. You are able to click on the red cross icon to remove them from your setting only.

12. How can I remove a child who has left and we don't have transfer details?

The same applies as above but you will not have completed the transfer tab section. You are still able to remove the child from your system in the same way so they do not appear in your data. The child has not been deleted from the system entirely so once their next provider is confirmed, the system allows us to transfer the child to the appropriate provider without you needing to do so. However, if you do know the provider, we encourage you do to this as it supports professional dialogue and the next provider receives the information in a more timely way.

13. Is there anywhere to record pupil premium?

This will be available as a marker in the child details very soon. For now we suggest you select that they are in receipt of EYPP to give you a more accurate set of data for analysis purposes.

14. Now that we are completing headcount properly again will new funded children be added automatically or will we continue to do it manually?

This will continue to be an automated function going forward, however you always have the option to input manually if you wish. It is important names are spelt correctly and dates of birth are accurate so that when the automated feed does come through it does not duplicate children.

15. Could we have a box for EAL too?

Yes, a marker for EAL will be added to the child details tab in the near future.

16. Should N1 children update to N2 automatically in September or do we need to change each one? My N2's are still on as N1.

    They don't currently update but this could be considered for development based on dates of birth.

17. What is the easiest way to share the reports for children who are not transferring to a Northumberland setting?

    You are able to download a PDF report of the child's passport which could then be sent via email etc. to the next provider if they were out of county. The PDF contains all the Passport information.

18. How do you transfer a child to another setting?

    In the 'My Children' section you will see a list of the children at your setting. Each child has a set of icons to the right of their name. The last icon is purple, this is the transfer button. Select this and choose the setting the child is moving to. The child will then appear in your transfer folder. Any children transferred to your setting will also appear under the 'Transfers' tab.