

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.

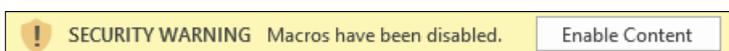
- HFL's Early Years team will use this information to plan the support to those schools with the greater numbers of children with highest levels of need.
- This will include reviewing the numbers of children in each level of need criterion and highlight those schools/districts with patterns of need, 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.**

Creating a file to return using the button on the spreadsheet

In order to use the button on the spreadsheet to automatically create the 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. Click **Enable Content**.

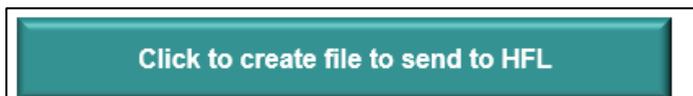
Ensure that you have used the correct version of the spreadsheet that says '2025 Version' at the top

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**.

School No:	111
School Name:	Waters Edge
Year cohort are entering:	Reception



- After checking that the information is complete, click the button at the top of the spreadsheet.



Note: all pupils to be included must be present on this sheet

- The **Save As** box will appear. This will prompt you to save a new file which contains only the information 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.

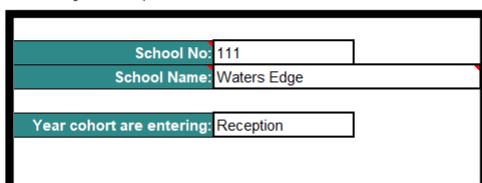


- Click **Save**. You can then close the spreadsheet. There is no need to password protect the file as no individual pupil data is included.
- If you have made a mistake and need to add or amend information to the master spreadsheet, you can create another file by clicking the button again.
- Please now email the file as an attachment to: eytransition@hfleducation.org.

Creating a file to return manually

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

- Open the final version of the master spreadsheet where all the information has been collated.
- 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**.



- Select **only** rows **1 to 8** of the spreadsheet. A quick way to do this is to click on the button for row **1**, hold down your **Shift** key then click on the button for row **8**.

