School Level Information

Children's individual information from the Transition Level of Need tool (TLoNt) will be submitted to schools from early year's settings (PVI – preschools, day nurseries, nursery schools, childminders) and nursery classes. The school will then need to collate each individual child's information received.

If a child has been cared for at home and therefore has not attended any form of childcare provision before starting nursery/school the Practitioner in the new setting and Parent/Carer will complete the TLoNt together (in May).

**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 ensure that you have downloaded the 2025 version of the tool from the
HFL website.**

1. Start by opening your master spreadsheet where all the information will be collated. Check that it is the correct version, i.e. it says **'2025 Version'** at the top. **If it does not then, you must download the 2025 version of the tool from the HFL website**.

2. Open a setting's spreadsheet (you may need to enter a password if the file is still password protected). Check that it is the correct version, i.e. it says **'2025 Version'** at the top. If it does not, then contact the setting and ask them to resend the information using the latest version.

3. Select **only** the cells containing children's data, but **DO NOT** include the headings, **Scores** or **Overall Ratings** columns. **This will be everything from cell A9 up to the last cell in column AZ (headed T16)**.

SELECT ONLY CELLS, NOT ENTIRE ROWS

4. Copy the selection by clicking the **Copy** button, or by pressing **Ctrl and C**.

5. Switch back to the master spreadsheet and click in the first available blank cell under **Feeder School**, in column A. This will be **A9** for the first set of data. Click **Paste** or press **Ctrl and V**.

School No:	111					Totals:			
School Name:	Waters Edge			) HFL		**Intensive**	1	(0 F and 1 M)
						Personalised	2	(1 F and 1 M)
Year cohort are entering:	Reception			sent on this sheet		**Targeted**	2	(0 F and 2 M)
				0	0	3	**Universal**	2	(2 F and 0 M)

Feeder School	Child First Name	Child Surname	T14) Attendance	T15) Out of County	T16) Child at ARE	Score	Overall rating	
Waters Edge	Sophie	Brown				5	Personalised Need
Waters Edge	Miguel	Diaz			Y	12	Intensive Need
Waters Edge	Darla	Walsh			Y	0	Universal Need
Waters Edge	Jan	Buddicom				4	Personalised Need
Waters Edge	Peter	Andrysiak			Y	1	Targeted Need
Waters Edge	Syed	Anand				2	Targeted Need
Waters Edge	Amanda	Okfafor				0	Universal Need

6. Totals will now appear under the column headings for each area of support, plus totals for each individual child will appear at the end of each row.

7. Check that the entries in the **Score** and **Overall** rating columns are as expected (i.e. the same as in the original spreadsheet). If they are not, click the Undo button, and repeat the copy and paste process, ensuring that you do not select any cells after column **AZ**.

8. You can now, if you wish, either delete the entries under **Feeder School** (which should be your school name), or replace with the name of the setting. Click **Save**.

9. Repeat these steps for each of the spreadsheets in turn, ensuring that you always paste into the next available blank cell in column **A**.

10. **If you have information for children who have not attended a setting, or are from outside of Hertfordshire, then you can manually enter their data in the next available blank row.**

11. Once you have completed the spreadsheet, the information will need to be sent to HFL by the end of May to establish the level of support needed for each school.

PLEASE NOTE – NO INDIVIDUAL CHILDREN'S NAMES SHOULD BE SENT

Information on how to return a data file to HFL are on the second sheet of the spreadsheet, and more detailed instructions can be found in the Ready Schools section of the Supporting Smooth Transitions toolkit and on the HFL website.

- 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.

Both School and PVI/Nursery Versions

I am using the same spreadsheet as last year, is that OK?
No, there have been changes made to the spreadsheet so please make sure that you download and use the latest version, which is clearly marked as the '2025 Version'.

How do I know if I have the latest version?
The spreadsheet has '2025 Version' at the top.

PVI/Nursery Version

I am using a Chromebook / Macbook / Google Docs, can I still use the spreadsheet tool?
You should still be able to enter data into the spreadsheet. However, the drop-down lists may not be available. You should also be able to password protect the file, but the menu route may be different to that in the instructions.

I've put all my children into one spreadsheet, how can I split them into separate files for each destination school?
The easiest way to do this is to sort the spreadsheet by the first column. Click on the drop-down arrow on the heading for **Destination School** and choose **Sort A to Z**. Save the spreadsheet then press **F12** or go to **File > Save as** and save a copy (perhaps include the destination school in the name). Delete all the rows apart from those for the required school then save and close. Reopen the master and repeat the steps again for each school in turn.

School Version

I am using a Chromebook / Macbook / Google Docs, can I still use the spreadsheet tool?
You should still be able to enter data into the spreadsheet. However, the drop-down lists may not be available, and it is likely that you will not be able to use the macro button to automatically create a file to return. You will need to follow the instructions for manually creating the file to return. You should also be able to password protect the file, but the menu route may be different to that in the instructions.

Why is that when time I copy and paste data from the feeder settings I have no information in the final two columns (score and overall rating)?
First check that the feeder school file says '2025 Version' at the top. Then you must ensure that you **do not** copy and paste entire rows, only cells from **A9** to the last used cell in column **AZ**.

I've been copying and pasting data into my master spreadsheet, but something has gone wrong with the totals and/or ratings at the end, what should I do?
First of all, check that all the files you are copying data from are the most recent version of the tool. If they are, open your spreadsheet containing the data copied and pasted so far, and also a new blank version of the tool. Then:

- In your spreadsheet, select the cells containing the children's data - this will be everything from cell **A9** up to the last cell in column **AZ**. **DO NOT** select the entire rows.
- In the blank copy, click in **A9** and paste the data.