Phonics Screening Check (Y1 and Y2 re-checks)

2019 assessment collection

LA Collection	LA Deadline	Schools return to?
Phonics Screening Check (Y1 and Y2 re-checks)	24/06/2019	Local Authority via AnyComms+

Who is in the scope for the statutory collection?

All state-funded schools (including academies and free schools) with:

• Year 1 cohort in the 2018/19 academic year;

• Year 2 pupils in the 2018/19 academic year who did not meet the expected standards for phonics decoding in year 1, including those who were absent or disapplied from the check or did not take the check for other reasons.

What is required?

The phonics screening check consists of 20 real words and 20 pseudo-words that pupils read aloud to the teacher; and is designed to confirm whether pupils have learnt phonic decoding to an appropriate standard

In returning results, schools must provide for each pupil the score obtained in the phonics screening check (0-40). The following outcomes are reported if a pupil has left the school (L); is absent (A); did not participate (disapplied) in the check (D); or if the result is affected by maladministration (Q).

The return of a 'Wt' ('working towards') or 'Wa' ('working at') outcome is not required when submitting results to the Local Authority.

Timetable

Monday 20 May to Friday 24 May: Schools receive phonics screening check materials.

Monday 10 June to Friday 14 June: The phonics screening check will be administered to all pupils in year 1; and to pupils in year 2 who did not meet the expected standard for phonic decoding in the previous year.

Monday 17 June to Friday 21 June: Phonics screening check administered to pupils who were absent during the checking week. If a pupil doesn't take the check during this period and returns to school after Friday 21 June they must be recorded as absent.

Monday 24 June: State-funded schools submit Year 1 and Year 2 re-check return to LA.

Other key dates:

Monday 24 June: Threshold mark published on GOV.UK.

Thursday 27 June: Deadline for schools to complete and submit the phonics screening check Headteacher Declaration Form (HDF) to the Standards & Testing Agency on NCA tools.

Collection guidance

Information for state-funded schools:	Information for state-funded schools using SIMS:	Information for state-funded schools using other Management Information Systems (MIS):
Appendix A: Statutory data required . Transferring return securely to Local Authority via AnyComms+ **Appendix B: AnyComms+ (Phonics)**	See Capita SIMS documentation in appendices C, D & E in order to: • **Appendix C: Importing Key Stage Pack:** (contact your school's MIS/IT support to do this if necessary). and • **Appendix D & E: Processing Year 1 & Year 2 Results:** to process the 2019 Phonics assessments and export results in a CTF return.	Contact your MIS/IT Support provider for the latest 2019 guidance in order to: • process the 2019 Year 1 and Year 2 (retakes) Phonics assessments; and • produce statutory 2019 Phonics CTF export.
Pupils that should take the check: With some exceptions, all pupils who have reached the end of year 1 must take the check. This includes pupils registered at maintained nursery schools who will reach the age of 6. Unless exceptions, pupils in year 2 must also take the check if they didn't meet the required standard in year 1; or haven't taken it before.	**Pupils shouldn't take the check if they:** • haven't shown any understanding of grapheme-phoneme correspondences; • have recently moved to the country and are unable to understand letters and sounds in English; • use British sign language or other sign-supported communication, e.g. communication boards, to spell out individual letters; or • are mute or selectively mute.	**Year 2 pupils that should take the check:** Unless the exceptions apply to them, pupils in year 2 must also take the check if they: • didn't meet the required standard in year 1; • haven't taken it before.
An outcome will only need to be reported if as of the check week: • a pupil has left the school (L); • is absent (A); • did not participate in the check (D); or • if the result is affected by maladministration (Q). In all other cases, the marks obtained in the phonics screening check must be provided.	**Using Key to Success to find out which year 2 pupils need to take do a phonics screening re-check**: Schools can use the **'Searchable data'** function of the **Key to Success** website to search for those pupils by their **UPN**. Pupils who do not need to take the check again will be indicated by a phonics outcome of 'Wa'. If a search of Key to success finds no data for the pupil they may wish to contact the pupil's previous school directly.	**Decisions on participation in the check** Headteachers make the final decision about whether it is appropriate for a pupil to take the check. Some parents may ask a headteacher not to enter their child for the check. Parents may also ask a headteacher to enter their child for the check when the school has decided this is not appropriate. In all instances the headteacher's decision regarding participation is final.

Support Contacts

Name	Role	Contact Details
Education Performance & Information Team	LA Data Collection helpdesk	Email: edu.performance@walthamforest.gov.uk
Leann Valiquette	LA KS1 Moderation Manager	Email: leann.valiquette@st-marys-coe.waltham.sch.uk
Standards & Testing Agency (STA)	National Curriculum Assessments Helpline	Tel: 0300 303 3013

Additional link(s)

2019 Key stage 1: assessment and reporting arrangements (ARA)		

Appendix A: Statutory data required

Who is in the scope for the phonics screening check data collection?

All state-funded schools (including academies and free schools) are within the scope of the phonics screening check data collection if they have:

- a year 1 cohort in the 2018 to 2019 academic year.
- year 2 pupils in the 2018 to 2019 academic year who did not meet the expected standards for phonics decoding in year 1, including those who were absent or disapplied from the check or did not take the check for other reasons.

All state-funded schools (Including academies and free schools) should report pupil-level phonics screening check results to their local authority **via AnyComms**. Independent schools are out of scope for this collection.

Data required

- Local authority number
- Estab number of the school: This is a 4-digit number.

Pupil data

- Pupil's surname
- Pupil's forename
- Pupil's Unique Pupil Number
- Pupil's date of birth
- Gender
- National curriculum year group

Phonics screening check results

Schools must report the phonics mark as recorded for all pupils who have taken the check.

The phonics mark is the actual mark from the screening check and should be a number in the range 0-40.

We no longer require the return of a 'Wt' ('working towards') or 'Wa' ('working at') outcome for phonics as information about the threshold mark for pupils to be considered as working at the expected standard will not be available until 24 June. An outcome will only need to be reported if a pupil has left the school (L), is absent (A), did not participate in the check (D), or if the result is affected by maladministration (Q). In all other cases, the marks obtained in the phonics screening check must be shown.

Schools should not wait until thresholds are known before submitting phonics results to their local authorities. This should be done as soon as possible after completion of the checks.

Schools will then submit pupil level phonics check results data via AnyComms to the Local Authority.

Appendix B: AnyComms+ (Phonics)

|	Sending the 2019 Year 1 (and/or Year 2 retakes) Phonics return to the Resident Insight and Performance Team

In terms of data protection - the 2019 Year 1 (and/or Year 2 retakes) Phonics return is to be sent to the Education Performance & Information Team via the AnyComms+ secure file transfer website https://www.wfresearch.org.uk.

Login details will be needed to access and use the secure website. If needed, contact edu.performance@walthamforest.gov.uk).

 i) Login to https://www.wfresearch.org.uk;

 ii) From the Main Menu click on **Upload File to a Local Authority;**

 iii) Browse and find 2019 Year 1 (and/or Year 2 retakes) Phonics return;
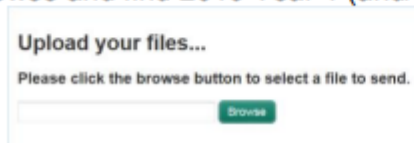
 iv) Select file and click **Open.** Note that the browsing window will reappear and you may upload further files if necessary by the same process. If you have uploaded the return, and no further files are required to be uploaded, click the **Cancel** button;
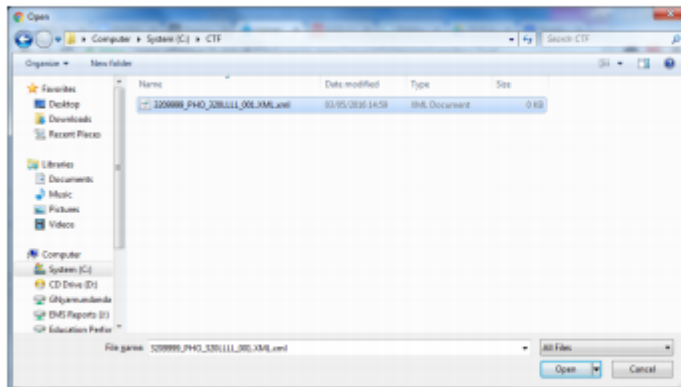
 v) In the **File Type** drop down box select '**Phonics**'. In the 'Service' drop down box also select '**Phonics**'. In the **Description Box**, enter your school name, or other information as required

Select what type of file you are sending, and select which service you are sending this file to.

File Name	Remove File	File Type	Service	Description
8232999_PHO_320LLLL_032.xml	Remove	Phonics	Phonics	

Upload All Files

 vi) Select '**Upload All Files**' to upload the 2019 Year 1 (and/or Year 2 retakes) Phonics return to the Resident Insight and Performance Team.

Upload All Files

Appendix C: Importing Key Stage Pack (SIMS)

	# Importing all Key Stage Packs

This chapter contains:

Chapter Introduction

The key stage resources formed part of the spring software release. These resources can be imported in bulk using the automated **Import Assessment Manager Resources process**.

Ensuring the Spring 2019 Release has been applied

Before continuing with this process, SIMS should be upgraded to version 7.186 or higher.

To check which version is currently installed, select **Help | About SIMS.net** on the menu bar.

If the correct version is not being used, you will need to contact your local support team.

Step by Step – Initiating the Automated Import Process

The Import Assessment Manager Resources process screen is initiated when you first enter the assessment area.

1. Select **Focus | Assessment | Marksheet Entry**.
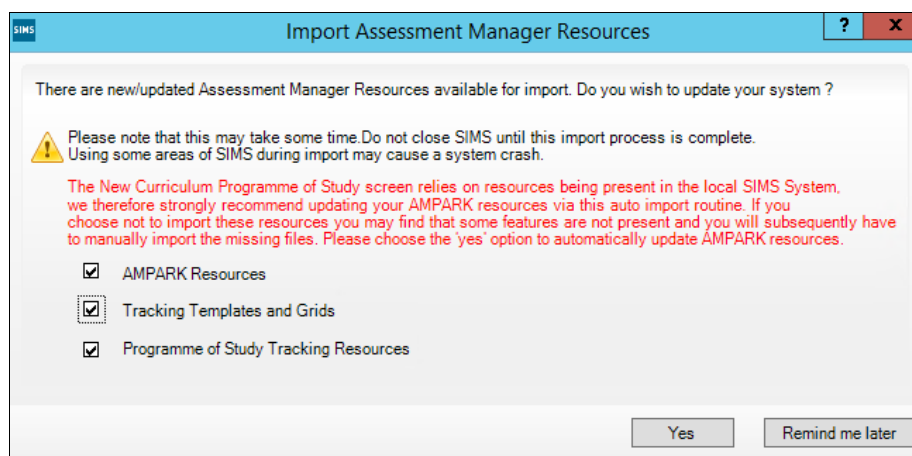
2. Ensure at least the **AMPARK Resources** box is ticked and select **Yes**. This will ensure the 2019 wizards and templates are available for import into SIMS.

> NOTE: If you choose to import all resources available please be aware that the process may take some time to complete.

3. On completion, an **Activity Log** is displayed. Use the scroll bar to check the import and click **Close**. You can also print and save the log for reference.

4. Close down the marksheet screen.

Step by Step – Check that all wizards have been imported correctly

The automated import will ensure all necessary key stage processes are imported. The next step is required to check that all necessary wizards are in place to manage the processes.

1. From the SIMS Home Page select **Tools | Performance | Assessment | Wizard Manager**.

2. All primary schools should see each wizard for 2019, similar to the graphic displayed below.
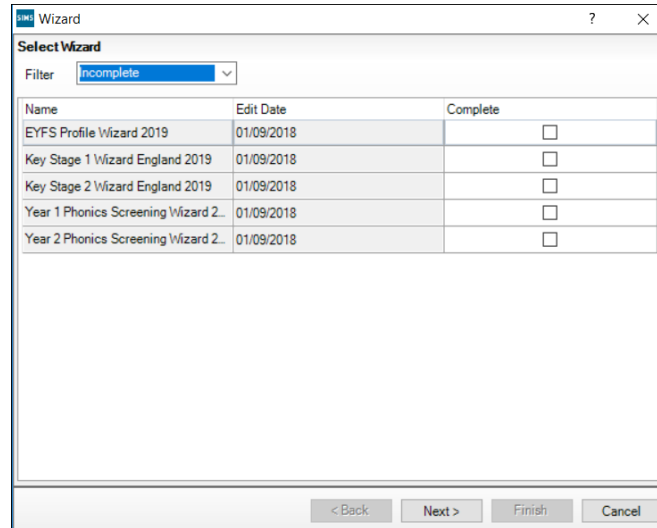
> NOTE: The Filter will display Incomplete wizards by default. Therefore, if you fail to mark previous year wizards as complete, they may also be displayed. Additional wizards may appear in the list depending on what time of year this course is ran.

Step by Step – Manually importing the wizards

If the process to automatically import the AMPARK resources was not initiated then the import will need to be completed manually for each key stage wizard one at a time.

For example, at the time of checking the EYFS wizard failed to import. We, therefore, need to complete the following process.

1. Select **Routines | Data in | Assessment | Import**.

2. Click **field browser**.

3. Navigate to **C:\Program Files\SIMS\SIMS.net\AMPA**. (schools who are Capita SIMS' hosted solution need to refer to the explorer area on the hosted network)

> NOTE: Schools who have a 64bit workstation will find the AMPA directory at the route of C:\Program Files x86\SIMS\SIMS.net\AMPA.

4. Double-click the **England Primary (and Middle Deemed Primary)** folder.
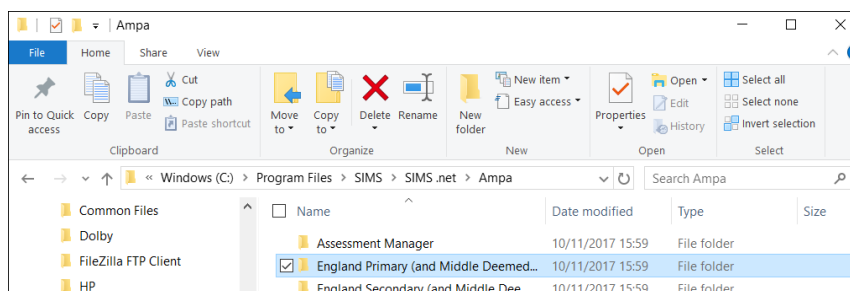
5. Select **Assessment Manager** and click **Open**.

6. Highlight **EYFS Profile Wizard 2019**.

7. Click **Open**.

8. Ensure you have the **Overwrite with Default Values** box checked.

9. Select **Finish** and **Yes** to proceed with the import.

10. On completion, an **Activity Log** is displayed. Use the scroll bar to check the import and click **Close**. You can also print and save the log for reference.
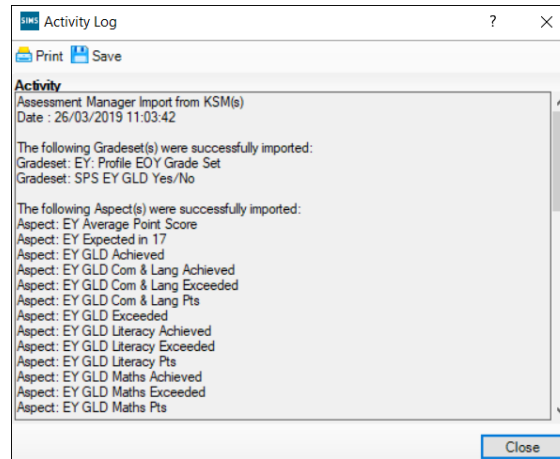
NOTE: You would need to repeat the above process for each key stage wizard as required.

Appendix D: Processing Year 1 Phonics Screening Check (SIMS)

	Processing the Year 1 Phonics Screening Check

This chapter contains:

Chapter Introduction

The phonics screening check is designed to confirm whether individual pupils have learnt phonic decoding to an appropriate standard. Pupils who do not achieve the appropriate standard should receive support from their school to ensure they can improve their phonic decoding skills. These pupils will then be expected to retake the phonics screening check the following year.

If all pupils in year 1 are not being assessed, a user defined group should be created for use in the wizard.

Step by Step – Using the Year 1 Phonics Screening Wizard 2019

1. Select **Tools | Performance | Assessment | Wizard Manager**.
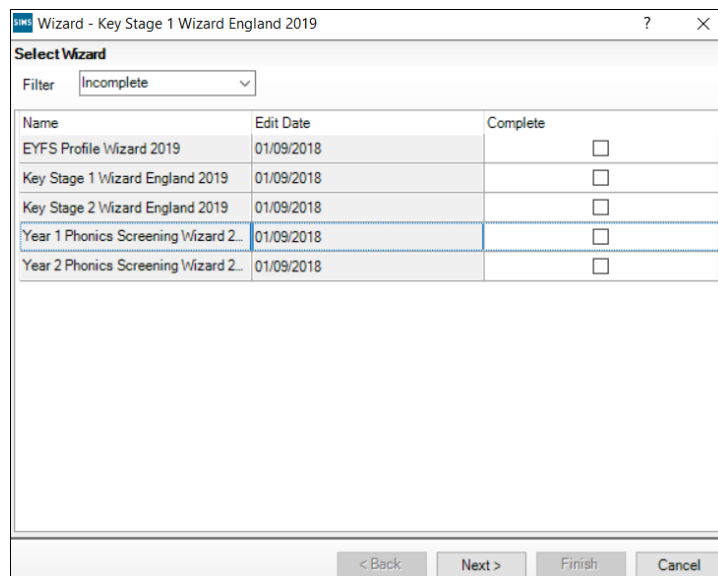
2. Leave the filter on **Incomplete** and click the wizard which is going to be worked with; in this case **Year 1 Phonics Screening Wizard 2019**.

3. Click **Next**.

4. From the **Select Group** screen, click **field browser** to display the **Group Selector** dialog.

5. Click the **+** next to **Year Group** and select **Year 1** or the **+** next to **User Defined Groups** to select the user defined group if one has been created and click **Apply**. This places the group on the **Select Group** screen.

6. Click **Next**.

7. The following screen appears listing the single marksheet available.

8. Double-click the marksheet or select the marksheet and click **Edit Marksheet**. **Do not** click **Next** at this stage.

A marksheet with year 1 pupils is displayed and columns relating to the assessments that need to be entered.

To report phonics screening check results teachers should use the scores associated to the screening check. When the threshold values have been validated by the DfE on **Monday 24th June 2019**, a phonics grade will then be associated to the mark.

The 'phonics mark' will be the mark from 0-40 for those children who have taken the phonics screening check.

NOTE: For those children who are absent, did not take the check or have left, the mark must be left blank and the phonics grade of A, D or L entered accordingly.

Description	Process	Mark	Phonics Grade
Child took the phonics screening check and met the required standard.	**A mark of 0 – 40 is entered from the screening check outcome. The grade will be applied automatically when the threshold is released by DfE**	0 – 40	Wa
Child took the phonics screening check and did not meet the required standard.			Wt
Absent	**Leave the Marks column blank and enter the grade as per the list to the right**	Leave blank	A
Child did not take the phonics screening check			D
Child has left the school			L
Maladministration			Q

Step by Step – Entering the Year 1 Phonics Screening check data

1. From the marksheet enter a value out of **40** into the **Mark for Phonics Check Year 1** column, or a grade as defined using the table above for reference.

2. Click **Save**. The **Data Check** column will show an ! to show that you are awaiting a threshold score in order to calculate the Phonics Grade. The data check will show **OK only** for those children who did not take part in the check.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ADAMS, Sadie		30		!
ALYONA, Tatyana		32		!
ANDREWS, Richard		14		!
BARTRAM, Piers		25		!
BENNET, Eloise		36		!
BRONISLAW, Tomaz			A	OK
BROOKS, Madison		23		!
CLARKE, Harriette		33		!
CLINT, William		18		!
CUMMINS, Jake			D	OK
DAVEY, Megan			L	OK
DAVIES, Adam			Q	OK

Exporting the Results in a CTF

Prior to the threshold mark being released it is a requirement to return the Phonics Check Marks to the LA via a CTF type of "Phonics Test Results".

1. Click **Close** to close the wizard and select **Routines | Data Out | CTF | Export CTF**.

2. Select the CTF export type of **Phonics Test Results**. The CTF will contain export files including phonics data plus the pupil UPN, surname, forename, DOB and gender.

Select the CTF export type..

Export Type
General
Phonics Test Results
KS1
KS1 excluding Tests and Tasks
KS2
Early Years Foundation Stage data (FSP)
CME - Leavers
CME - Joiners

✔ Select   ✘ Cancel
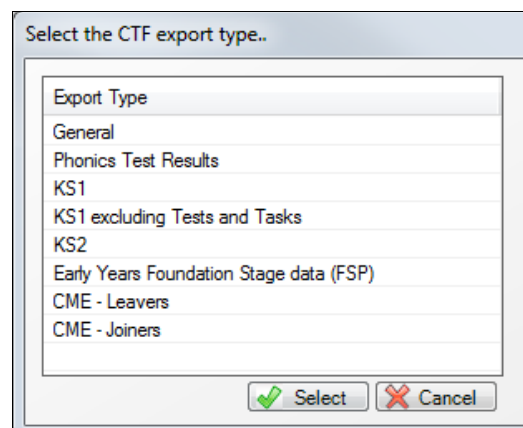
3. The default view displays all current pupils including those who have previously had a CTF created. Ensure the default of **Include students already exported** is active.

4. All pupils within the school will be displayed. Click the down arrow to the right of **Year Group** and select **Year 1**.

5. Right-click in the **Destination LA/Other cell** for the first pupil in the list.
6. Right-click in an empty cell to display **Select All**. This will highlight all pupils.

7. Left-click in the **Destination LA/Other cell** for the first pupil and using the **down arrow** scroll to your LA name. Each pupil will now be marked with the relevant LA.

8. Click **Export**.

9. You will receive a message related to address tidy. Select **Yes** to continue.
10. Check the **Exception Log** file.

11. The file is now ready to send via your preferred method of secure transfer as defined by the LA.

12. Close the export CTF page.

Appendix E: Processing Year 2 Phonics Screening Check (SIMS)

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Processing the Year 2 Phonics Screening Check

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This chapter contains:

Chapter Introduction

Where pupils did not achieve the appropriate standard of phonic decoding in year 1, they will need to be identified by a calculation in a marksheet and assessed again in year 2.

Step by Step – Using the Year 2 Phonics Screening Wizard 2019

1. Select **Tools | Performance | Assessment | Wizard Manager**.
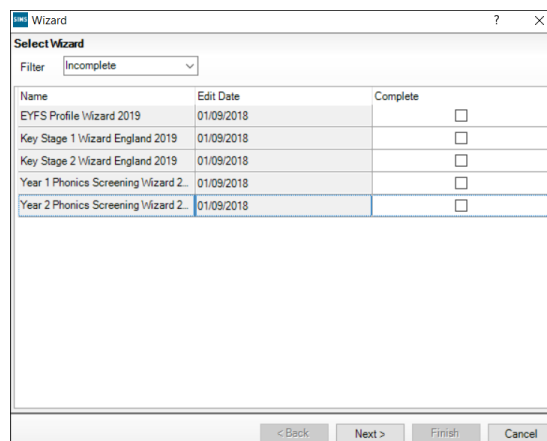
2. Leave the filter on **Incomplete** and click the wizard which is going to be worked with – in this case **Year 2 Phonics Screening Wizard 2019**.

3. Click **Next**.

4. From the **Select Group** screen, click **browser** to display the **Group Selector** dialog.

3. Click the **+** next to **Year Group** and select **Year 2**.
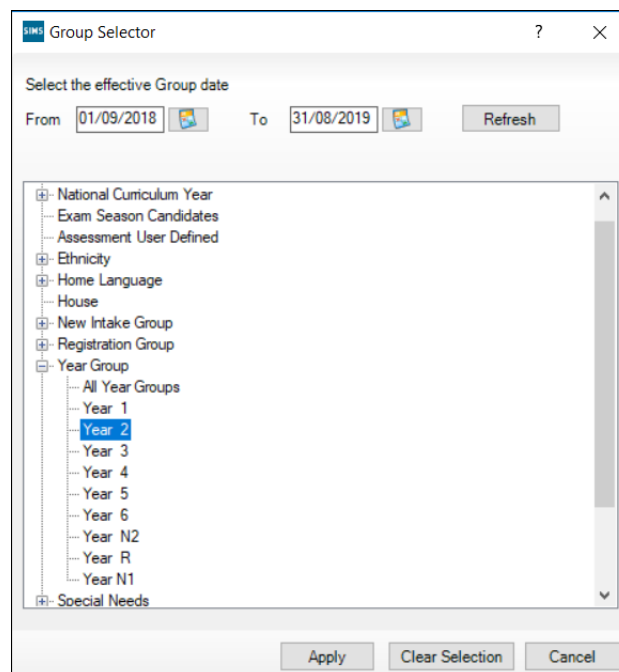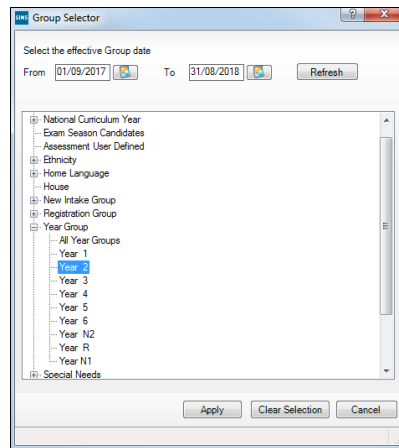
4. Click **Next**.

The following screen appears listing the single marksheet available.
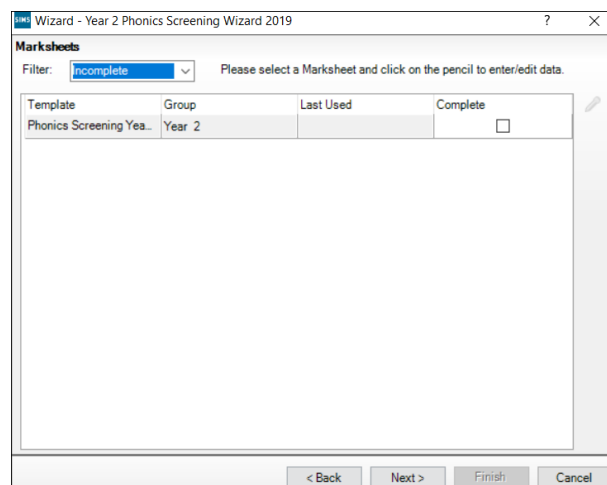
5. Double-click the marksheet or select the marksheet and click **Edit Marksheet**. Do not click **Next** at this stage.

6. A marksheet is populated with the year 2 pupils and columns relating to the assessments that need to be entered. If year 1 phonics results were entered into the corresponding wizard last summer, they will be displayed automatically.

7. We now need to establish who requires the recheck.

8. Click **Calculate** to highlight those year 2 pupils who require a Year 2 re-check. This will be defined by a **Yes** in a **Yellow** box within the **Year 2 check required** column.

9. Click the filter to the right of the **Year 2 check required** column heading, select **Yes** and click **OK**. This will filter the marksheet to show only those pupils who require data entry for year 2.

10. Click the filter to the right of the **Year 2 check required** column heading, select **Yes** and click **OK**. This will filter the marksheet to show only those pupils who require data entry for year 2.

9. Type a value of **0 - 40** into the **Mark for Phonics Check Year 2** column for those pupils who have undertaken a year 2 check **only**.

10. Click **Save** to save the marks.

11. Close the marksheet.

Step by Step – Exporting the Results in a CTF

Prior to the threshold mark being released it is a requirement to return the phonics check marks to the LA via a CTF type of "Phonics Test Results".

1. Click **Close** to close the wizard and select **Routines | Data Out | CTF | Export CTF**.

2. Select the **CTF export type** of **Phonics Test Results**.
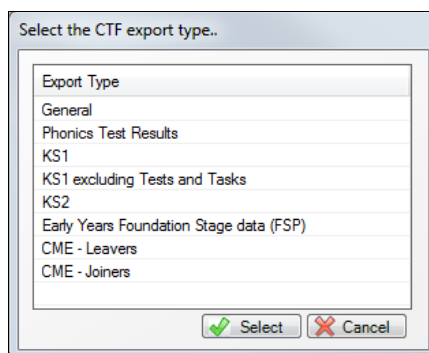
The default view displays all current pupils including those who have previously had a CTF created. Ensure the default of **Include students already exported** is active.

3. All pupils within the school will be displayed. Click the down arrow to the right of **Year Group** and select **Year 2.**

4. Right-click in the **Destination LA/Other cell** for the first pupil in the list.
5. Right-click in an empty cell to display **Select All**. This will highlight all pupils.

6. Left-click in the **Destination LA/Other cell** for the first pupil and using the **down arrow** scroll to your LA Name. Each pupil will now be marked with the relevant LA.

7. Click **Export CTF**.

8. You will receive a message related to address tidy. Select **Yes** to continue.
9. Check the **Exception Log** file.
10. The file is now ready to send via your preferred method of secure transfer as defined by the LA.
11. Close the **Export CTF** page.

Step by Step – Entering the Threshold Score and calculating the outcome

The threshold mark will be published on **Monday 24th June 2019**. This will be available from www.gov.uk

1. Re-open the wizard via **Tools | Performance | Assessment | Wizard Manager**.

2. Select the **Year 2 Phonics Screening Wizard 2019** and click **Next** until you get to the marksheet section.

3. Open the marksheet.

4. Right-click the column heading **Threshold Score**.

5. Choose **Select Grade for Column**.

6. Highlight the **Threshold Score** as defined by the DfE and click **OK**.

7. The column will flood fill the threshold score for each pupil.
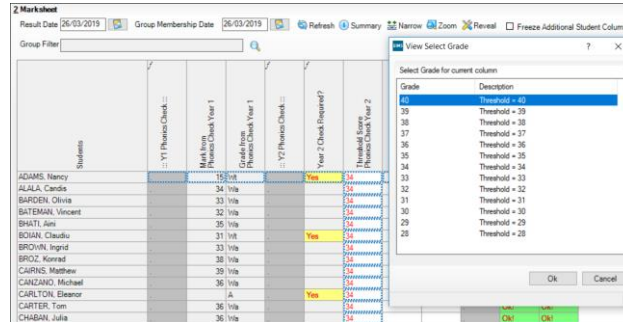
> NOTE: Data used here is an example only.

8. Click **Calculate**. A phonics outcome grade will be displayed.

9. Click **Save** to save the marksheet.

10. Close the marksheet.

Exit the Wizard.

	# Phonics Year 1 and Year 2 Reporting to Parents

This chapter contains:

Chapter Introduction

Reports can only be produced when all the phonics screening results have been entered on the marksheets for both year 1 and year 2 pupils. They can only be generated with Word 2003 or above.

Step by Step – Using the Wizards for Reporting to Parents

1. Select **Tools | Performance | Assessment | Wizard Manager**.

2. Select the **Year 1 or Year 2 Phonics Screening Wizard 2019** as required and click **Next**.

3. The group selection may be left as it is. Click **Next**.

4. When presented with the list of marksheets, click **Next**.

Step by Step – Viewing an Individual Report for Each Pupil

1. Select the report – **KS1 Y1 Phonics Student Eng 2019** (second in the list).
2. A print preview of one of the reports may be required first, in which case make sure that only one pupil's name has been selected and click the **Print Preview** icon. The report will show this pupil's results.

The Year 1 Phonics Screening Check Pupil's Results Report consists of two pages.

3. When the preview is no longer required, click **Close** and return to the wizard. If asked to save the report, click **No**.

Step by Step – Printing Individual Reports to Parents

1. If all pupils are required choose to **Select All**. If not, go through the list and select those required by selecting the check boxes.

2. Click **Print Report** (printer icon). Reports will be printed from Word for those pupils selected.

3. Close Word without saving.

Step by Step – Uploading Individual Reports to a pupil's record

A copy of each pupil's report can be saved in the document server. This can then be viewed at any time. You do not need to print a second copy to keep with the pupil's records.

1. Once reports have been generated they can be uploaded, either individually or by selecting all pupils and clicking **Upload Report**.

2. To view the copy, open the **Pupil Details** screen for the relevant pupil and select **Linked Documents** in the **Links** panel on the right. The report will open as read-only.

Step by Step – Viewing a Comparative Report

The **KS1 Year 1 Phonics Comparative Eng 2019** report provides the school results along with the comparative national data in one report.

1. Select the report – **KS1 Y1 Phonics Comparative Eng 2019**.
2. A print preview of one of the reports may be required first, in which case make sure that only one pupil's name has been selected and click the **Print Preview** icon. The report will show the comparisons.

3. The Comparative Report is not personalised in any way. It is recommended that you print one report and photocopy it for the number of copies required.

NOTE: If you preview the KS1 Y1 Phonics Comparative Eng 2019 report before printing, it is shown in Microsoft Word. You are advised to do this and save the report (as a Word document) into an appropriate area where you will be able to easily locate it again. It is suggested that you save the file with a name such as School Y1 Phonics Results (2019). This will enable you to access a report containing the correct pupils quickly, without having to recreate it via the wizard.

Year 2 Phonics Reporting

NOTE: Only select those year 2 pupils who have undertaken a phonics check in 2019 when generating a report from the Year 2 Phonics Screening Wizard 2019.