

SIMS .net Assessment

Phonics Check Autumn 2021 for Year 2 pupils

Version 1.0

REVISION HISTORY

Version	Change Description	Date
1.0	Produced	18/10/2021

Introduction

Due to the COVID pandemic the Department for Education and Standards and Testing Agency delayed the assessment and return of the Year 1 Phonics Screening Check which was due in June 2021.

This is a statutory requirement.

The phonics screening check is an annual statutory data collection for Year 1 pupils that takes place each June.

Phonics teaches people to read by relating sounds with letters and words. The phonics screening check is designed to check whether pupils understand phonics to an appropriate standard.

You must submit phonics screening check assessment data for year 1 pupils in all:

schools maintained by the local authority

[academies](#)

[free schools](#)

special schools (schools for children with special educational needs or disabilities)

What happens next?

The Phonics Screening Assessment Data is to be collected for the present Year 2 pupils that missed the June collection when they were in Year 1. This will now take place after Autumn half term (between 12 November and the end of the Autumn Term).

At schools discretion a choice of the past papers from [2017](#), [2018](#) or [2019](#) can be used for the screening.

Schools should return results to their Local Authority before the end of the Autumn Term.

Please Note:

- *No data is to be collected for Year 3 pupils that missed a year 2 resit in June and no future data will be collected for those pupils.*
- *No data is to be collected for current Year 1 students as that collection will happen as usual in June 2022.*

Important Dates

22 October 2021	Deadline for schools requiring Braille copies of the test to apply to the DFE for materials
Second half of the Autumn Term	Schools must administer a past version of the phonics screening check to year 2 pupils.
By the End of Autumn Term	Schools must forward CTF result files to Local Authorities by the end of term.

Schools Administration of the Check

Please use the Phonics Screening Year 1 Template already in SIMS to collect the data.

When creating marksheets, please ensure that when data is entered the actual date is correct. *(Do not backdate to last term).*

For further DFE administering the check guidance click [here](#).

For links to previous screening check materials for 2017, 2018 and 2019 click [here](#).

Permissions:

Please note, to carry out the Phonics process, users will need SIMS permissions of Class Teacher/Registration Tutor (to enter their own results) but to have access to enter all the results users will need Assessment Co-Ordinator or Assessment Operator permissions.

Step 1 - Check SIMS .net Version

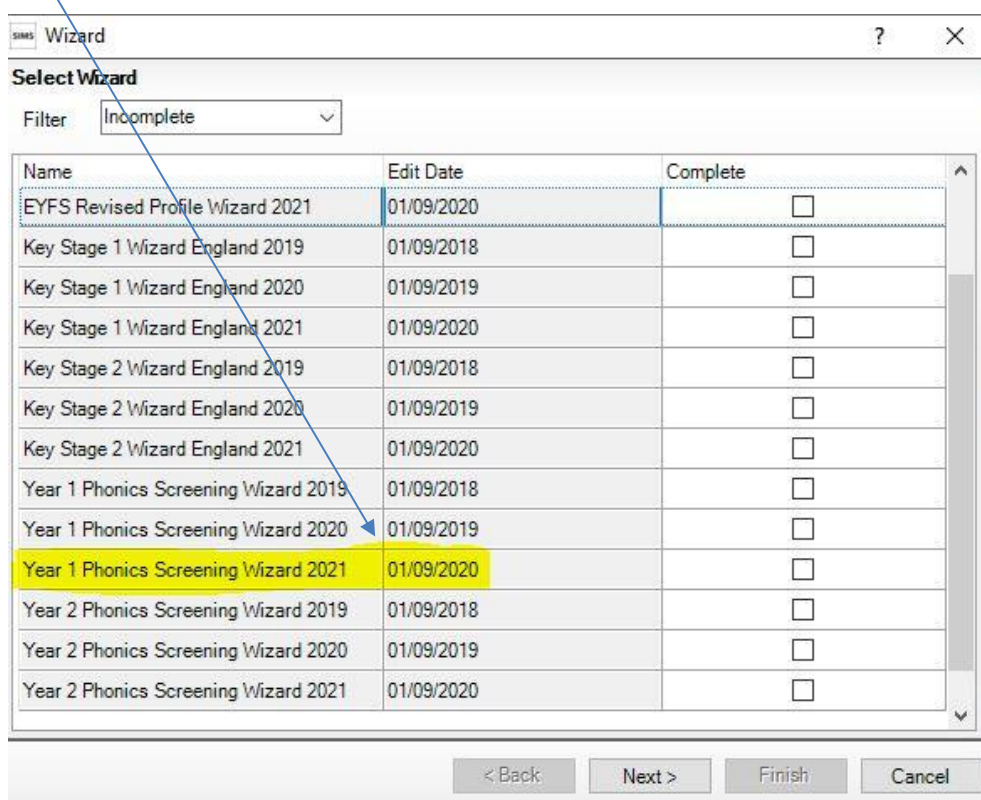
To export and return the 2021 CTF **Phonics Test Results (For Autumn Term Screening Check Only)** you will need to be using the **Autumn 2021** Main release version of SIMS.net.

To check that your system is ready:

1. From your SIMS Homepage: Go to **Help | About SIMS.net**.
2. Check that the version of SIMS.net is **7.202**

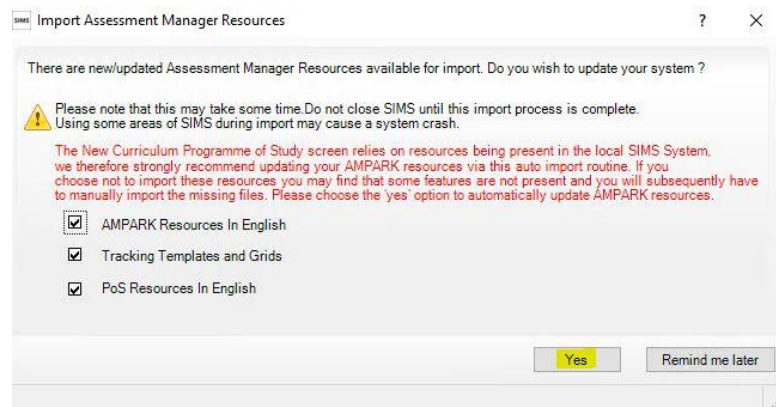
Step 2 - Preparing to Enter Results for Year 1 Phonics

1. Go to **Tools | Performance | Assessment | Wizard Manager**.
2. Leave the filter on **ALL** and highlight **Year 1 Phonics Screening Wizard 2021 (dated 01/09/2020)** You may need to expand the name column to see the whole of the name.

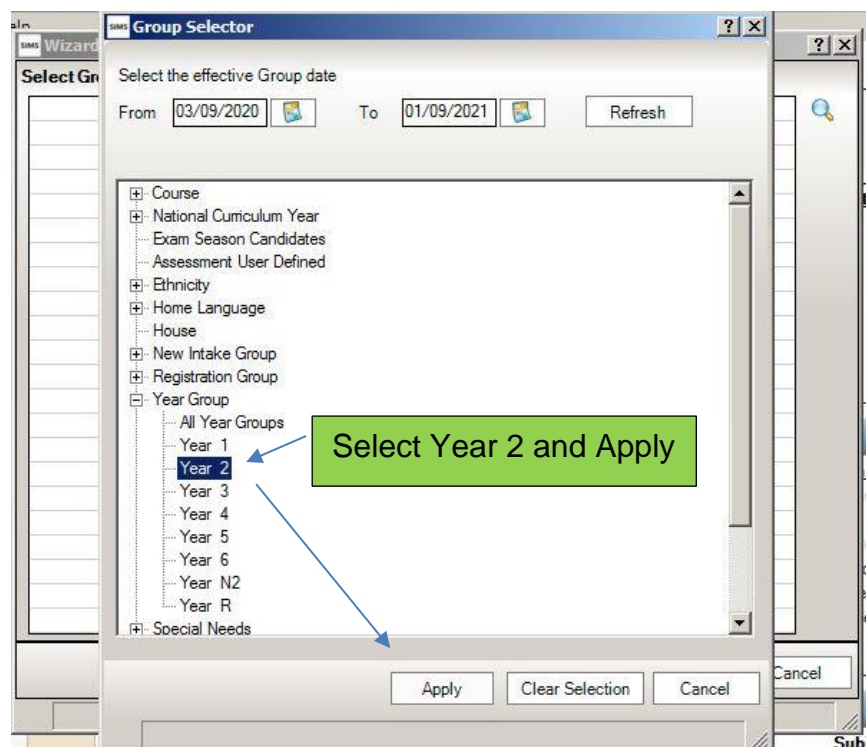


3. Click **Next**.

4. You may be offered to update the Assessment Manager resources at this stage, please choose Yes and update to bring in all the templates you may need.



5. Once the import has completed, you may have to go back to choose the Wizard template again, follow Step 2 again above and once you have clicked **Next**
6. Click the browser (magnifying glass).
7. The Group Selector appears. Click the **+** next to 'Year Group' and choose Year 2 then click **Apply**.



WIZARD Wizard - Year 1 Phonics Screening Wizard 2020

Select Group

Year 2	

< Back Next > Finish Cancel

8. Click **Next** for the Marksheet Entry window.

Wizard - Year 1 Phonics Screening Wizard 2020

Marksheets

Filter: Incomplete Please select a Marksheet and click on the pencil to enter/edit data.

Template	Group	Last Used	Complete
Phonics Screening Yea...	Year 2	13/10/2020	<input type="checkbox"/>

Year 2 will now show in the group box.
Click to highlight the marksheet.

< Back Next > Finish Cancel

9. Highlight the Phonics marksheet and then the **Pencil** will become available. Click on the **Pencil** icon on the right-hand side to display the marksheet.

Wizard - Year 1 Phonics Screening Wizard 2020

Marksheets

Filter: Please select a Marksheet and click on the pencil to enter/edit data.

Template	Group	Last Used	Complete
Phonics Screening Yea...	Year 2	15/10/2020	<input type="checkbox"/>

The pencil will now be available,
Click the pencil

< Back Next > Finish Cancel

Step 3 – Enter Results

1. Please check and update the Threshold Score column if necessary to show **32**.
2. From the marksheet enter a value of between **0 and 40** into the **Mark for Phonics Check Year 1** column, or a grade as defined using the guidance table on page 10 below for reference.
2. Click **Save**. This will calculate the **Data Check** column.

Marksheet Entry : Phonics Screening Year 1 2020 : Year 2

Save Undo Print Export Calculate

Basic Details 2 Marksheet

2 Marksheet

Result Date 13/10/2020 Group Membership Date 13/10/2020 Refresh Summary Narrow Zoom Reveal Freeze

Group Filter

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ZHENG, Dequan		32		!
WILSONS, Emily		34		!
WHITMORE, Paige		39		!
WHITE, Theo	32	33	Wa	OK
VINHAN, Satvinder	32	39	Wa	OK
SMYTHIE, Bethanie	32	36	Wa	OK
SLOANE, Alexandra	32	34	Wa	OK
SINGH, Aneeta	32		D	OK
SINGH, Aafia	32		L	OK
SIMONES, Madeline	32	33	Wa	OK
ROSSITER, Bradley	32		A	OK
ROBERTS, Matthew	32	32	Wa	OK
REEVE, Nicholas	32	31	Wa	OK
PATTERSON, Tiffany	32	32	Wa	OK

The **Data Check** will show an **!** which indicates there is a Threshold mark missing

OK is displayed as a check for those pupils who are **A, D or L** and who did not take part in the check.

To enter **L (Left)**, **D (Disapplied)** or **A (Absent)**, type the letter directly into the **Grade for Phonics Check Year 1** column.

This column must show the 32 Threshold Mark. If not pre-populated right click on column heading and choose 32 from list.

Leave the mark column **blank** for those pupils who have **Left**, are **Absent** or have been **Disapplied** or did not take the screening check.
Please do not put a 0 in this column.

NOTE:

To amend a result that has already been saved, right click on the cell that contains the result, select **View/Edit Result History**, click on the result under the **Result Column** and type the amended result. Click the **Close** button. Click **Calculate** and Click **Save**.

IMPORTANT NOTE:

ONLY for Pupils working out of Year

For schools with pupil(s) working out of year and taking the Phonics check (e.g.; those in NC year 3 but working as year 2) please see Step 4 below.

Children who are absent, on your planned checking day may be checked on their return to school anytime during the 14th November to end of the Autumn Term or when your Local Authority have advised.

For those children that remain long term absent, do not take the check or have left. The mark field must be left blank, and the phonics grade of A, D or L entered accordingly in the Grade column.

Guidance on marking

The threshold values will remain at 32 and the 'phonics mark' will be the mark from 0-40 for those children who have taken the phonics screening check.

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.	32 – 40	Wa
Child took the phonics screening check and did not meet the required standard.	The grade will be applied automatically related to the threshold of 32	0 – 31	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	Leave the Marks column blank and enter the grade as per the list to the right.	Leave blank	D
Child has left the school	Leave the Marks column blank and enter the grade as per the list to the right.	Leave blank	L

Step 4 – There is no requirement in the Autumn check to re-check any Yr 3 pupils.

However, if you have children working **out of year** once you have administered the check for the Year 2 cohort, you will need to go back to the wizard in step 2. At point 5 in the Group Selector choose the Year 3 cohort and then when entering results enter results for only those being checked.

If there are several students it may be easier to create a **user defined group** for those working **out of year**, this can then be picked up in the Group Selector instead of the whole Year 3 group.

Step 5 – Exporting Phonics results in a CTF file to send to the Local Authority

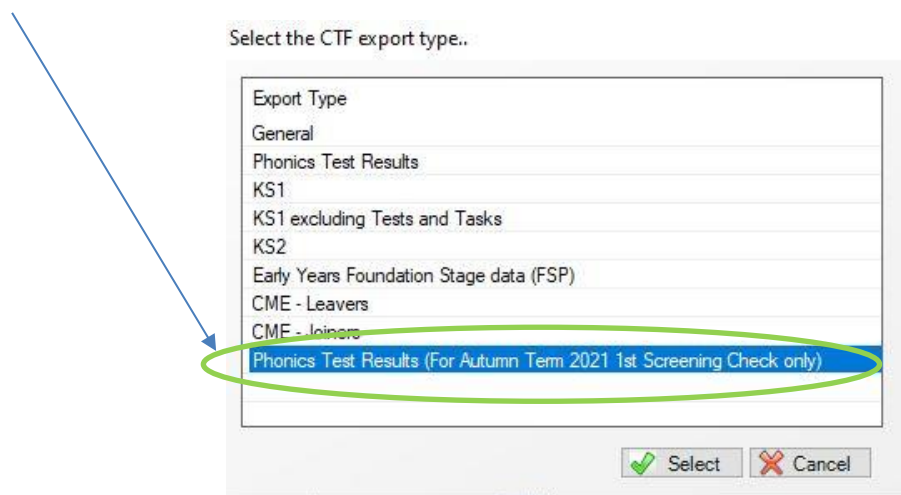
The Year 2 Phonics results need to be sent to the LA by way of a CTF.

NOTE: There is a new CTF export type in the SIMS Autumn 7.202.

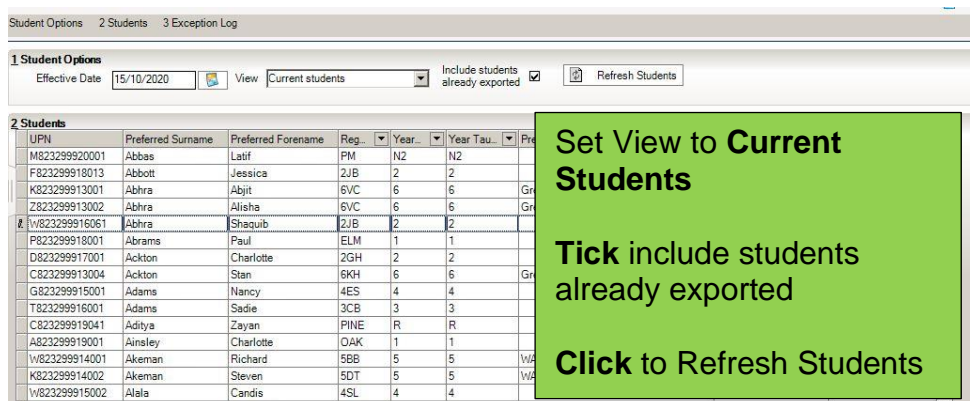
Step by Step – Create a CTF File for pupils in Year 2

Go to **Routines | Data Out | CTF | Export CTF**

Select the new **Phonics Test Results (For Autumn Term 2021 1st Screening Check Only)** from the Export type options



1. In the Student Options area, enter a tick against 'Include students already exported', and ensure that the **View** is set to "Current Students", then click **Refresh Students**.



2. **Right mouse click** on the **Year Group Column** and if you do not have any out of year students select only **Year 2**– If you have some out of year students being checked Select **Sort Ascending** so you may add any additional year 3 that are working as year 2.

Student Options 2 Students 3 Exception Log

Effective Date: 15/10/2020 View: Current students include students already exported Refresh Students

2 Students

UPN	Preferred Surname	Preferred Forename	Reg.	Yr	Year Tau	Previous Destination
M823299920001	Abbott	Latif	PM	N2		
F823299918013	Abbott	Jessica	2JB	2		
K823299913001	Abhra	Abjit	6VC	6		
Z823299913002	Abhra	Alisha	6VC	6		
W823299916061	Abhra	Shaquib	2JB	2		
P823299918001	Abrams	Paul	ELM	1		
D823299917001	Ackton	Charlotte	2GH	2		
C823299913004	Ackton	Stan	6KH	6		
G823299915001	Adams	Nancy	4ES	4		
T823299916001	Adams	Sadie	3CB	3		

Right Click Year Group heading
Click to sort ascending

Sort Ascending
Sort Descending
Group By This Field
Runtime Column Customization
Best Fit
Can Filter
Clear Filter
Best Fit (all columns)

3. Scroll past the Year 1 pupils who should be at the top of the list.
4. Highlight the first Year 2 pupil and hold the shift key down continuously on your keyboard whilst you scroll down the list of pupils – left click on the last pupil in Year 2 – all Year 2 pupils will now be highlighted. Release the shift key when all the pupils required have been selected.

Student Options 2 Students 3 Exception Log

Q823299918050	White	Theo	2JB	2	2			
F823299917012	Whitemore	Paige	2GH	2	2			
E823299918051	Wilsons	Emily	2JB	2	2			
U823299918052	Zheng	Dequan	2GH	2	2			
T823299916001	Adams	Sadie	3CB	3	3			
G823299916002	Alyona	Tatyana	3CB	3	3			
W823299916003	Andrews	Richard	3CB	3	3			
W823299916004	Am	Piers	3TO	3	3			
J823299917014	Bennet	Eloise	3CB	3	3			
K823299916004	Bronislaw	Tomaz	3CB	3	3			
Y823299917015	Brooks	Madison	3TO	3	3			
Z823299916005	Clarke	Harriette	3CB	3	3			
M823299917016	Clint	William	3TO	3	3			
B823299917017	Cummins	Jake	3TO	3	3			
Q823299917018	Davey	Megan	3TO	3	3			

Export CTF

5. If you have pupils out of year that have taken the screening please select them by holding down the **Ctrl** key and clicking each one to add to the highlighted selection.
6. Once all you require are selected left Click into **Destination LA/Other** on the last pupil you have selected. Click on the down arrow to display the list of Local Authorities

Student Options 2 Students 3 Exception Log

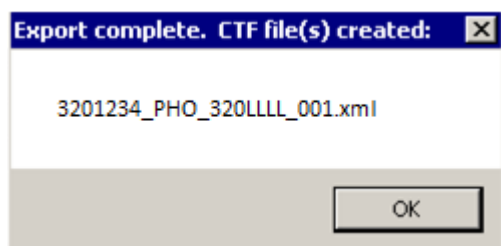
2 Students

UPN	Preferred Surname	Preferred Forename	Reg.	Yr	Year Tau	Previous Destination	Destination LA/Other	Destination School
Q823299918048	Smythe	Bethane	2JB	2	2			
F823299918049	Vinhan	Salvinder	2GH	2	2			
M823299918050	White	Theo	2JB	2	2			
F823299917012	Whitemore	Paige	2GH	2	2			
E823299918051	Wilsons	Emily	2JB	2	2			

Calderdale
Cambridgeshire
Cambridgeshire (Pre Lgr)
Camden
Cardiff
Cambridgeshire
Waltham Forest

NB Selecting a pupil further up the list will deselect all the other pupils so make sure you click destination LA/Other column of the **last selected pupil**.

7. Select "Waltham Forest" Local Authority from the list.
8. All the selected pupils should be showing with the authority in the Destination LA / Other column.
9. Click **Export CTF** – a single CTF file will be created for all the selected pupils. A confirmation will appear with the name of the file.



320 – Local Authority Number

1234 – An example of your School Number

PHO – Results you are exporting

320LLLL – Results exported and export destination - e.g. Local Authority

At this point, please confirm that the number of students in the file is correct and as expected.

Make a note of the filename here in case of a query with the Local Authority:

Step 6 – Sending the Results File to your Local Authority

The CTF containing results should now be sent to your Local Authority.

Upload the file to the Local Authority via AnyComms+ <https://www.wfresearch.org.uk>. More information on uploading to AnyComms can be found in the Local Authority guidance at <https://thehub-beta.walthamforest.gov.uk/school-data-returns>

Step 7 - Using the Wizards for Reporting to Parents for Phonics

Once all the results are entered on the marksheets the following reports can be produced:

KS1 Y1 Phonics Student Eng 2021 (Autumn 2020 for Year 2 pupils)

This will generate an individual report for each pupil.

KS1 Y1 Phonics Comparative Eng 2021 (Autumn 2020 for Year 2 pupils)

The comparative report compares the percentages by Phonics results for the school in 2019 with the national results for 2016.

1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Select the **Year 1 Phonics Screening Wizard 2021 (dated 01/09/2020)**
3. Click the Next button.
4. The group selection may be left as it is. Click the Next button.
5. At the marksheet window, click **Next**.

Wizard - Year 1 Phonics Screening Wizard 2020

Marksheets

Filter: **Incomplete** Please select a Marksheet and click on the pencil to enter/edit data.

Template	Group	Last Used	Complete
Phonics Screening Yea...	Year 2	13/10/2020	<input type="checkbox"/>

< Back Next > Finish Cancel

Wizard - Year 1 Phonics Screening Wizard 2021

Individual Report Format

Name	Edit Date
KS1 Y1 Phonics Comparative Eng 2021	01/09/2020
KS1 Y1 Phonics Student Eng 2021	01/09/2020

Membership Dates for Group : Year 2

From To

Group Filter

Students

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Abhra	Shaquib	17/12/2013	2JB
<input type="checkbox"/>	Ackton	Charlotte	10/02/2014	2JB
<input type="checkbox"/>	Coopers	Ryan	15/04/2014	2JB

- To preview a report, ensure one of the pupils is ticked then click the **Preview Report** icon.
- To print the reports choose **Select All**. Click the **Print** icon. Reports will be printed from Word for those pupils selected. Close Word without saving.

KS1 Y1 Phonics for Yr2 Student Eng 2020

(please note this is an example so the year information is not accurate)

The report consists of two pages:

Year 1 Phonics Screening Check 2020															
PUPIL'S RESULTS															
Jessica Abbott	2JB														
Individual Results															
Year 1 Phonics Screening Mark	31														
Year 1 Phonics Screening Grade	Wt														
<p>Phonics screening check information and results</p> <p>What is the phonics screening check?</p> <p>The phonics screening check is a quick check of your child's ability to decode words using only his or her phonic knowledge. It helps us to confirm whether your child has met the expected standard for a child at the end of Year 1.</p> <p>The check is a statutory requirement for all children in Year 1 and takes place each year in the summer term. Children who do not take the check in Year 1, or who did not meet the expected standard, will take the check again at the end of Year 2.</p> <p>The check is carried out in the Summer term.</p> <p>How does the check work?</p> <ul style="list-style-type: none"> Your child was asked to read 40 words aloud to a teacher who is known to him/her. Your child may have read some of the words before, while others would have been completely new. The check took only a few minutes to complete and there was no time limit. <p>Meeting the expected standard</p> <p>In order for children to demonstrate that they have met the expected standard in phonic decoding they had to score a minimum number of marks in the phonics screening check. Children who scored fewer than the minimum threshold are considered not to have met the expected standard in phonic decoding. Any child who has not met the expected standard will be given additional support in phonics to help him or her to improve. The nature of this support will vary depending on how close to the threshold he/she was.</p>															
<p>Assessment Grades</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Ws</td> <td>Took the phonics screening check and met the required standard</td> </tr> <tr> <td>Wt</td> <td>Took the phonics screening check and did not meet the required standard</td> </tr> <tr> <td>A</td> <td>Absent</td> </tr> <tr> <td>D</td> <td>Did not take the phonics screening check</td> </tr> <tr> <td>L</td> <td>Left the school</td> </tr> <tr> <td>Q</td> <td>Misadministration</td> </tr> </tbody> </table>		Grade	Description	Ws	Took the phonics screening check and met the required standard	Wt	Took the phonics screening check and did not meet the required standard	A	Absent	D	Did not take the phonics screening check	L	Left the school	Q	Misadministration
Grade	Description														
Ws	Took the phonics screening check and met the required standard														
Wt	Took the phonics screening check and did not meet the required standard														
A	Absent														
D	Did not take the phonics screening check														
L	Left the school														
Q	Misadministration														
<p>What happens next if your child did not meet the minimum standard?</p> <p>Your child will continue to learn phonics with his/her classmates on a daily basis. The screening check is designed to help teachers identify which children need help with phonic decoding. Depending on his/her learning needs, your child may be given additional resources or input. In addition to the daily phonics session in class, your child may take part in additional catch up sessions throughout the week.</p> <p>Your child will take the phonics check again at the end of their time in Year 2, so that the school can make sure again that the support and help given to your child has been successful, or is continuing appropriately.</p> <p>Can I help my child with phonics?</p> <p>Children make the best use of their understanding of phonics when they are given plenty of encouragement and learn to enjoy reading a wide variety of books and other forms of writing. Parents play a very important part in helping with this.</p> <p>Some simple steps to help your child learn to read through using phonics successfully:</p> <ul style="list-style-type: none"> Ask your child's class teacher about the school's approach to teaching phonics and how you can reinforce this at home. For example, the teacher will be able to tell you which letters and sounds the class is covering in lessons each week. When reading, encourage your child to 'sound out' unfamiliar words and then blend the sounds together from left to right, rather than looking at the pictures to guess the word. Once your child has read an unfamiliar word you can talk about what it means and help him/her to follow the story. Try to make time to read something with your child every day and encourage other family members and friends to do the same. Support your child to blend the sounds together all the way through a word. Keep reading all the time, wherever you are, including the school holidays when children don't have a home reading book from school. Look for as many opportunities as possible to encourage your child to use the skills they are learning – menus and leaflets and on-line text can stimulate children to want to practise their phonic knowledge. Word games like 'I-spy' can also be an enjoyable way of teaching children about sounds and letters as can talking about all the words which surround you, from road signs to shopping lists. If children become aware of the uses of reading, they become much more interested in practising what they know. 															

Printed: 13/10/2020

KS1 Y1 Phonics for Year 2 Students Comparative Eng 2020
(please note this is an example so the year information is not accurate)

Year 1 Phonics Screening Check 2020

SCHOOL RESULTS

National Results

The following table compares the percentages by phonics result for the school in 2020 with the national results for 2019.

		Wa	Wt	A	D
All Pupils	National	82	16	0	2
	School	71	19	3	3
Boys	National	78	19	0	2
	School	75	18	7	0
Girls	National	85	13	0	1
	School	67	20	0	7

Figures may not add up to 100 because of rounding and because percentages for L and Q marks and missing marks are not included.

Assessment Grades

Grade	Description
Wa	Took the phonics screening check and met the required standard
Wt	Took the phonics screening check and did not meet the required standard
A	Absent
D	Did not take the phonics screening check
L	Left the school
Q	Maladministration

Printed: 13/10/2020

Step 8 - Upload Reports

A copy of each child's report can be saved in the Document Server. This can then be viewed at any time.

1. Once reports have been generated they can be uploaded, either individually or in bulk, by clicking the **Upload** icon.
2. To view the copy, open the Pupil Details screen for the child and select **Linked Documents** in the **Links** panel on the right. The report will open as **read only**.