Phonics Screening Check (Y1 and Y2 re-checks)

2022 assessment collection
(click any underlined link to view or access the linked webpage or document)

LA Collection	LA Deadline	Schools return to?
Phonics Screening Check (Y1 and Y2 re-checks)	Wednesday 22 June	Local Authority via AnyComms+

Who is in the scope for the statutory collection?

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

• pupils in Year 1 in the 2021/22 academic year eligible to take part in the phonics screening check;

• pupils in Year 2 in the 2021/22 academic year who have not taken the check before, or who did not meet the expected standard in the Autumn 2021 check, must also take the check. Those who were absent or disapplied from the Autumn 2021 check or did not take the autumn check for other reasons must also take the check. If you cannot establish whether the pupil took the check in the Autumn 2021 term, the pupil should take the check.

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); Headteacher decided it was not appropriate to participate 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.

See Appendix A for the statutory data required; and Appendix B for the steps to transfer the return securely to the Local Authority via AnyComms+.

Timetable

Monday 16 May to Friday 20 May: Schools receive phonics screening check materials.

Monday 6 June to Friday 10 June: Schools administer the phonics screening check.

Monday 13 June to Friday 17 June: Timetable variation week for pupils who were absent for the

phonics screening check.

Wednesday 22 June: State-funded schools submit Year 1 and Year 2 re-check returns to LA.

Other key dates:

Monday 20 June: Phonics screening check materials and threshold mark published on GOV.UK.

Friday 1 July: Deadline for schools to submit phonics screening check HDF on the Primary Assessment Gateway.

Collection guidance

Management Information System (MIS):	Pupils should not take the check if any of the following apply:	Decisions on participation in the check
Schools should contact their management information systems (MIS) support provider for specific guidance about producing the CTF/XML return. **Pupils who change schools** If a pupil changes school: • before the check period – the receiving school should assess the pupil and submit data for them; • during the check period – the receiving school should find out whether the pupil has already taken the check (if not, they should assess the pupil and submit data for them); • after taking the check – their result should be submitted by the school where they took the check and provided to the new school in the CTF. • If a pupil arrives from a non-participating school or were electively home educated (EHE), the receiving school should consider administering the check and must submit data for them. • Pupils who arrive after the check administration period, and who did not take the check, do not need to be included in that year's data submission.	• they have shown no understanding of grapheme-phoneme correspondences; • they have not completed the first year of the KS1 English programme of study; • they have recently moved to the country and are unable to understand letters and sounds in English; • they use British Sign Language or other sign-supported communication, such as communication boards, to spell out individual letters; • they are mute, or selectively mute; • they have been absent during the check window – if a pupil does not take the check during this period and returns to school after Friday 17 June, they must be recorded as absent. **How schools can check which Year 2 pupils should retake?** If unsure, schools will be able to use the 'Searchable data' function of the Get Information About Pupils (GIAP) website to search for those pupils by their Unique Pupil Number (UPN) from week commencing 9 May. Pupils who do not need to take the check again will be indicated by a phonics outcome of 'Wa' (working at the expected standard). If GIAP finds no data for the pupil schools may wish to contact the pupil's previous school directly. GIAP is accessed via DfE Sign-in. Contact your school approver if access is required.	• Headteachers make the final decision about whether it is appropriate for a pupil to take the check. • In any instances when pupils are not entered for the check, schools should explain their decision to the pupil's parents. If appropriate, they should provide the parents with documentary evidence to support their decision. • Where the decision has been made not to administer the check to a pupil, schools should also explain how they are helping the pupil to learn to decode using phonics. • Schools must submit data for all pupils including those who do not take the check. Pupils who do not take the check should be marked as 'D' (headteacher decided it was not appropriate for the pupil to take the check).

Additional link(s)

[2022 Key stage 1: assessment and reporting arrangements (ARA)](#)	[Phonics screening check administration guidance](#)	

Support Contacts

Name	Role	Contact Details
Families Business Intelligence Team	LA Data Collection helpdesk	Email: edu.performance@walthamforest.gov.uk
Rebecca Corderoy	LA KS1 Moderation Manager	Email: Rebecca.Corderoy@davieslane.arboracademytrust.co.uk
Standards & Testing Agency (STA)	National Curriculum Assessments Helpline	Tel: 0300 303 3013

Appendix A: Statutory data required

Data requirements

Schools must submit the following data items to their local authority:

- Local authority number (3-digit number)
- Estab number of the school (4-digit number)
- Academic year (this year will be 2022)

Schools must submit the following data items to their local authority for each eligible pupil:

- Surname
- Forename
- Unique Pupil Number (UPN)
- Date of birth
- Gender
- National curriculum year group
- Phonics mark (where pupil took the check - see Phonics mark)
- Phonics outcome (where pupil did not take the check - see Phonics outcome)

Phonics mark

Schools must report the phonics mark for all pupils who have taken the check. This is the actual mark achieved in the check and should be a number in the range 0-40.

Phonics outcome

This field is not required if a pupil met the expected standard (Wa) or is working towards the expected standard (Wt). If these values are included in a file returned to DfE it will be accepted and the Phonics outcome will be removed. For pupils who did not take the check, the Phonics outcome field should be populated with one of the following values as appropriate:

- A (Absent)
- D (Disapplied)
- L (Left the school)
- Q (Maladministration)

Appendix B: AnyComms+ (Phonics)

|	Sending the 2022 Year 1 (and/or Year 2 retakes) Phonics return to the Families Business Intelligence Team

In terms of data protection - the **2022** Year 1 (and/or Year 2 retakes) Phonics return is to be sent to the Families Business Intelligence 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 **2022** Year 1 (and/or Year 2 retakes) Phonics return;
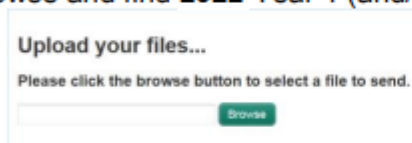
iv) Select file and click **Open.** Note that the browsing window will reappear and you may upload further files if necessary by the same process. If you have uploaded the return, and no further files are required to be uploaded, click the **Cancel** button;
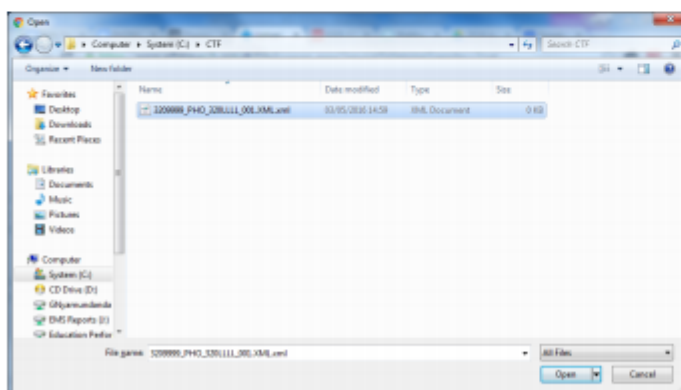
v) In the **File Type** drop down box select 'Phonics'. In the 'Service' drop down box also select 'Phonics'. In the **Description Box**, enter your school name, or other information as required

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 **2022** Year 1 (and/or Year 2 retakes) Phonics return

Upload All Files