Phonics Screening Check (Y1 and Y2 re-checks)

2025 assessment collection (statutory)
(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)	24 June 2025	Local Authority via Mimecast

Timetable

Monday 09 June 2025 – Friday 13 June 2025: Year 1 and Year 2 (re-check) Check week.
Monday 16 June 2025 – Friday 20 June 2025: Timetable variation week for absent pupils**.**
Tuesday 24 June 2025: State-funded schools submit Y1 & Y2 re-check returns to Local Authority.

Other key dates:
Monday 23 June: Phonics screening check materials and threshold mark published on GOV.UK. *Note: Schools do not need to wait until the threshold mark is published to submit data.*
Monday 30 June: Deadline for schools to complete and submit the phonics screening check headteacher's declaration form (HDF) on the Primary Assessment Gateway.

Who is in the scope for the statutory collection?

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

- pupils in year 1 in the 2024 to 2025 academic year eligible to take part in the phonics screening check; and
- pupils in year 2 who have not previously met the expected standard for phonics decoding and as such are required to take the check.

More information regarding participating pupils.

Pupils absent during check week

If a pupil is absent during the check week, you can administer the check to them until Friday 20 June. If a pupil does not take the check during this period and returns to school after Friday 20 June, they must be recorded as absent ('A').

Pupils who should not take the check

Headteachers make the final decision about whether it is appropriate for a pupil to take the check. 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 inappropriate for the pupil to take the check).

Pupils working below the standard: If a pupil has not completed the first year of the KS1 English programme of study or has shown no understanding of grapheme-phoneme correspondences, they should not take the check.

Pupils for whom English is an additional language: If a pupil has limited fluency in English, you may decide they should not take the check. If a pupil has recently moved to the country and is unable to understand letters and sounds in English, they should not take the check.

Pupils who use British Sign Language: Pupils who use British Sign Language (BSL) or other sign-supported communication to spell out individual letters should not take the check.

Pupils who are non-verbal or selectively mute: Pupils who are non-verbal or selectively mute are unable to participate in the check if they do not give verbal responses aloud in school.

More information regarding pupils who should not take the check.

Collection guidance

Management Information System (MIS): Schools should contact their management information systems (MIS) support provider for specific guidance about producing the CTF/XML return. **Statutory data required** See Appendix A. **Using Mimecast to securely submit the return(s) to the LA** See Appendix B. **Pupils who move schools** If a pupil moves school: • before the check administration period - the receiving school should assess the pupil and submit data for them even if they do not take the check; • 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.	**Pupils who change schools** • If a pupil arrives from a non-participating school – for example, they have recently arrived from overseas or were electively home educated – the receiving school should consider administering the check and must submit data for them. • If a pupil arrives after the check administration period and does not take the check, they do not need to be included in that year's data submission. **How can schools 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). 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.	**Decisions on participation in the check** • Headteachers make the final decision about whether it is appropriate for a pupil to take the check. • In any instances where 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. • If the headteacher decides not to administer the check to a pupil, schools should also explain how they are helping the pupil 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 inappropriate for the pupil to take the check). More information regarding phonics administration is here.

Additional link(s)

2025 assessment and reporting arrangements (phonics screening check)	2025 STA phonics screening check administration guidance	

Support Contacts

Name	Role	Contact Details
Business Intelligence Team	LA Data Collection helpdesk	Email: edu.performance@walthamforest.gov.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 2025)

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)

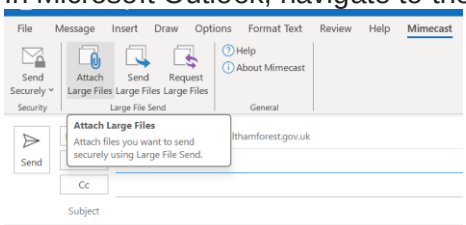
Appendix B: Using Mimecast to securely submit the 2025 Phonics Year 1 and Year 2 (re-checks) return(s) to the Local Authority

Secure Mimecast file transfer should be used to securely send the Local Authority the 2025 Phonics Year 1 and Year 2 (re-checks) statutory XML return(s). For data protection purposes, please do not simply email the child-level XML return to the Local Authority without encryption.

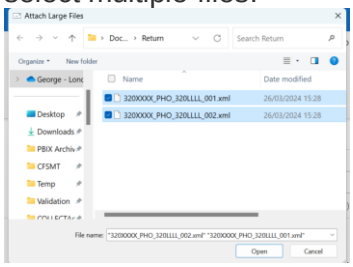
a) Where the school user has a Mimecast client available on their local computer:

School user sends submission securely to the Local Authority (edu.performance@walthamforest.gov.uk) via Mimecast. Instructions for using Outlook's Mimecast 'Large File Send' option to send the return in a secure email attachment are below. Contact your school's IT Support Team if you are using a different Mimecast end user application.

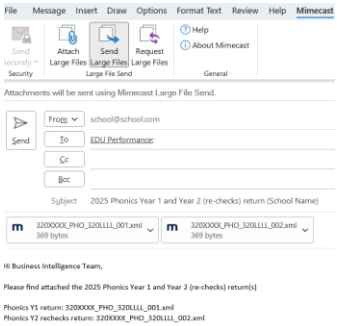
1. In Microsoft Outlook, navigate to the Mimecast tab at the top and select Attach Large Files.



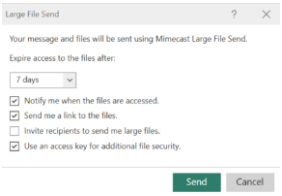
2. Select the XML return file(s) you wish to attach to the email. Note: Hold the CTRL key on your keyboard to select multiple files.



3. The file(s) will attach to a new email. Add:
   Email address: edu.performance@walthamforest.gov.uk
   Subject: "2025 Phonics Year 1 and Year 2 (re-checks) return (School Name)"
   Text: Any text to the body of the email to clearly provide information about the file(s) being sent (if required).



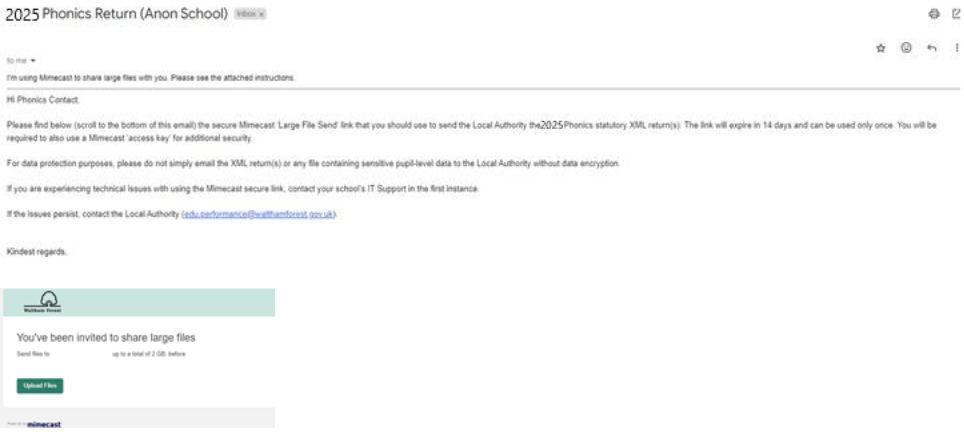
4. Sending the email. When ready, click Send. A new window will now appear on the screen. You can set an expiration date and other options from here. Use an access key for additional file security.



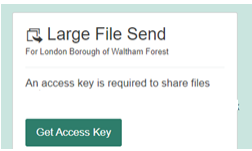
5. Click Send. You will receive a notification upon successful Mimecast transfer.

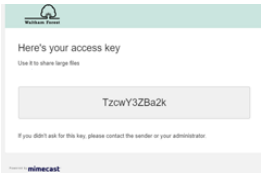
b) Where the school user does not have a Mimecast client available on their local computer:

1. Contact edu.performance@walthamforest.gov.uk in advance of the deadline to obtain a secure Mimecast 'Large File Send' link from the Local Authority. You will receive an email containing the link as per the screenshots example below. The secure Mimecast 'Large File Send' link can be used only once.

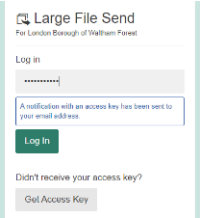


2. School user selects 'Upload Files', and 'Get Access Key' to obtain a Mimecast access key. The access key will be sent via email to the user (as per the example screenshots below).

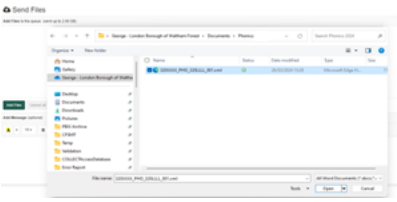




3. School user enters the access key details and logs into Mimecast Large File Send.

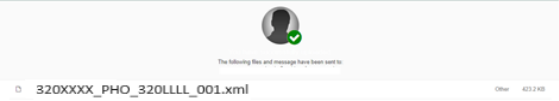


4. Once logged in, the School user selects 'Add Files' and locates the XML return(s) on local computer. Hold the CTRL key on your keyboard to select multiple files.

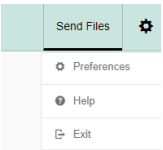


5. A message may be added (optional). Click the 'Send' button to securely send the file(s) to the Local Authority.

6. A message indicatiing the file(s) and message have been sent to Local Authority contact will appear.



7. Once completed, close the browser window, or select ‘Exit’ from the settings menu



Note: The link will only work once. If further secure Mimecast link(s) are required contact edu.performance@walthamforest.gov.uk.