

Phonics LA submission Guidance

**Key stage 1:
phonics screening check
for year 2 pupils**

November 2020



Table of Contents

INTRODUCTION.....	3
Key Points.....	3
Deadline.....	3
Anycomms+ system downtime.....	3
PHONICS SUBMISSION OF RESULTS	3
SIMS.Net users.....	4
Facility/CMIS or Progresso users.....	4
Users of other software and schools that do not get Link2ICT support.....	4
SENDING ASSESSMENT FILE BACK TO LA	4
Perspective Lite.....	5
VERIFICATION OF YOUR ASSESSMENTS	5
Confirmation sheet.....	5
NOTES ON PHONICS	6
GENERAL ENQUIRIES.....	6
LINKS TO DFE PUBLICATIONS	6
PHONICS CONFIRMATION SHEET – AUTUMN 2020	7

Introduction

Key Points

This guidance is for schools submitting the phonics screening check to **all** year 2 pupils during the second half of the 2020 autumn term.

Head teachers have a duty to ensure that the National Curriculum assessment arrangements are implemented in their school and to comply with the data collection processes conducted by the LA Data and Intelligence Team.

Schools must report any issue with the administration of the check, or any allegations of maladministration, by contacting the national curriculum assessments helpline on **0300 303 3013** or assessments@education.gov.uk.

Deadline

Please can you submit your Phonics return **strictly no later than Friday 18th December**. However, we encourage schools to submit their results as soon as possible after tests have been administered please return the Confirmation Sheet at the same time as submitting assessment file.

Anycomms+ system downtime

We have been informed in early December Anycomms+ will not be available to schools for about 2 days. We will confirm the dates via the [Schools Noticeboard](#) in November. Please submit your Phonics assessment file as soon as checks have been administered.

Phonics Submission of results

You will need to submit a single **Year 2** file to the Data and Intelligence team.

This year all files must be sent to the LA via the secure file transfer system known as **AnyComms+**.

This file will be a Common Transfer File (CTF) containing a Phonics screening check result or outcome for each child. The LA is required to submit individual pupil level data to the DfE and it is the data from this file that will be used to make the required LA submission.

In 2017, 2018 and 2019, the threshold mark was 32. Schools and LAs do not need to include the threshold mark when submitting data as the system will convert the pupil's score to an outcome (whether they met the expected standard). Because of this, the DfE do not require the return of a 'Wt' ('working towards') or 'Wa' ('working at') outcome for phonics. 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.

SIMS.Net users

SIMS guidance is available on the Link2ICT knowledge base

<https://link2ict.service-now.com/>

Search on the following document number:

SIMS.Net Guidance: **KB0014195**

If you require assistance using Link2ICTs Knowledge Base or have any queries about their guidance please call the Link2ICT schools' helpline on **0121 303 5100**.

If your school does not receive SIMS.Net support from Link2ICT, you need to check with your supplier that you will be able to record the assessments and produce the necessary CTF file for the LA.

Facility/CMIS or Progresso users

Support for Facility (CMIS) and Cloud School will come directly from **Advanced Learning**. If you are having trouble inputting your Phonics results or generating the required CTF you should contact Advanced Learning directly.

Support Portal: <https://customers.oneadvanced.com>

Telephone: **0330 060 2199**

Users of other software and schools that do not get Link2ICT support

A small number of schools will be using systems other than those described above. These schools and schools that do not subscribe to Link2ICT services should check with their own IT support that they will be able to record the final assessments and produce the necessary CTF file for submission to the LA.

Sending assessment file back to LA

All schools will send back their CTF containing the assessments to the LA using AnyComms+

This includes schools that do not subscribe to Link2ICT and those that get their software support from a third party.

All schools regardless of ICT provision will be able to access this system, if you have not yet been set up please call Link2ICT on **0121 303 5100**. Guidance Notes are available within the Link2ICT knowledge base. <https://link2ict.service-now.com/>

AnyComms+ Guidance: **KB0014195**

The web address for Anycomms+ is:

<https://anycomms.bgfl.org/Login.aspx>

Perspective Lite

This website will be used to publish your results as submitted to us. Please ensure that your school can log in to this before the collections begin.

<https://perspective.angelsolutions.co.uk>

Perspective has a built in 'forgotten password' feature. Note: the Head account username is likely to be your school's 6-digit URN number (Ofsted reference).

For assistance please e-mail educationdata@birmingham.gov.uk.

Verification of your assessments

Each year we carry out various checks on the Phonics results that you submit. It may be necessary to contact you concerning clarifications and corrections.

Once your data has been verified, your summary results will be provided as downloadable PDF files via Perspective Lite. Once these are available, an email with guidance on finding and downloading these reports will be sent to your school's main email address.

If your report has not been posted by the last week of term contact educationdata@birmingham.gov.uk as a matter of urgency to ensure accurate data is submitted to the DfE.

Confirmation sheet

As part of the process of finalising your assessments, you should make sure that all internal moderation processes have been completed and that the assessments have been agreed by the head teacher and the teacher(s) and members of staff responsible for Phonics. This is to avoid problems with schools requesting changes to their results after they have been submitted to the DfE.

A form is attached to the of end of the document which should be signed by the head teacher to confirm that Phonics results have been checked and agreed. This should be completed and returned to the Data and Intelligence team at the same time as you submit the results. Details about how to return this confirmation sheet are included at the bottom of the form. A separate copy of the sheet, if required, is available from:

<http://www.birmingham.gov.uk/primarydata>

Headteachers do not need to complete a separate headteacher's declaration form (HDF) for the autumn check. The phonics screening check HDF submitted by schools in June 2021 will cover both collections.

Notes on Phonics

If a year 2 pupil doesn't understand grapheme-phoneme correspondences, or is unable to access the materials, you don't have to administer the check to them, but they still need to be returned as part of your Phonics submission.

DfE guidance <https://www.gov.uk/government/collections/phonics-screening-check-administration>, section 3.2 of 'Key stage 1: administering the phonics screening check to year 2 pupils'

Schools must submit data for all year 2 pupils including those who do not take the autumn 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).

General enquiries

Data Collection queries:

Data and Intelligence Team please e-mail educationdata@birmingham.gov.uk

For technical issues around recording the assessments in your MIS or tracking software or creating the final file for the LA containing your assessments, contact your support provider.

If you get your support from Link2ICT, contact the **Link2ICT Helpline on 0121 303 5100**.

AnyComms+ technical support - please contact the **Link2ICT Helpline on 0121 303 5100**. All Birmingham schools are being asked to submit their final file using Anycomms+ so support is available for this regardless of whether you have a support relationship with Link2ICT.

Links to DfE publications

Schools should also refer to the STA guidance from 'Key Stage 1 Assessment and Reporting Arrangements' available from:

<https://www.gov.uk/government/publications/2020-key-stage-1-assessment-and-reporting-arrangements-ara>

Phonics check administrators guide

<https://www.gov.uk/government/collections/phonics-screening-check-administration>

Phonics Confirmation Sheet – Autumn 2020

Please return this form at the same time as you submit your assessments

Information required	Your response
School Name:	
DfE Number:	330

Enter a name and contact number in case we need to contact you to resolve any queries

Information required	Your response
Contact Name:	
Tel Number:	

Indicate below the number of children you are submitting Phonics returns for:

You must include any children with an outcome of Absent or Disapplied in the totals below

Information required	Your response
No of Y2 Children:	
Date CTF File Sent: (dd/mm/yy)	

Section to be completed by Head Teacher:

I confirm that I have checked and agreed the assessments before submission.

Information required	Your response
Head Teacher*: *No signature required if sending by email – simply type name.	
Date checked: (d/mm/yy)	

Return form via email to: educationdata@birmingham.gov.uk

Note: this sheet will be used exclusively by the LA to validate the information sent in the corresponding CTF file and to ensure that the Headteacher has signed off the return.

Headteachers do not need to complete a separate headteacher's declaration form (HDF) for the autumn check. The phonics screening check HDF submitted by schools in June 2021 will cover both checks.