

Phonics LA submission Guidance

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

November 2021



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Introduction

Key Points

This guidance is for schools submitting the phonics screening check to **all** year 2 pupils during the second half of the 2021 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 submit your Phonics return **strictly no later than Friday 17th December 2021**. However, we encourage schools to submit their results as soon as possible after tests have been administered. Please submit the [online Confirmation form](#) at the same time as submitting the assessment file.

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 know the threshold mark when submitting data as the system will convert the pupil's score to an outcome (whether they met the expected standard). So, 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). Each of these 4 outcomes should be accompanied by a no score mark i.e. left blank. In all other cases, the marks obtained in the phonics screening check must be shown.

SIMS.Net users

SIMS guidance is available on the Entrust knowledge base

[This is the link - http://support.entrust-ed.co.uk](http://support.entrust-ed.co.uk)

Search on the following document number:

SIMS.Net Guidance: **KB0014195**

If you require assistance using Entrust Knowledge Base or have any queries about their guidance please call the Entrust schools' helpline on **0121 303 5100** or email edtech@entrust-ed.co.uk

Facility/CMIS or Cloud 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 122 4830 Option 1 for Cloud Schools and Facility (Key stages 1-5)

Users of other software

Some schools will be using systems other than those described above please can you contact your own IT support 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+

All schools regardless of ICT provision will be able to access Anycomms+, if you have not yet been set up please submit a Service request [by using this link - https://www.birmingham.gov.uk/school_support_service](https://www.birmingham.gov.uk/school_support_service).

AnyComms+ Guidance [see this link - https://www.birmingham.gov.uk/primarydata](https://www.birmingham.gov.uk/primarydata), see section 'Anycomms+'

The web address for Anycomms+ is:

[See this link - https://anycomms.birmingham.gov.uk/Login.aspx](https://anycomms.birmingham.gov.uk/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 begins during the second half of the 2021 Autumn term.

[This is the link - https://perspective.angelsolutions.co.uk](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 validated, 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 the Autumn term contact educationdata@birmingham.gov.uk as a matter of urgency to ensure accurate data is submitted to the DfE.

Online Confirmation form

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.

Upon approval from the Headteacher, please complete [online Confirmation form](#) to confirm that Phonics results have been checked and agreed by the Headteacher. This should be completed and submitted to the Data and Intelligence team at the same time as you submit the results.

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 2022 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 [please select this link - <https://www.gov.uk/government/publications/key-stage-1-administering-the-phonics-screening-check-to-year-2-pupils>](#), 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.

AnyComms+ support - please contact:

[Please select this link - https://www.birmingham.gov.uk/school_support_service](https://www.birmingham.gov.uk/school_support_service)

Links to DfE publications

Schools should also refer to the STA guidance available from:

[Select this link - https://www.gov.uk/government/publications/key-stage-1-administering-the-phonics-screening-check-to-year-2-pupils,](https://www.gov.uk/government/publications/key-stage-1-administering-the-phonics-screening-check-to-year-2-pupils)

[Phonics data collection and submission guidance](#)