Phonics LA submission Guidance

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

May 2023

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Introduction

Key Points

This guidance is for schools submitting the phonics screening check to **all** year 1 pupils and those year 2 pupils who did not reach the standard in Summer term 2022 or have not yet taken the test.

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 **Monday 26th June 2022.** 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

Ideally you should submit a single file containing all Year 1 and the relevant Year 2 outcomes to the Data and Intelligence team. However, we can accept two separate files if this proves problematic.

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 score 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 CTF file that will be used to make the required LA submission.

In all previous years, the threshold mark has been 32. The 2023 threshold will be published on Monday 26th June on GOV.UK. 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 or not 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 score 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 - https://link2ict.service-now.com/serviceportal

Search on the following document number:

SIMS.Net Guidance: **KB0011883**

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

Users of other software

For schools using systems other than those described above, please 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 submit their CTF containing the assessments to the LA using AnyComms+

Please ensure that your school can log in to this system *before* the collections begin, during the second half of the 2023 Summer term.

All schools regardless of ICT provision will have access to 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.

AnyComms+ Guidance see this link - 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

Perspective Lite

This website will be used to feed back your results as submitted to us.

Please ensure that your school can log in to this _before_ the collections begin during the second half of the 2023 Summer term.

This is the link - 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, we will feed back your summary results 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 Summer 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 member(s) 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 Head teacher, please complete online Confirmation form to confirm that Phonics results have been checked and agreed by the Head teacher. This should be completed at the same time as you submit the results.

Head teachers will also need complete a separate head teacher's declaration form (HDF) for the Summer check via the Primary Assessment Gateway.

Notes on Phonics

If a year 1 or 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-phonics-screening-check-administration-guidance section 4.2 Pupils who should not 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)."

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

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-phonics-screening-check-administration-guidance

Phonics data collection and submission guidance