

MI Sheet 103/14 Recording and submitting assessments 2014 (Primary schools and Academies)

Phonics screening check

The phonics screening check is a statutory assessment for all children in Year 1, and children in Year 2 who did not meet the required standard the previous year, and it will take place during the week commencing 16th June 2014.

YEAR 1 AND YEAR 2 PHONICS – DELAYED RELEASE OF THRESHOLD MARK (pass mark)

The threshold mark (pass mark) for the Phonics screening check has been withheld by the DfE, and will not be disclosed until 30th June 2014 (some MIS systems may be set up with an interim threshold based on last year's mark of 32). Test scores can be entered in your MIS, but please wait until your MIS system is updated with the new threshold mark BEFORE you export and send the CTF file to the Information Team (see ICT website <http://ict.norfolk.gov.uk> for latest information about the update).

(If your MIS system has not been updated with the new threshold mark by Friday 4th July, please contact the LA Information Team for further advice.)

YEAR 1 AND YEAR 2 PHONICS SUBMISSION DEADLINE – Friday 4th July

Schools with Year 1 and Year 2 pupils are asked to submit their phonics screening results **by Friday 4th July**. Please note that the timing of the release of the Threshold Mark and the deadline being close to the end of term allows very little time for the Information Team to chase up late submissions. If you miss the deadline your school results may miss the DfE cut-off, and you may find that your RAISEonline in the Autumn Term reports your Phonics results as “zero”. To avoid this, please ensure you submit your data by 4th July.

PHONICS SUBMISSION PROCESS

(1) Schools are required to complete the online Head Teachers Declaration Form available in the Phonics Screening Check section of the NCA Tools Website <https://ncatools.education.gov.uk/Home.aspx> - by 27th June 2014

(2a) ENTER: Schools are required to enter their Year 1 phonics screening results into their MIS (SIMs or other).

(2b) ENTER: Schools are required to enter the results for Year 2 pupils with did not meet the required standard in Year 1 into their MIS (SIMs or other)

Note: Schools are responsible for checking all their current Year 2 pupils phonics screening check results. They can check the Secure Access>KeytoSuccess website for any new pupils with no results. Any pupils who did not have an outcome of “Wa” (Working at) in Year 1 must be included in this year's phonics screening, and their results recorded and submitted at the same time as the Year 1 results. Year 2 pupils who were not assessed in Year 1 should also be included in this year's screening. (The LA Information Team email schools in late April* summarizing the number of pupils in Year 2 requiring re-checks, but this is based on earlier school census data so will not be exact - there may be other pupils who will also require re-checks.) *due to ongoing email problems for some Norfolk County Council colleagues the email is likely to be in May this year.

(3) SUBMIT: (See “YEAR 1 AND YEAR 2 PHONICS – RELEASE OF THRESHOLD MARK”, above, before you submit.) Once complete, and **by Friday 4th July** the data should be exported in CTF format and submitted to the Information Team, via Anycomms Plus: <https://acplus.nsix.org.uk/Login.aspx> . (If you use a secure data transfer system other than Anycomms Plus, please contact the LA Information Team to advise how and when you are sending it.)

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- (4) CHECK: Provisional Phonics screening reports will be made available at >My School>KeyData >More Info>Attainment (provisional data) in mid-August, ready for schools to check in September. However, please note that the data submitted in July will be published in RAISEonline in the Autumn Term. There will be no opportunity to make amendments to your Autumn Term RAISEonline dataset.

Please note you will need to upload your data, your school MIS (SIMs or other) does not automatically “send” the file to Anycomms Plus.

FURTHER GUIDANCE

- Further guidance on reporting, see Assessment and Reporting Arrangements, Phonics screening check 2014, (contained within the Key Stage 1 Arrangements book) at: <https://www.gov.uk/government/publications/national-curriculum-assessments-2014-key-stage-1-arrangements>
- To check for missing Phonics screening check results go to the Secure Access/KeytoSuccess website: <https://sa.education.gov.uk/idp/Authn/UserPassword>
- Detailed step-by-step guidance, including Norfolk cribsheets, will be available on the ICT Services website: <http://ict.norfolk.gov.uk>
- If schools and Academies need a reminder of their username / password to access AnyComms Plus please contact the ICT service desk on ict@norfolk.gov.uk or by telephone – 0845 303 3003.

PHONICS SCREENING SUMMARY

- i. Note the submission deadline, by Friday 4th July - but wait for 2014 Threshold update to MIS. Late returns may miss DfE cut-off date and result in RAISEonline in the Autumn Term reporting “zero” results.
- ii. Follow submission processes above, (1a) Enter for Year 1, (1b) Enter for Year 2 as required, (2) Export and upload to Anycomms Plus by 4th July, (3) Check in September.

LA Information Team:

For further advice on the submission process or information on school performance data

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