

Submission of Assessment Information 2015 (Primary)

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 15th June 2015.

HEAD TEACHERS DECLARATION FORMS

Schools are required to complete the online Head Teachers Declaration Form available in the Phonics section of the NCA Tools Website <https://ncatools.education.gov.uk/Home.aspx> - by 26th June 2015

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 29th June 2015 (some MIS systems may be set up with an interim threshold based on last year's mark of 32). However, **DO NOT WAIT** for the Threshold Mark to be released – **you can enter the Phonics scores, export and send the CTF file to the LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS.**

YEAR 1 AND YEAR 2 PHONICS SUBMISSION DEADLINE – Friday 3rd July

Schools with Year 1 and Year 2 pupils are asked to submit their phonics screening results **by Friday 3rd July - early returns are encouraged.** Please note that 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 date, 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 3rd July – **you can enter the Phonics scores, export and send the CTF file to the LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS.**

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 26th June 2015
- (2a) ENTER Year 1 pupils: Schools are required to enter their Year 1 phonics screening results (scores) into their MIS (SIMs or other).
- (2b) ENTER Year 2 pupils: Schools are required to enter the results (scores) for Year 2 pupils who did not meet the required standard or did not sit the test in Year 1 into their MIS (SIMs or other)

Note 1: Schools are responsible for checking all their current Year 2 pupils phonics screening check results. They can check the 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 (usually in separate mark sheets - see SIMs cribsheets for detailed information). Year 2 pupils who were not assessed in Year 1 should also be included in this year's screening.

Note 2: The LA Information Team email schools in April summarising the number of pupils in Year 2 requiring re-checks – however, this is based on earlier school census data so may not be exact.

- (3) SUBMIT: Once complete, and **by Friday 3rd July (early returns are encouraged)** the data should be exported in CTF format and submitted to the Information Team, via Anycomms Plus

(<https://acplus.nsix.org.uk/Login.aspx>). Send two separate CTF files – one for Yr 1 and the second with the Yr 2 re-checks – **you can enter the Phonics scores, export and send the CTF files to the LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS.** (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.)

- (4) CHECK: Provisional Phonics screening reports will be made available (note new location) in Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports, ready for schools. We will advise schools when these provisional reports become available. Please contact the Information Team as early as possible regarding any errors.
- (5) 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 2015, (contained within the Key Stage 1 Arrangements at: <https://www.gov.uk/government/collections/teacher-assessment-key-stage-1-and-key-stage-2>
- 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 / 0845 303 3003.

PHONICS SCREENING SUMMARY

- (i) Note the submission deadline, by Friday 3rd July. **DO NOT WAIT** for the Threshold Mark to be released – **you can enter the Phonics scores, export and send the CTF file to the LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS.**
- (ii) Late returns may miss the DfE cut-off date and result in RAISEonline in the Autumn Term reporting “zero” results.
- (iii) Follow submission processes above, (2a) Enter for Year 1, (2b) Enter for Year 2 as required, (3) Export and upload to Anycomms Plus by 4th July, (4) Check at > Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports

LA Information Team:

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

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