

Phonics screening check

OVERVIEW

- The process is the same as 2015
- 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
- Phonics test week is 13-17 June

PHONICS SUBMISSION DEADLINE – Friday 1st July

Schools with Year 1 and Year 2 pupils are asked to submit their phonics screening results **by Friday 1st 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 the first release of RAISEonline reports your Phonics results as “zero”. To avoid this, please submit your data by the deadline.

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 27th June 2016 (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.**

PHONICS SUBMISSION PROCESS

(1) ENTER the pupil's scores:

- ENTER Year 1 pupils: Schools are required to enter their Year 1 phonics screening results (scores) into their MIS (SIMs or other). The correct code should also be entered for any pupils who are not entered for the screening test (see Further Guidance section, below).
- 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 pupil's 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, including pupils who were not assessed, 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 Further Guidance section, below).

Note 2: The LA Information Team emails schools in April summarising the pupils in Year 2 requiring re-checks. The information is based on Spring school census data so may not be exact – it is the school's responsibility to ensure ALL their Year 2 pupils Phonics results are checked, and the pupils re-tested where necessary.

- (2) EXPORT & SUBMIT: Once complete, and **by Friday 1st 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 pupils, and the second with the Yr 2 re-checks pupils – **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.

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

- (3) CHECK: Provisional Phonics School summary screening reports will be made available in Perspective Lite > Documents > Document Pool > LA Documents > 6 Summer 2016 > Provisional Key Stage reports, ready for schools – **available from 3pm Monday 4th July.**
- (4) REPORT any errors in the provisional report to the LA Information team as soon as possible.
- (5) Please note that the data submitted will be published in RAISEonline in the Autumn Term. There will be no opportunity to make amendments to your Autumn Term RAISEonline dataset.
- (6) Also, for pupil transfer purposes, please send a CTF containing the relevant pupil data to “receiving” schools or academies, via Anycomms Plus or s2s, **by Friday 1st July.** (See MI Sheet “Pupil Transfer Information 2016” published in April 2016).
- (7) 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 1st July 2016

FURTHER GUIDANCE

- Further guidance on reporting, see Assessment and Reporting Arrangements, Phonics screening check 2016, (contained within the Key Stage 1 Arrangements at: <https://www.gov.uk/guidance/2016-key-stage-1-assessment-and-reporting-arrangements-ara>
- 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 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 - SUMMARY

Phonics Deadline – Friday 1st July- don't wait for Threshold mark/Outcome to be published
Enter data in MIS > Export CTF file > Submit to LA by uploading to Anycomms Plus > Check Provisional report in Perspective > Report any discrepancies to LA Information Team

LA Information Team:

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

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