

Phonics screening check

OVERVIEW

- The process is the same as 2016
- 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 12-16 June (Timetable variation week for absent pupils 19th – 23rd June)

PHONICS SUBMISSION DEADLINE – Friday 30th June

Schools with Year 1 and Year 2 pupils are asked to submit their phonics screening results **by Friday 30th June - early returns are encouraged.**

Please note that the deadline being close to the end of term allows very little time for the EAS/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 the RAISEonline replacement DfE Inspection Dashboards shows 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 is withheld by the DfE, and will not be disclosed until 26th June (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 EAS/LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS** (but you must enter an Outcome for Absent (A), Left (L), or Did not sit the test (D) pupils).

PHONICS SUBMISSION PROCESS

(1) ENTER the pupil scores:

- ENTER Year 1 pupils: Schools are required to enter their Year 1 phonics screening results (scores) into their MIS. 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.

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, 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 (see Further Guidance section, below).

Note 2: The EAS/LA Information Team emails schools in April to inform them of the Year 2 pupils 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 30th June (early returns are encouraged)** the data should be exported in CTF format and submitted to the EAS/LA Information Team, via Anycomms Plus (<https://acplus.nsix.org.uk/Login.aspx>) (In Service,

select "EAS-Assessment Results".) Schools need to send ALL year 1 pupils Phonics scores and the Year 2 pupils who were re-tested – either in one combined file, or two separate files (in Anycomms Plus, you can add a description to each file). **You can enter the Phonics scores, export and send the CTF files to the EAS/LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS.**

Please note you will need to upload your data; your school MIS 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 > (9) Summer 2017 > Provisional Key Stage reports, ready for schools – **available from Monday 3rd July.**
- (4) REPORT any errors in the provisional report to the EAS/LA Information Team as soon as possible.
- (5) Please note that the data submitted will be published in the RAISEonline replacement/DfE Inspection Dashboards in the Autumn Term.
- (6) 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 **30th June**

PUPIL TRANSFER FILES – TO NEW SCHOOLS

Please check that any formal End-of-Key-Stage judgements/outcomes/scores that were recorded in separate Assessment recording systems have been transferred to your main MIS system – this is to ensure that any Common Transfer Format (CTF) files you need to create and send to new schools contain ALL the relevant data for pupils who are moving schools.

Also, for pupil transfer purposes for Year 2 pupils, please send a Common Transfer Format (CTF) File containing the relevant pupil data to "receiving" schools or academies, via Anycomms Plus or s2s, **by Friday 30th June.**

FURTHER GUIDANCE

- Further guidance on reporting, see Assessment and Reporting Arrangements, Phonics screening check 2017, contained within the Key Stage 1 Arrangements at: <https://www.gov.uk/guidance/2017-key-stage-1-assessment-and-reporting-arrangements-ara>
- There is further help and guidance on the actual entering of assessment data, submitting the data returns, SIMS Crib Sheets, and common Phonics problems experienced, available at the following website: <http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments-/index.htm>
- There are further resources for SIMS users on the ICT Services website www.ict.norfolk.gov.uk.
- To check for missing Phonics screening check results go to the Secure Access/KeytoSuccess website: <https://sa.education.gov.uk/idp/Authn/UserPassword>
- 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 30th June - 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 EAS/LA Information Team

Education Achievement Service (EAS)

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

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(Formerly also known as the LA Information Team)

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