

## Phonics screening check

### Detailed requirements

Item	Detail
Deadline date	Monday 19 <sup>th</sup> June (early returns are encouraged) (With allowance made if Phonics timetable variation week is required)
Testing period	12 <sup>th</sup> - 16 <sup>th</sup> June (19 <sup>th</sup> – 23 <sup>rd</sup> June - timetable variation week for absent pupils)
What to submit	Year 1 Phonics scores (or Outcomes if test not taken e.g. A or D) Year 2 Phonics scores – just for the pupils who need a re-test, or missed the 2022 Summer term phonics screening check (or Outcomes if test not taken e.g. A or D). See “Further Information” below for missing results. <b>Do not wait for the threshold score – we do not need the Outcomes for the pupils who sat the test – just their scores.</b> (Threshold published Monday 26 <sup>th</sup> June 2023)
What to send	XML/CTF file format
Quick View of process	Enter data in MIS > Export CTF file > Submit to LA > Check Provisional report in Perspective > Report any discrepancies to Learning & Achievement Data Team
Where to send to	Use Anycomms Plus to send to Norfolk LA
What happens next	<ul style="list-style-type: none"> <li>– If there are issues/problems with the data file, then the Data Team will contact the school, initially by email to the office@</li> <li>– There is no need to contact the Data Team just to check receipt of your data file</li> </ul>
Check results	Provisional Reports will be available in Perspective Lite for schools to run themselves. Visit the <a href="#">Perspective Lite Help Pages</a> to find out how to run these reports. Please note that there will be a short delay between you submitting your data to the LA and the reports being available in Perspective Lite, whilst the LA uploads the data into the Perspective system.
Changes to results/other details	REPORT any errors in the provisional report to the Learning & Achievement Data Team as soon as possible.
New leavers and starters	<ul style="list-style-type: none"> <li>– If the pupil was at your school for Phonics test (or was recorded as A or D) – then you are to include them in your data file.</li> <li>– If a pupil transfers schools before the Phonics test, the new setting must report the pupil results to its LA.</li> </ul>
Headteacher’s declaration form (HDF)	Deadline for schools to submit phonics screening check HDF on the PAG – Monday 3 <sup>rd</sup> July.
Contact	Learning & Achievement Data Team For further advice on the submission process or information on school education performance data Simon Porritt / Alex Webb / Simon Wilkinson Email for Data Team: <a href="mailto:cs.schooldata@norfolk.gov.uk">cs.schooldata@norfolk.gov.uk</a>
<b>Further guidance:</b>	
DfE guidance	The Assessment and Reporting Arrangements KS1 and Phonics 2023 booklet: <a href="https://www.gov.uk/government/publications/2023-key-stage-1-assessment-and-reporting-arrangements-ara">https://www.gov.uk/government/publications/2023-key-stage-1-assessment-and-reporting-arrangements-ara</a> Please note that the data submitted will be published in the Analyse School Performance (ASP)/DfE Inspection Dashboards (IDSRs).
LA Data Team FAQ / Guidance & Check Lists/Crib Sheets	<a href="http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments">http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments</a>
ICT resources	<a href="http://www.ict.norfolk.gov.uk">www.ict.norfolk.gov.uk</a>

Anycomms Plus

<https://acplus.nsix.org.uk/Login.aspx>

Username issues: username / password please contact the ICT service desk on [ict@norfolk.gov.uk](mailto:ict@norfolk.gov.uk) / 0845 303 3003.

## **PHONICS SUBMISSION PROCESS - EXTRA INFORMATION – YEAR 2 PUPILS MISSING RESULTS**

Note: Schools are responsible for checking all their current Year 2 pupils' phonics screening check results. Any pupils who did not have an Outcome of "Wa" (Working at) in the Summer 2022 phonics screening checks, including pupils who were not assessed, must be included in this year's Year 2 phonics screening, and their results recorded and submitted at the same time as the Year 1 results.