

Phonics LA submission Guidance

Key stage 1:

**Phonics Screening Check for Year 1 and 2
Pupils**

May 2024



 **RESET**

 **RESHAPE**

 **RESTART**

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Introduction

Key Points

This guidance is for schools submitting the phonics screening check to all year 1 pupils and those year 2 pupils who did not reach the standard in Summer term 2023 or have not yet taken the test.

Head teachers have a duty to ensure that the [National Curriculum assessment arrangements](#) are implemented in their school and to comply with the data collection processes conducted by the LA Data and Intelligence Team.

Schools must report any issue with the administration of the check, or any allegations of maladministration, by contacting the national curriculum assessments helpline on 0300 303 3013 or assessments@education.gov.uk.

Deadline

Please submit your Phonics return strictly no later than **Monday 24th June 2024**. However, we encourage schools to submit their results as soon as possible after tests have been administered. Please submit the online [Confirmation form](#) at the same time as submitting the assessment file.

Phonics – Data Entry

In all previous years, the threshold mark has been 32. The 2024 threshold will be published on Monday 24th June on GOV.UK. Schools and LAs do not need to know the threshold mark when submitting data as the system will convert the pupil's score to an outcome (whether or not they met the expected standard). So, the DfE do not require the return of a 'Wt' ('working towards') or 'Wa' ('working at') outcome for phonics. An outcome will only need to be reported if a pupil has left the school (L), is absent (A), did not participate in the check (D), or if the result is affected by maladministration (Q). Each of these 4 outcomes should be accompanied by a no score mark i.e. left blank. In all other cases, the score obtained in the phonics screening check must be shown.

If a year 1 or 2 pupil doesn't understand grapheme-phoneme correspondences, or is unable to access the materials, you don't have to administer the check to them, but they still need to be returned as part of your Phonics submission.



For further DfE guidance

[Please select this link -](#)

<https://www.gov.uk/government/publications/key-stage-1-phonics-screening-check-administration-guidance>

Submission of results

File Creation

Ideally you should submit a single file containing all Year 1 and the relevant Year 2 outcomes to the Data and Intelligence team. However, we can accept two separate files if this proves problematic.

This file will be a Common Transfer File (CTF) containing a Phonics screening check score or outcome for each child. The LA is required to submit individual pupil level data to the DfE and it is the data from this CTF file that will be used to make the required LA submission. Before submitting your assessments, you should make sure that all final assessments have been entered.

SIMS.Net users

SIMS guidance is available on the Entrust knowledge base

[This is the link - https://link2ict.service-now.com/serviceportal](https://link2ict.service-now.com/serviceportal)

Search on the following document number:

SIMS.Net Guidance: **KB0011883**

If you require assistance using Entrust Knowledge Base or have any queries about their guidance, please call the Entrust schools' helpline on **0333 003 7071** or email edtech@entrust-ed.co.uk

Facility/CMIS or Cloud users

Support for Facility (CMIS) and Cloud School will come directly from Advanced Learning. If you are having trouble inputting your Phonics results or generating the required CTF, you should contact Advanced Learning directly.

Support Portal: [Select this link - https://customers.oneadvanced.com](https://customers.oneadvanced.com)



Users of other software

For schools using systems other than those described above, please contact your own IT support and produce the necessary CTF file for submission to the LA.

Sending assessment file back to LA

File Request - Perspective Lite

This year we are requesting that data submissions are sent to us through the new "**File Request**" module within Perspective Lite. For specific guidance on how to do this follow this link:

[Select this link -](#)

https://www.birmingham.gov.uk/downloads/file/29139/file_request_submission_guidance_for_schools_april_2024

Please ensure that your school can log in to this before the collections begin during the second half of the 2024 Summer term.

[This is the link - https://perspective.angelsolutions.co.uk](https://perspective.angelsolutions.co.uk)

Perspective has a built in 'forgotten password' feature. Note: the Head account username is likely to be your school's 6-digit URN number (Ofsted reference).

For assistance, please e-mail educationdata@birmingham.gov.uk.

AnyComms+

To aid with the transition in the secure data transfer of Phonics data we will still accept submissions through AnyComms+ in 2024, however **please only use this method if you are having difficulty using Perspective Lite**.

AnyComms+ Guidance [See this link -](#)

<https://www.birmingham.gov.uk/primarydata>, see section 'Anycomms+'

The web address for Anycomms+ is:

See this link - <https://anycomms.birmingham.gov.uk/Login.aspx>

To gain access to please submit a Service request by using this link - https://www.birmingham.gov.uk/school_support_service.



Verification of your assessments

Each year we carry out various checks on the Phonics results that you submit. It may be necessary to contact you concerning clarifications and corrections.

Once your data has been validated, we will feed back your summary results as downloadable PDF files via Perspective Lite. Once these are available, an email with guidance on finding and downloading these reports will be sent to your school's main email address.

If your report has not been posted by the last week of the Summer term contact educationdata@birmingham.gov.uk as a matter of urgency to ensure accurate data is submitted to the DfE.

Online Confirmation form

As part of the process of finalising your assessments, you should make sure that all internal moderation processes have been completed and that the assessments have been agreed by the Head Teacher and the teacher(s) and member(s) of staff responsible for Phonics. This is to avoid problems with schools requesting changes to their results after they have been submitted to the DfE.

Upon approval from the Head Teacher, please complete [online Confirmation form](#) to confirm that your Phonics results have been checked and agreed by the Headteacher. This should be completed and submitted to the Data and Intelligence team at the same time as you submit the results.

Link to Confirmation Form: <https://forms.office.com/e/mB9MTy60ZY>

Head teachers will also need complete a separate head teacher's declaration form (HDF) for the Summer check via the Primary Assessment Gateway.

Pupils Moving Schools

If an eligible pupil changes school:

before the testing week – the receiving school should assess the pupil and submit data for them

after testing week – their result should be submitted by the school where they took the check and be provided to the new school in the common transfer file (CTF)



during testing week – the receiving school should find out whether the pupil has already taken the check (if not, they should assess the pupil and submit data for them)

Enquiries

Data and Intelligence Team please e-mail
educationdata@birmingham.gov.uk

For technical issues around recording the assessments in your MIS or tracking software or creating the final file for the LA containing your assessments, contact your support provider.

AnyComms+ support - please contact:

Please select this link -

https://www.birmingham.gov.uk/school_support_service

Links to DfE publications

Schools should also refer to the STA guidance available from:

Assessment and reporting arrangements (phonics screening check)

Select link - [2024 assessment and reporting arrangements \(phonics screening check\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/2024-assessment-and-reporting-arrangements-phonics-screening-check)

Information concerning the use of Common Transfer Files

Select link - <https://www.gov.uk/government/collections/common-transfer-file>

