COMPLETING THE

YEAR 2 PHONICS SCREENING CHECK
2018

DATA COLLECTION GUIDANCE

Please ensure you have completed the Import Routine guidance prior to starting the following processes
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Reporting Requirements 2018

The phonics screening check for Year 2 must be administered to children who did not meet the required standard in Year 1. The check must be taken during the week commencing 11th June 2018. A pupil may only take the check the following week if they were absent during check week.

If a pupil doesn’t take the check during this period and returns to school after Friday 22nd June 2018 they must be recorded as absent.

Schools and academies must report pupil-level phonics screening check data and retake results to their local authority.

Statutory guidance can be found on the Gov.uk website, under the title Key Stage 1: assessment and reporting arrangements (ARA), using the link below:

Key Stage 1 Assessment & Reporting Arrangements

Various documents relating to Key Stage 1 to include the Phonics Screening arrangements (Section 7) are available from the above site, and contain important information for schools to make an accurate record and return of data to Northamptonshire LA.

PLEASE NOTE - The deadline for submitting data to Northamptonshire Local Authority is Friday 22nd June 2018, prior to the DfE threshold release.

The following instructions will guide you through completing the processes required.
Overview of Year 2 Phonics Screening Check Procedures

The administration of Phonics data is a two-step process. Therefore, guidance is issued as follows:-

Step 1 - Pre Threshold release (prior to Monday 25th June 2018);
This guide will take you through entering and submitting the Phonics Screening check mark for each Year 2 child, who did not achieve a pass in Year 1, to NCC by Friday 22nd June 2018 at the latest.

Step 2 - After the release of Phonics threshold (Monday 25th June 2018);
This guide will take you through using the Phonics Screening Check Wizard to calculate the Phonics Screening Check pass grade and report to parents.

STEP 1 – Pre Threshold release.

Year 2 Phonics Screening Check Template

Selecting the 2018 Key Stage Pack

Open SIMS and log in with the appropriate access.

From the Home Page of SIMS select the route:
Tools | Performance | Assessment | Wizard Manager.
The drop down list in the Filter box allows you to display Incomplete, Complete or All Key Stage definitions.

Each time you open the Wizard area, the view will default to Incomplete.

Select Year 2 Phonics Screening Wizard 2018. (Other Wizards both current and previous may be shown). Select Next.

Selecting the Pupil Group from the Wizard

Click on the Field Browser button to open the Group Selector. The screen below will open.
By selecting the group and clicking **Next**, a marksheet will be generated to enable data entry and calculation (validation) of the phonics screening data.

The chosen group is now displayed in the Select Group box.

**Effective Group Date**

The group **From** and **To** dates default to the current Academic Year.

Expand **Year Group** by clicking on the + to the left.

Highlight **Year 2**.

Select **Apply**.

Click **Next**.

The screen will display a single marksheet.

Highlight the marksheet and click on the **Edit Marksheet** (pencil icon) or **double click** to open the marksheet.
## Year 2 Phonics Screening Marksheet

To report phonics screening check results teachers should use the scores associated to the screening check. When the threshold values have been validated by the DfE after **Monday 25\textsuperscript{th} June 2018** a phonics grade will then be associated to the mark.

The ‘phonics mark’ will be the mark from 0-40 for those children who have taken the phonics screening check.

### Important note:

For those children who are; absent, did not take the check or have left. The mark **must be left blank** and the phonics grade of A, D or L entered accordingly.

<table>
<thead>
<tr>
<th>Description</th>
<th>Process</th>
<th>Mark</th>
<th>Phonics Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child took the phonics screening check and met the required standard.</td>
<td>A mark of 0 – 40 is entered from the screening check outcome. The grade will be applied automatically when the threshold is released by DfE</td>
<td>0 – 40</td>
<td>Wa</td>
</tr>
<tr>
<td>Child took the phonics screening check and did not meet the required standard.</td>
<td></td>
<td></td>
<td>Wt</td>
</tr>
<tr>
<td>Absent</td>
<td>Leave the Marks column blank and enter the grade as per the list to the right</td>
<td>Leave blank</td>
<td>A</td>
</tr>
<tr>
<td>Child did not take the phonics screening check</td>
<td></td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>Child has left the school</td>
<td></td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>
Checking for rechecks

A marksheet will open showing Year 1 Phonics Check results from last year.

The **Year 2 Check Required?** column notifies you as to whether the child needs to take the Phonics Check in Year 2.

**Yes** indicates a child who did not pass the Phonics check in Year 1.

A blank cell indicates that the child passed the check in Year 1.

Right click on the column heading **Year 2 Check required** and choose **Order Rows, Descending**.

Each child who requires a recheck will be displayed at the top of the list with a **Yes**.
It is also useful to only display those pupils that require a recheck in Year 2.

The marksheet can be printed for the collection of data from class teachers. The marksheet can also be exported to Excel for data to be entered and imported.
1) Enter the Marks for Phonics Check Year 2 – Data for those who have taken part in the Year 2 check (those who scored 0 – 40 only).

2) Leave the Mark column blank for those children who have Left, been Absent or did not take the screening check. For all children that were checked, enter the Mark.

3) The Missing Required Year 2? column notifies you as to whether there are issues in the marksheet.

4) Missing indicates that there is a missing Mark.

5) OK is a check to show that data is entered correctly for all applicable children.

6) On completion of entering the Marks of between 0 – 40, or any Grades of A, D or L. Click Save.

7) Apart from A, D or L grades, this column should be empty until the threshold is released on 25th June 2018.

Please Note: The SIMS software will auto update this column, please ignore any Wa or Wt grades displayed as these may be incorrect at the time of issuing this guidance.
Sending Results to the Local Authority

The Year 2 Phonics Check data must be completed and sent to Northamptonshire LA by **Friday 22nd June 2018 at the latest**. Late submissions will not be accepted by Northamptonshire Local Authority. This is done by creating a Common Transfer File (CTF). Schools are able to create CTFs where the destination is an LA. Please note that all pupils require a UPN (Unique Pupil Number) before you are able to send CTFs.

Creation of Common Transfer File for Year 2

Open SIMS and log in with the appropriate access level to create CTFs

Follow the route:
- Routines
- Data Out
- CTF
- Export CTF

Highlight Phonics Test Results and click Select.
Click the **drop-down arrow** in the **Year Grp** column.

Choose to only show Pupils in **Year group 2**.

Right click in the **Destination LA/Other** cell for the first pupil.

Select **All** will appear, click on this to highlight all pupils.

The student selector by default shows all pupils currently on roll, alphabetically by surname.

Ensure that the tick is active in **Include students already exported**.
Left Click on the down arrow in the first cell and a list of LA’s will appear,

Start typing NORTH - and this should take you to Northamptonshire. Click on Northamptonshire to select it as a destination for the CTF file.

Select Export CTF.

The production of the file may take some time, please be patient.

Ignore the address tidy message and select Yes to continue.

Make a note of the file name and select OK.
Renaming the Phonics File prior to transfer

The NCC need to identify the Year 2 Phonics file from the Year 1 Phonics file. In order to do this, schools will be required to rename the files saved to CTF out.

Click the Start Button.

In the search box type;

\S:sims\star\ctfout

The folder will be displayed within the window

Double click on the folder CTFOUT

Upon completion an Exception Log will be displayed showing the number of pupils contained in the file and the number of pupils processed. All pupils must be exported.

Please note:- Information may appear in this box – it does not normally mean that the pupil’s information has not been exported. It is alerting you to any information that may be incorrect in the pupil’s record.

Check that the number of pupils in the file is correct

The CTF file has now been created and is saved to the CTFOUT folder waiting for the AVCO routine to be run in order to despatch to the LA.
A number 2 needs to be added to the end of PHO. Therefore, rename the file to:

928XXXX_PHO2_928LLLL_XXX.xml

(XXXX denotes the schools establishment number. XXX denotes a random number assigned to the file. These do not need to change.)

Locate the file that you noted on page 13.

**Right Click** on the file and select **Rename**.
Run AVCO (Secure File Transfer Service)

Sending the Phonics results file to the local authority (NCC)

The same process is used to send and/or receive files via AVCO Secure File Transfer. The procedure looks for files in the relevant inboxes and outboxes and sends/receives as necessary.

Northamptonshire Schools who are Capita Hosted will follow a similar process to all other schools. However, you will access the AnyComms process differently.

The next page will display the AnyComms transfer routine showing both versions of a school set up. Please refer to the section that reflects your school’s use of SIMS.

Non hosted schools

To send the file containing the Early Years Foundation Stage results to the LA click on the Start button and select All programs, AnyComms Client and select the route as shown below.

Click Pupil

Click Start Call.

At this point you can follow the progress of the connection by watching for several visible indicators shown in the port status and the call status.

The screen below is an example of the log file that will displayed. Your transfer may contain files not listed in the example. However, please ensure that the PHO files are included.
When the relevant information has been transferred the window can be closed. (You may want to print this log before closing the screen).
Hosted Schools

To send the file containing the Early Years Foundation Stage results to the LA click onto the SIMS ID Launcher screen to view the tiles.

Click AVCO Pupil to initiate the connection to AnyComms.

Click Connect to confirm connection.

The connection will commence.

Please be patient as connection will depend on the speed of your internet.
The screen below is an example of the log file that will displayed. Your transfer may contain files not listed in the example. However, please ensure that the PHO files are included.

The upload process will commence.

**N.B.** Please be aware that the file transfer bar does not show the progress. Please be patient as this may take some time to complete.

The CTF files transferred will be displayed here.

Any other LA export files will be displayed here (if appropriate).

When the relevant information has been transferred the window can be closed. (You may want to print this log before closing the screen).
STEP 2 – After the release of the Phonics Threshold

IMPORTANT NOTE: New Year 2 Phonics resources may be available on the Northamptonshire Area of the Capita website after the release of the threshold.

IT IS IMPORTANT TO CHECK THIS PRIOR TO MOVING ON TO THE NEXT STAGE.

The threshold mark will be published on Monday 25\textsuperscript{th} June 2018. This will be available from http://www.gov.uk/sta.

To enter the threshold mark and calculate the child’s phonics grade (outcome), follow the guidance below:

From the Home Page of SIMS select the route:

Tools | Performance | Assessment | Wizard Manager.

The drop down list in the Filter box allows you to display Incomplete, Complete or All Key Stage definitions.

Each time you open the Wizard area, the view will default to Incomplete.

Select Year 2 Phonics Screening Wizard 2018 (other wizards both current and previous may be shown). Select Next.

The Complete check box can be selected to indicate that you have finished the particular processes.

Click Next.
The chosen group (Year 2) is displayed in the Select Group box.

Click Next.

Highlight the marksheet and click on the Edit Marksheet (pencil icon) or double click to open the marksheet.
Right Click the column heading for **Threshold Score**.

Click **Select Grade for Column**.

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<table>
<thead>
<tr>
<th>Students</th>
<th>YT Phonics Check</th>
<th>Mark from Phonics Check Year 1</th>
<th>Grade from Phonics Check Year 1</th>
<th>YT Phonics Check</th>
<th>Year 2 Check</th>
<th>Threshold Score</th>
<th>Check Year 2</th>
<th>Check Year 2</th>
<th>Yes/No</th>
<th>Mark/By Year 2?</th>
<th>Mark/By Year 2?</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENNING, Hugo</td>
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<td>DIGALI, Pasquale</td>
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<td>DIMCHELE, Sere</td>
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<td>EI, Danah</td>
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<td>ENLAI, Cheng</td>
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<td>FANE, Alin</td>
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<td>FELEX, Bryda</td>
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<td>FUNGAFANG, Magon</td>
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</tr>
</tbody>
</table>
Highlight the threshold score as defined by the DfE (Gov.uk)

N.B: the data used here is only an example. Click OK

By selecting the grade, each child’s record will be populated.
Click Save. The formula to calculate the Grade for the phonics check will be populated.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wa</td>
<td>Met the expected standard</td>
</tr>
<tr>
<td>Wd</td>
<td>Did not meet the expected standard</td>
</tr>
<tr>
<td>D</td>
<td>Dissapointed</td>
</tr>
<tr>
<td>A</td>
<td>Absent</td>
</tr>
<tr>
<td>L</td>
<td>Left</td>
</tr>
<tr>
<td>Q</td>
<td>Maladministration</td>
</tr>
</tbody>
</table>

Check through the Data Check columns for any missing data defined by !

Close the Marksheet.
Reporting to parents

Producing reports via the Phonics wizard

When entry is complete in all marksheets and you have received official validation from the LA you can continue to produce End of Key Stage reports.

It is important that you do not send Reports to Parents until “Official Validation” has been received from the LA. These will be sent to the head teacher’s email address.

Accessing the Year 2 Phonics Reports

From the Home Page of SIMS select the route:

Tools | Performance | Assessment | Wizard Manager.

Select Year 2 Phonics Screening Wizard 2018. (Other Wizards both current and previous may be shown) Select Next
The chosen group (Year 2) is displayed in the Select Group box.

Click Next at the marksheet screen.

KS1 Y2 Phonics Student Eng 2018 and KS1 Y2 Phonics Comparative Eng 2018 will be displayed.
Producing individual reports

KS1 Y2 Phonics Student Eng 2018

This Report can be produced for all Year 2 pupils. It will be personalised for each pupil and include the statutory reporting information required.

Highlight the Report: KS1 Y2 Phonics Student Eng 2018

Group Membership Date
This defaults to the current system date and will include all pupils currently on roll.

You will only see the pupils that were assessed as part of the group selected in the Wizards.

There is no need to change the From and To date.

View Report – (you can only view one pupil at a time).

Print Report.

Export Report.

The Pupils within the Group appear in alphabetical order by Surname. You can sort the list by any of the column headers – by clicking in the Column Heading.

Using the printout of the marksheet from page 9, choose only the pupils who have had Year 2 phonics data entered.

It may be useful to sort by Reg Group, which will enable you to print the reports in Registration Group Order.

You may receive a Macro Security Warning when you try to produce the reports, if so please enable the macro as per the version of Word you are using.

The Year 2 Phonics Screening Check 2018 Individual report consists of 1 page as detailed overleaf.
This is an example of the report.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Akeman</td>
<td>2JG</td>
</tr>
</tbody>
</table>

Test Results

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 Phonics</td>
<td>1f</td>
</tr>
<tr>
<td>Screening Mark</td>
<td></td>
</tr>
<tr>
<td>Screening Grade</td>
<td>Wm</td>
</tr>
<tr>
<td>Year 2 Phonics</td>
<td>3f</td>
</tr>
<tr>
<td>Screening Mark</td>
<td></td>
</tr>
<tr>
<td>Screening Grade</td>
<td>Wa</td>
</tr>
</tbody>
</table>

Assessment Grades

- Wa: Took the phonics screening check and met the required standard
- Wm: Took the phonics screening check and did not meet the required standard
- A: Absent
- D: Did not take the phonics screening check
- L: Left the school
- Q: Maladministration

At the base of the page of an Individual Report is an explanation of the assessments within the report.
Individual Reports to the Document Management Server

Individual Reports can be built and then stored to the SIMS Document Management Server allowing access via an individual pupil record in SIMS.

It is recommended that schools save all reports to the Document Management Server in order to access a pupil's report from their individual record.

Select pupils as previously described.
Select Upload Report

This will automatically save the Individual Reports for the pupils selected to the Document Management Server.
You will receive an “Extracting Tags” message whilst this process is completing.

Upon completion a message will be displayed informing you that the Reports have been uploaded successfully.
The Comparative Report

The KS1 Y2 Phonics Comparative Eng 2018 report provides the school results along with the comparative National data in one report.

The Comparative Report is not personalised in anyway. It is recommended that you print one report and then photocopy it for the number of copies required.

Report Preview & Save
Alternatively the Report can be previewed in Microsoft Word and saved to your network first ready for printing.

If you receive a Security Warning – you should select Enable Macros.

Printing
Select one Individual Pupil and click the print icon.

Highlight the Report.
Example of a Comparative Report

The Report displays details of the Percentage no. of Pupils in Year 2 achieving each grade.

This is based on the data entered into Assessment.

School results
The percentage number of pupils in Year 2 who achieved each of the grades in either Year 1 or 2 grouped as:
- Boys (in your school);
- Girls (In your school);
- All Pupils.

National – comparative achievements nationally for Phonics in the previous year.

TIP
If you preview the KS1 Y2 Phonics Comparative England 2018 report before printing, it is shown in Microsoft Word. You are advised to do this and save the report (as a word document) into an appropriate area, where you will be able to easily locate it again. It is suggested that you save the file with a name such as School Y2 Phonics Results (2018). This will enable you to have a report containing the correct pupils, quickly without having to recreate it via the Wizard.

If you were required to recreate the report in the future, via the Wizard you must only include pupils who were actually assessed at your school. This would involve changing the Group Membership dates.
Saving the Comparative Report in Word

The report will be displayed as a Microsoft Word document. Please note that the example below may not match your version of word.

Select, File, Save As or by using the windows button as shown below

Generate the KS1 Y2 Phonics Comparative England 2018 report to Print Preview.

If you receive a Security Warning – you should select to Enable Macros.
You will now be able to access the School Comparative report via Microsoft Word.

The details contained in this report can be reproduced in the School Prospectus and Governors' Annual report.
View Individual Reports in SIMS

Select the Individual Pupil via **Focus, Pupil, Pupil Details**, by using the **Pupil Details icon** on the Shortcut bar or the **Quick Search** facility on the home page.

All linked documents will be displayed. Select the KS1 Y2 Phonics Student Individual report and select **Open**.
The Phonics Screening check 2018 is now complete.