

	For action	For information	Meeting
<b>To: Head Teachers of Primary and Special Schools with KS1 and Phonics Pupils</b>	✓		
<b>Copies to: School Office</b>	✓		

14<sup>th</sup> May 2018

Dear Colleague,

### **Year 1 (and Year 2) Phonics Collection - 2018**

I am writing with regard to the collection of 2018 Phonics data. Please share this information with your bursar and/or any of your staff involved in the reporting of Phonics data.

The DfE require all schools to complete their Year 1 (and those taking in Year 2) Phonics checks for eligible pupils and notify the Local Authority of the results by **Thursday, 28<sup>th</sup> June, 2018** at the latest.

As soon as you are happy with the Phonics Collection (after the Phonics checking period) please send in your results.

### **Year 2 pupils expected to take the Phonics Screening Check**

This is a reminder that a number of Year 2 pupils in your school are required to take the Phonics Screening Check in 2018. As you will be aware, pupils who have not reached the expected standard for phonic decoding at the end of Year 1 should receive extra support from their school to ensure they can improve their phonic decoding skills.

They are then required to retake the screening check in June of Year 2.

Unless they fit the exceptions (below), pupils in year 2 must also take the check if they:

- didn't meet the required standard in year 1
- haven't taken it before

Pupils shouldn't take the check if they:

- haven't shown any understanding of grapheme-phoneme correspondences
- have recently moved to the country and are unable to understand letters and sounds in English
- use British sign language or other sign-supported communication, e.g. communication boards, to spell out individual letters
- are mute or selectively mute

### **How schools can check which year 2 pupils should retake the test:**

If a pupil was previously disapplied from the check, Head Teachers will wish to consider if that disapplication is still relevant. If the disapplication remains relevant the pupil should be returned as disapplied again.

Please note that this data is based on pupils on roll in the school in the 2017 Autumn School Census and does not take into account any pupils who have changed schools since then.

The DfE expect data to be returned for all eligible pupils in Year 2 who need to take the check. Therefore schools must return all check outcomes for these eligible Year 2 pupils (along with those for their Year 1 cohort) to the Performance & Knowledge Management Team. The Team will submit all Phonics check results data to the Department for Education via COLLECT.

In most cases schools should be aware which year 2 pupils need to take the check. If unsure which year 2 pupils need to take the check, they can use the 'Searchable data' function of the [Key to Success](#) (KtS) website to search for those pupils by their Unique Pupil Number (UPN). Pupils who do not need to take the check again will be indicated by a phonics outcome of 'Wa'.

If a school is unsure if a pupil should take the check again and a search of KtS finds no data for the pupil they may wish to contact the pupil's previous school directly.

## **Phonics**

The phonics screening check will be administered to all children in Year 1 and to children in Year 2 who have not met the expected standard for phonics decoding in Year 1. The check will be administered during the week commencing **11<sup>th</sup> 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 22<sup>nd</sup> June they must be recorded as absent.

Information about the threshold mark for pupils to be considered as working at the expected standard will not be available until 25<sup>th</sup> June, so the return of a 'Wt' ('working towards') or 'Wa' ('working at') outcome for phonics is no longer required. 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). In all other cases, the score obtained in the phonics screening check must be shown.

**Schools DO NOT need to wait until thresholds are known before submitting phonics results to their LAs. This should be done as soon as possible, and this year's threshold will be added automatically.**

Schools need to include all eligible pupils. For phonics this includes those disapplied (which could be whole cohorts in some schools) or absent from the check. If, for example, a special school believes that all of their Year 1 pupils and all of their Year 2 pupils should be disapplied they must provide a full individual pupil return for both cohorts showing as such.

## **Confirmation of Pupil Numbers**

Schools are asked to complete and return a Confirmation of Pupil Numbers form. This year the form will record pupil numbers in Year 1 and Year 2 (for Phonics) with a total; numbers in Year 2 (for KS1 TA data); and numbers in Reception (for EYFSP pupils).

This form will assist us in ensuring that we have received the correct number of results by gender from your school as well as providing contact details in the event of any queries arising. This year the form can be downloaded from Perspective Lite.

The link to Perspective Lite is:

<https://perspective.angelsolutions.co.uk/perspective/login.aspx>

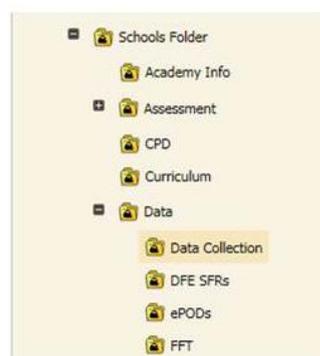
Once logged on to Perspective Lite, click on "DOCUMENTS/DOCUMENTS POOL",



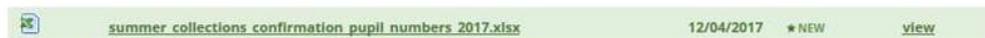
then open the "School Folder", as shown below:



The Confirmation of Pupil Numbers form will be found in School folder/Data/Data Collection:



Click on "view" alongside the form to open and view, or save the form locally.



Please then complete the form and return it by email to the Data & Intelligence team mailbox [eriu@westsussex.gov.uk](mailto:eriu@westsussex.gov.uk) from **14<sup>th</sup> May 2018** and by **25<sup>th</sup> May 2018**.

If your pupil numbers change after you have submitted the form amendments should be sent to the above e-mail address.

## Equipment/Software

Schools will need to record and submit Year 1 results (and those in year 2 not previously taken) for Phonics testing. Screening must take place **during week commencing 11<sup>th</sup> June 2018**. Results will be recorded in SIMS and submitted using the WSCC Application (AVCO) icon on your bursar's (or relevant staff member) desktop.

Schools will use SIMS Assessment for the recording and reporting of Phonics results. SIMS .net will then be used to create a CTF. Guidelines are available to schools in the Documentation Centre of SIMS.net. There is also a half-day training course which covers all Data Collection arrangements. Before results are entered into SIMS Assessment, it is essential to check that the pupil information held in SIMS.net is accurate and complete. In particular your school should check the following information for all eligible pupils (and that these are correct):

- Surname
- Forename
- Date of Birth
- Gender
- UPN

When the CTF is created it needs to be renamed and sent to the LA via WSCC Applications (AVCO). Many schools will already be familiar with the procedure which is accessed via the WSCC Applications icon, as it is used for financial data transfers and Fischer Family Trust estimates. Detailed guidance on the renaming process and transfer of the file is attached to this letter. Additional copies are available for download from Perspective Lite.

### **Deadline for submission of CTFs**

- The deadline for submission of the results to the LA is **Thursday, 28<sup>th</sup> June, 2018.**

**Please advise your school contact if for any reason your school is unable to meet this deadline.**

### **Contact Information**

Your relevant SIMS IT provider will/should have provided guidance notes and any updated software releases for the Key Stage 1 results collection. If you require further assistance or are having trouble creating the relevant results file from SIMS please log a help call with your SIMS IT service provider.

Capita: [www.capitaess.co.uk](http://www.capitaess.co.uk)

SCAS: <http://scasteam.co.uk>

For data collection and any other queries, your contact as per Appendix B.

### **Changes to Data**

It is important that you inform your school contact (see Appendix B) of any changes made to your data after submission, as the information you provide is submitted to the DfE and is used by Ofsted for RAISEonline, and in the analyses provided to you by the LA.

Yours sincerely,

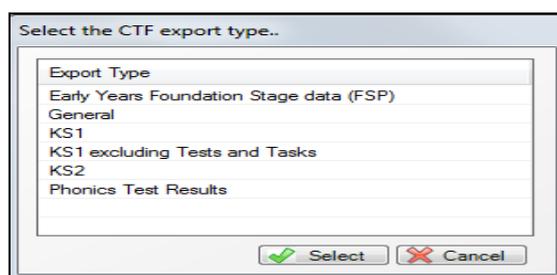
**DATA & INTELLIGENCE TEAM (EDUCATION & SKILLS)**

## APPENDIX A

### Step by Step – Exporting the Results in a CTF - Phonics

Phonics check results for Year 1 and Year 2 need to be sent to the LA. The LA may ask for results in a CTF or as a results file that is produced by the assessment wizard. The procedure for transferring the results will vary from one LA to another

1. Click the **Close** button to close the wizard, and then select **Routines | Data Out | CTF | Export CTF**.
2. Select the CTF export type of **Phonics Test Results**. The CTF will contain phonics test data plus the pupil UPN, surname, forename, DOB and gender.



3. The default view displays all current pupils including those who have previously had a CTF created. Ensure that the default of **Include students already exported** is active.
4. On the Students' panel, click on the **Year Group** column heading to order by the year, and then select the relevant **Year 1** and the relevant **Year 2** pupils.
5. Right-click in the **Destination LA/Other** cell for the first pupil in the list.
6. Hold the '**Ctrl**' and **select all of Year 1 and relevant Year 2 pupils**. This will highlight relevant pupils.

1 Student Options		Effective Date		View		Current students		Include students already exported		Refresh Students	
2 Students											
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination LA/Other	Destination LA/Other	Destination LA/Other	Destination LA/Other
Q823299911012	Vadim	Polino	ELM	1	1	West Sussex					
N823299913059	Walker	James	ELM	1	1	West Sussex					
P823299911019	Ward	Lucy	OAK	1	1	West Sussex					
A823299911020	Westings	Amy	ELM	1	1	West Sussex					
Z823299913060	Wojciech	Nikolai	OAK	1	1	West Sussex					
P823299911021	Akeman	Rebecca	2JB	2	2	Green Abbey					
D823299911022	Arkell	Isis	2JB	2	2	Green Abbey					
T823299911023	Astoni	Sonya	2JB	2	2	West Sussex					
J823200110061	Astwick	Wills	2JB	2	2	Green Abbey					
G823299911024	Baker	Fiona	2JB	2	2	West Sussex					
W823299911025	Barrett	Anthony	2JB	2	2	Green Abbey					
K823299911026	Bassett	Joseph	2GH	2	2	West Sussex					
Z823299911027	Benson	Zachary	2JB	2	2	Green Abbey					
							Warwickshire				
							West Berkshire				
							West Cheshire				
							Westminster				
							Wigan				
							Wiltshire				
							Wiltshire (Pre Lgr)				

3 Exception Log  
Number of students in file:  Number of students processed:  Number of students not exported:

7. **Left click** in the **Destination LA/Other** cell for the first pupil and using the down arrow scroll to **West Sussex**. Each pupil will now be marked with the relevant LA.
8. Click **Export**.
9. Make a note of the file name to upload to West Sussex. i.e. 938XXXX\_PHO\_938LLLL, XXXX will be your school's DfE number
10. You are now ready to submit the file to the LA using WSCC Applications (AVCO) – this is usually located just on one computer in the school –usually on the Bursar's computer.

# Send files to the LA

## Overview

This process allows schools to upload one or more files from an outbox at the school to the Local Authority inbox at County Hall. It does this by using Avco AnyComms client software installed on a PC at the school to communicate with a central server via broadband. The normal operating procedure is for a user at the school to initiate the transfer of a particular file (or files) that has been requested by the LA. Please see the contact details for further assistance.

## Performing a file upload

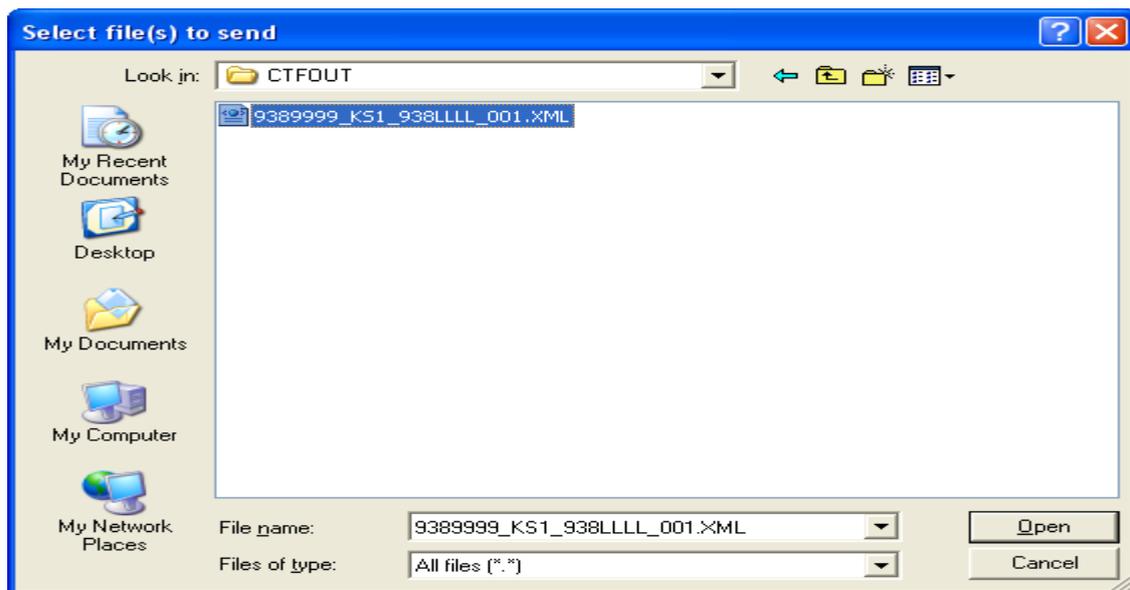
1. Click the **Start** button on the Windows taskbar, select **Programs** then **WSSC Applications** from the menu and click **Send files to LA**

or

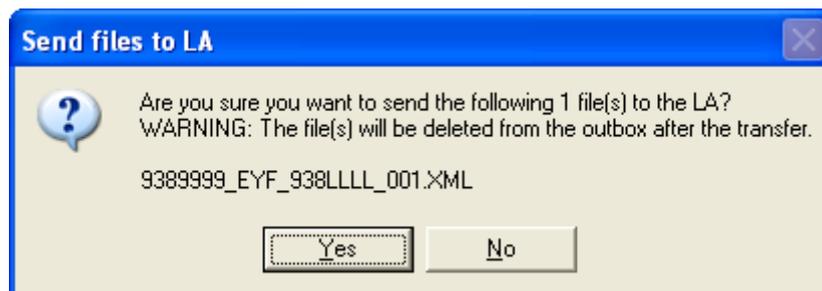
Double-click the **WSSC Applications** shortcut icon on the desktop and then **Send files to LA**:



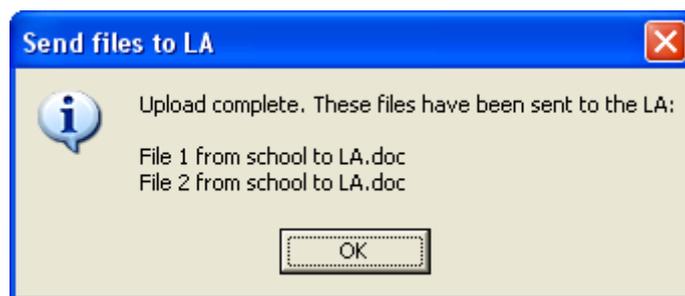
2. The AnyComms client will initiate a connection and display this dialog box. Navigate to the **S:\SIMS\STAR\CTFOUT** folder and select the relevant file. Click OPEN to upload the CTF results file that you have already identified previously from Capita SIMS Support "Capita SIMS Support Guidance Notes":



3. A prompt confirming which file was selected is displayed. Click **Yes** at the prompt to send it or **No** to cancel the transfer. Note your file will have the text KS1 in the middle of the file name:



4. If not cancelled, the file(s) will be compressed, encrypted, uploaded to the LA inbox and deleted from the outbox.
5. Click **OK** at the prompt. The AnyComms client will terminate the connection:



### **Contact details**

For assistance with SIMS-related issues contact your school's SIMS IT Service Provider

For NON-SIMS IT-related queries contact [Schools IT Support Team](#) to log a help call.

## **APPENDIX B**

If you need any help or assistance please contact the named individual within your DfE number band:

<b>Dfe No.</b>	<b>Contact Name</b>	<b>Contact number</b>
1001 – 2238	David Hearsey	033 022 23352
2240 – 3051	Louise Barnes	033 022 23353
3052 – 3349	Ann Bennett	TBC
3350 – 7022	Matthew King	033 022 23354

### **Useful Links**

These links gives a useful guide to the Phonics Screening Check:

<https://www.gov.uk/government/publications/2018-key-stage-1-assessment-and-reporting-arrangements-ara>

<https://www.gov.uk/guidance/phonics-screening-check-data-collection>

## APPENDIX C

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 **26<sup>th</sup> June 2017**, a phonics grade will then be associated to the mark. This is done automatically and there is no need to add manually. Therefore you are able to send in your CTF as soon as the results have been collated and verified.

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

*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.*

Description	Process	Mark	Phonics Grade
Child took the phonics screening check and met the required standard.	<b>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</b>	0 – 40	(Wa)
Child took the phonics screening check and did not meet the required standard.			(Wt)
Absent	<b>Leave the Marks column blank and enter the grade as per the list to the right</b>	Leave blank	A
Child did not take the phonics screening check			D
Child has left the school			L

### Step by Step – Entering the Year 1 Phonics Screening check data

1. From the marksheet enter a value out of **40** into the **Mark for Phonics Check Year 1** column, or a grade as defined using the table above for reference. Do not forget to do those in Year 2 who have taken the phonics screening check.
2. Click **Save**. The **Data Check** column will show an ! to show that you are awaiting a threshold score in order to calculate the Phonics Grade. The data check will show **OK only** for those children who did not take part in the check.

**Marksheet Entry : Phonics Screening Year 1 2015 : Year 1**

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

**2 Marksheet**

Result Date: 17/03/2015 Group Membership Date: 17/03/2015 Refresh Summary Narrow Zoom Reveal

Group Filter:

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Date Check
ABDULLAH, Tamwar		32		!
BEYNON, Harvey		33		!
CARRICK, Oliver		34		!
CARTER, Daniel			A	OK
CASSIDY, Michael		35		!
CEDRIC-SMITH, Lucie		37		!
CIPRIO, Alicia			D	OK
CLARKE, Matthew		35		!
COLE, Samuel		37		!
DANES, Tilly		38		!
DEXTER, Bethany		33		!
DIMONACO, Silvana		34		!
ERICKSON, Scarlett		33		!
EVANS, Chelsey		32		!
EWAS, Kasia		0		!

### Step by Step – Entering the Threshold Score and calculating the outcome.

The threshold mark will be published on **Monday 26<sup>th</sup> June 2017**. This will be available from [www.gov.uk](http://www.gov.uk). This will be automatically added if your return is sent before then.

1. Reopen the Wizard via **Tools | Performance | Assessment | Wizard Manager**.
2. Select the **Year 1 (or Year 2) Phonics Screening Wizard 2017**, and then click **Next** until you get to the marksheet section.
3. **Open** the marksheet.
4. Right-click the column heading **Threshold Score**.
5. Choose **Select Grade for Column**.
6. Highlight the **Threshold Score** as defined by the DfE, and then click **OK**.
7. The column will flood fill the threshold score for each pupil.

*NOTE: Data used here is only an example only.*

**Marksheet Entry : Phonics Screening Year 1 2015 : Year 1**

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

**1 Basic Details**

Notes

This Marksheet enables you to enter the outcomes of the Year 1 Phonics Screening Test. Once the Marksheet is displayed:

1. In the Threshold Score column enter the Threshold Mark for the 'Wa' grade. You might like to do

Last Used: 17/03/2015

Data entry for this Marksheet is complete

**2 Marksheet**

Result Date: 18/03/2015 Group Membership Date: 18/03/2015

Group Filter:

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Date Check
ABDULLAH, Tamwar	33	32	Wt	!
BEYNON, Harvey	33	33	Wa	!
CARRICK, Oliver	33	34	Wa	!
CARTER, Daniel	33		A	OK
CASSIDY, Michael	33	35	Wa	!
CEDRIC-SMITH, Lucie	33	37	Wa	!
CIPRIO, Alicia	33		D	OK
CLARKE, Matthew	33	35	Wa	!
COLE, Samuel	33	37	Wa	!
DANES, Tilly	33	38	Wa	!
DEXTER, Bethany	33	33	Wa	OK
DIMONACO, Silvana	33	34	Wa	OK
ERICKSON, Scarlett	33	33	Wa	OK
EVANS, Chelsey	33	32	Wt	OK
EWAS, Kasia	33	0	Wt	OK

**SMS View Select Grade**

Select Grade for current column

Grade	Description
36	Threshold = 36
35	Threshold = 35
34	Threshold = 34
33	Threshold = 33
32	Threshold = 32
31	Threshold = 31
30	Threshold = 30
29	Threshold = 29
28	Threshold = 28

Ok Cancel

8. Click **Calculate**.
9. A Phonics outcome Grade will be displayed.
10. **Save** the Marksheet
11. **Close** the Marksheet