Year 1 & 2 Phonics Screening Check 2019

SIMS.net Assessment Manager

April 2019

These notes can only be used once the SIMS.net Spring upgrade has been completed.

Deadline for return of data:
Friday 28th June 2019
IMPORTANT INFORMATION

Year 1 Phonics Return and Year 2 re-tests

Schools are able to administer the test at any time during the week 10th to 14th June 2019. If a child is absent during that week, the school can administer the check up until Friday 21st June 2019.

The 27th June 2019 is the deadline for schools to submit the headteacher’s declaration form for the phonics screening check on NCA tools. (The HDF is available from 10th June). The Year 1 and Year 2 Re-test data files (2 CTFs) MUST still be submitted to the Data Team via Perspective Lite by the deadline of Friday 28th June 2019. You do not need to wait until the deadline to submit your data.

The DfE will release the Year 1 threshold pass mark on 24th June 2019 on www.GOV.UK. Once the threshold has been released, you will need to enter the threshold mark in the Year 1 marksheet and the grade will be calculated. This is required before individual pupil reports can be generated.

Year 2 Re-check. The threshold mark used on the Year 2 marksheets is the same as that used in the previous year.

Year 2 – Return of Data

Only return Year 2 the Data Management Team at Surrey for those children who had to do the re-check, i.e. those children who did not pass in Year 1, or were absent or dis-applied in Year 1.

Do not include Year 2 children in the CTF who passed the Year 1 Phonics check. The deadline is Friday 28th June 2019.
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Section 1: Introduction

The phonics screening check is designed to confirm whether children have learnt phonic decoding to an appropriate standard. It will identify children who need extra help to improve their decoding skills. The check consists of one list of 40 words, comprising 20 real words and 20 pseudo-words. Information about the administration of the check is available on the DfE’s website (www.gov.uk) at:

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

Pupils who should take the phonics screening check

Pupils in year 1

All pupils in year 1 in the school year 2019 to 2020 must take the phonics screening check, unless they have no understanding of grapheme-phoneme correspondences.

Eligible pupils in year 2

These pupils should also take the phonics screening check.

- Those who didn’t take the check in year 1 because they were absent, were working below the level of the check or had recently arrived in the country and couldn’t speak confidently in English.
- Those who didn’t reach the expected standard in year 1.
- Those who entered the schooling system in year 2.

If pupils in year 2 still don’t understand grapheme-phoneme correspondences or are unable to access the materials, you do not have to administer the check to them.

If a pupil joins a school in year 2, the common transfer file should include information about whether the pupil reached the expected standard in the check in year 1. If this information isn’t provided, you should either contact your LA or use the Key to Success website to search for the pupil by their Unique Pupil Number (UPN).

Pupils who don’t need to take the check again will be indicated by a phonics outcome of ‘Wa’ (pupil took the phonics screening check and met the expected standard). If you can’t establish whether the pupil took the check in year 1, the pupil should take the check in year 2.
The check must be administered to year 2 pupils during the week commencing **10th June** and in the same way as to year 1 pupils.

Schools will be able to administer the check at any time that suits them during the week of the **10th to the 14th June 2019**. If a child is absent during that week, the school can administer the check up until **Friday 21st June 2019**.

The method of transfer for the Phonics Screening Check will require schools to submit results using a Common Transfer File (CTF) to Surrey Data Management Team via **Perspective Lite**. The local authority will then collate the data and forward a Surrey file. Schools will use SIMS Assessment Manager to record this information.

The final date for submission is no later than **Friday 28th June 2019**. Please note that missing this deadline and subsequent DfE deadline may result in your school’s data not being included in the provisional statistics and in Analyse School Performance (RAISE online replacement).

**IMPORTANT**: If you have submitted your data, and subsequently resend it to Data Management because of changes to the data, please contact Data Management to advise them that you have re-submitted your return.

**Assessment and Reporting Arrangements**

Guidance regarding the Assessment and Reporting Arrangements for KS1 and the Year 1 & 2 Phonics Screening Check is available from the Department for Education (DfE) website.

The link for accessing this information is:

PLEASE NOTE:
The 27th June 2019 is the deadline for schools to submit the headteacher’s declaration form (HDF) for the phonics screening check on NCA Tools website. The HDF is available from NCA Tools from 10th June 2019. See the Assessment and Reporting Arrangements for details.

Please note that the DfE is not releasing the pass mark until 24th June 2019. This means that schools will administer the tests and will not know at that stage which pupils have passed or failed. Once the threshold has been released, schools need to enter the threshold mark in the Year 1 marksheet, which automatically generates the appropriate grade of Wa or Wt. The reports can then be generated for parents.

Assessment Manager 7
The Wizard Manager, which is available in SIMS Assessment Manager, provides a way of managing the statutory collection of the Year 1 and Year 2 Phonics Screening data.

These notes will guide you through the process of selecting the required Key Stage Wizard, selecting student groups and entering the results in marksheets, the generation and printing of the reports for parents, and the return of data via the Perspective Lite website.

Permissions
Only members of the Assessment Co-ordinator and Assessment Operator System Manager User Groups have the required Permissions to use the Key Stage Wizard Manager. However, where a user has the appropriate Permissions, they can access the Marksheets and Individual Reports through the usual Marksheet and Individual Report menu route.
**Spring 2019 SIMS Upgrade**

You must upgrade your SIMS system to 7.186 or higher in order to download the relevant Key Stage Wizards and to send the assessment data via CTF to Surrey Data Management.

**IMPORTANT NOTE:** The first time you access an area within SIMS Assessment, an import dialogue box is displayed. This routine can import a vast amount of assessment resources that your school may not need and will slow down the response of some SIMS functions. We therefore recommend that you closely follow the guidance in Section 2 of these notes.

**Reporting to Parents**

Schools must inform parents whether or not their child met the required standard to ensure they are aware of their child’s progress in developing phonic skills. This must be done by the end of the summer term at the latest. For further information, refer to the Assessment and Reporting Arrangements.

See Section 8 for examples of reports for parents.
## End of Year 1 & 2 Phonics Screening Procedure Check List

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<tr>
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Section 2: Importing the Year 1 & 2 Phonics Screening Wizards

If you have already completed the process on this page, you do not need to do it again. Proceed to step 5.

1. In SIMS.net, select **Routines | Data In | Assessment | Import**.

2. You may now see the displayed screen below.
   If the screen is not displayed, it is possible that someone else at your school has already imported the resources at the time of completing the SIMS upgrade, in which case continue from step 5.

   **If the screen is visible, choose one of the options below:**
   a) If you are using SIMS for pupil tracking, e.g. Programme of Study, continue from step 3 to import all of the resources and continue from page 16 of the notes.
   b) If your school **DOES NOT** use SIMS for your termly tracking, e.g. using Target Tracker or Pupil Asset, continue from step 4 to close the import dialogue permanently. If you use *Remind me later*, this screen will continue to display each time SIMs Assessment is used.

3. **To import all of the resources**, tick both boxes and select **Yes**. The import does take some time!

4. The following action will close the import screen without importing any resources. **Untick the available options and select Yes.** Continue from step 5.

5. To check that the Key Stage Wizards are available, select **Tools | Performance | Assessment | Wizard Manager**.
   Check to see if the 2019 Wizards are listed. If they are not, the Wizards can be imported manually as follows.
Year 1 & 2 Phonics Screening Check

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6 Select: **Routines | Data In | Assessment | Import.**

7 To locate **Year 1 Phonics Screening Wizard 2019,** click on the **Browser button.**

8 Use the following route:
   - **C:\PROGRAM FILES | Sims | Sims.net | AMPA |**

9 Double click on the **AMPA folder.**

10 Double click on the **England Primary (and Middle Deemed Primary) folder.**

11 Double click on the **Assessment Manager folder.**

12 Highlight the **Year 1 Phonics Screening Wizard 2019.**

13 Select **Open** to display the Import screen.

14 Select **Finish.**

15 Select **Yes** to the displayed message “Are you sure you want to proceed”.

16 An Activity Log will be displayed when the import is complete. Please check this for any failed import messages.

17 Select: **Close.**

The imported Wizard is now available for use.

**Repeat the above manual process to import the Year 2 Phonics Screening Wizard 2019.**
Section 3: User Defined Groups (Optional)

Year 1

A User Defined Group can be created if you would like to analyse data year on year. The group would keep on record the pupils who were in Year 1 in 2019. (Name of UDG: Y1 Phonics 2019). The following year another group could be created for Year 1 2020 (UDG: Y1 Phonics 2020). It is also possible to create a group for pupils that were in Year 1 last year (UDG: Year 1 2018). These groups would include pupils that may subsequently leave your school before the end of Year 2, and exclude pupils who joined after Year 1.If you are an Infant School, it will enable year on year analysis after pupils have left your school at the end of Year 2. E.g. give the ability to analyse 3 or more years of data over time.

For guidance in creating User Defined Groups please see Appendix A in the End of Key Stage 1 Procedure notes.

In addition, guidance on using the User Defined Groups within a Group Analysis (year on year comparisons), is available in Appendix E of the End of Key Stage 1 Procedure notes.
Section 4: Using the Phonics Screening Wizards

**Year 1 Phonics Screening Wizard**

1. Select: **Tools | Performance | Assessment | Wizard Manager** from the Menu Bar.
2. Any Key Stage wizards that have already been imported into Assessment Manager will be displayed. Filter the list of Key Stage Wizards by selecting **Incomplete**, **Complete** or **All** from the Filter drop down menu. Selecting **Incomplete** will filter out all the Key Stage Packs that have already been processed through the Wizard Manager and marked as **Complete**.
3. Select: **Year 1 Phonics Screening Wizard 2019**.
4. Select: **Next**.
5. Click on the **Group Browser** (magnifying glass). This enables you to select the group on whose results you want to record.
6. Expand **Year Group** by clicking on the adjacent + sign. (Or User Defined Group – see Section 3)
7. Select **Year 1** and click **Apply**. Select: **Next** to display the list of available marksheets.
8. The display can be filtered to display **Incomplete**, **Complete** or **All** marksheets. The **Complete** check box can be selected to indicate that you have finished working on a particular marksheet.
9. Double click on the marksheet **Phonics Screening Year 1 2019**, or select the marksheet and click on the **Pencil/Edit** icon to open the marksheet.
### Entering Marks for Phonics Check Year 1

The marksheet contains 4 columns:

- **Column 1** will be updated with the Phonics Threshold Score once this has been released by the DfE on **24th June 2019**.
- **Column 2** is used to record the **Mark** (0 to 40) achieved for the Phonics Check carried out in the week **10th to 14th June**. If a child is absent during that week, the school can administer the check up until **Friday 21st June 2019**.
- **Column 3** will calculate the **Grade** once Column 1 has been completed after the release of the threshold score.
- **Column 4** is a Data Check column. This will display an Exclamation mark until columns 1 and 3 have been completed.

**IMPORTANT:** Once the Mark has been recorded in column 2, the following two deadlines must be met. Do not wait for the threshold mark to be released and entered, your data can be sent before the deadlines.

1. **27th June 2019** – Headteacher’s Declaration on NCA Tools website.
2. **28th June 2019** – Latest date for data to be returned via CTF and **Perspective Lite** to Surrey Data Management.

### Steps:

1. From the Wizard, open the marksheet: **Phonics Screening Year 1**.
2. A list of Year 1 pupils is displayed.
3. Enter a value **0 to 40** into the second column: **Mark for Phonics Check Year 1**.

See **Note** on next page for pupils without a result, e.g. absent, dis- applied, left the school or maladministration has occurred.
**Note:** If a pupil does not have a result, leave the **Marks for Phonics Check Year 1** column blank. (Where a 0 (zero) is entered, an assumption is made that the pupil has been assessed and has genuinely achieved a score of 0.)

For these pupils only, that have not taken the test, enter a Grade in the third column:

**Grade for Phonics Check**

**Year 1:**
- **D-** Dis-applied
- **A-** Absent
- **L-** Left
- **Q-** Maladministration

- Type the grade directly into the result cell, or,
- Right mouse click in the result cell and **Select Grade for Cell.**
- Double click on the appropriate grade.
- Select **Skip** to move to another pupil or **Close.**

**Correcting a Mistake.**

In the **Marks** column, if a pupil has achieved a score, but the wrong score has been entered, e.g. 30 entered instead of 37, the original score can be overtyped with the correct mark and saved.

However, if instead of a result cell being left blank (see **Note** above), a mark has been entered, this will need to be deleted using the following method.

- Right click on the result cell.
- Select **View/Edit Result History.**
- Highlight the incorrect result and click on the red cross to delete it.
- Click the **Yes** button when prompted.
- Click the **Close** button to close the **View/Edit Result History** screen.
- The corresponding **Grade** of D A L or Q should be entered.

4. The Data Check column will display an ‘Exclamation Mark' where no Grade is entered or **OK** where a Grade is present.

5. **Save** and **Close** the marksheet.

6. Exit the wizard.

7. Once the Phonics Check marksheet for Year 1 has been completed, go to **Section 5** to submit the results.

**Year 2 Phonics Screening Wizard**

1. Select: **Tools** | **Performance** | **Assessment** | **Wizard Manager** from the Menu Bar.

2. Select: **Year 2 Phonics Screening Wizard 2019**.

3. Select: **Next**.

4. Click on the **Group Browser** (magnifying glass).

5. Expand **Year Group** by clicking on the adjacent + sign.

6. Select **Year 2** and **Apply**.

7. Select: **Next** to display the list of available marksheets.

8. Double click on the marksheet **Phonics Screening Year 2 2019**, or click on **Edit Marksheet** (pencil icon) to open the marksheet.

9. The marksheet displays current Year 2 pupils and their results achieved, (Mark and Grade), for the Year 1 Phonics Check entered in the previous academic year whilst in Year 1 based on a threshold of **32**.
10 The Year 2 Check Required column indicates **Yes** if a re-check is required in Year 2.

11 To filter the pupils to display only those required to complete the Year 2 Phonics Check, hover with the cursor over the Data Check Column to reveal a small down arrow.

12 Click on the arrow and tick the box adjacent to the ‘**Yes**’ and select **OK** to display only those pupils who are required to complete the Year 2 Check.

13 It is recommended that the marksheet is printed to provide a list/record of these pupils which will be useful when generating a CTF later in the process to return the results, or for manual data entry by the class teacher.

14 Enter a value 0 to 40 into the column: **Mark for Phonics Check Year 2** Select **Calculate** to enter a Grade in the adjacent column based on a threshold of 32 (the same as the previous year’s Year 1 screening).

15 Click **Save**.

16 The **Missing Required Year 2?** data check is activated by the Grade column and will display ‘**OK**’ or ‘**Missing**’.

17 Ensure all pupils that have taken the re-test have a result entered.

18 If a pupil is Absent, Dis-applied, Left or Maladministration has taken place, no result should be entered – see **Note** on page 14 for Year 1 as the same procedure applies for results and grades.

19 Untick the filtered column selection box at the bottom left hand corner of the marksheet.

20 The last data check column: **Invalid Year 2 Result?** Will indicate **OK** if data was required, e.g. a Year 2 screening check was required.
Alternatively, it will display **Not Required.** This will display if you have entered data for a Year 2 child who did not need to take the re-check in Year 2. These marks and grades must be deleted.

21 Complete the Headteacher’s Declaration on NCA Tools and submit the data to Surrey Data Management via Perspective Lite.

22 Go to Sections 5/6 – Creating a CTF/ Submitting the Return

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**REMEMBER TO RETURN TO THE MARKSHEETS FOR YEAR 1 ONLY TO ENTER THE THRESHOLD MARK ONCE IT HAS BEEN RELEASED BY THE DfE ON 24TH JUNE 2019. SEE GUIDANCE IN SECTION 7. THIS MUST BE COMPLETED BEFORE GENERATING INDIVIDUAL PUPIL REPORTS.**
Section 5: Creating a CTF

See Powerpoint audio/visual presentation: PPT2 for further guidance. The Year 1 & 2 Phonics Screening checks will be returned to Surrey Data Management by means of separate Common Transfer Files (CTFs) for each year group, uploaded through Perspective Lite. The final date for the return is 28th June 2019.

Creating a CTF using SIMS.net

Ensure you have relevant permissions within Systems Manager to create CTFs. If your school has not previously generated a CTF in SIMS.net you will first need to define The Common Transfer File Directories – see Section 7 of the End of Key Stage 1 Procedures notes.

Year 1

1. In SIMS.net
2. Select Routines I Data Out I CTF I Export CTF.
3. Select the CTF export type of Phonics Test Results.
4. Select: Year 1 pupils from the drop down menu in the Year Taught column. If necessary tick the box to Include students already exported. Click on Refresh Students.
5. Select the first student in the list, hold the Shift key down and scroll to the bottom of the list and select the last student. All of the students in between should be selected.
6. Select Surrey from the Destination LA/Other drop down menu for the last pupil on the list. All the students above should now have Surrey as their destination.
7 Select **Export CTF**.
8 Select **Yes** to the displayed message.
9 If the CTF type of **Phonics Test Results** was selected the CTF file name will display e.g. 936xxxx_PHO_936LLLL_001.xml.
   Note the **name** of the CTF file created once the export is complete. The last 3 digits of the number will reflect the number of CTFs you have created.
10 Select **OK**.
11 Locate the file in the **N: SIMS \ CTFOUT** folder (where N is the drive letter for your SIMS directory, this will usually be the I drive in most schools).
12 Right mouse click on the file name and choose **Rename** Change **PHO** in the file name to **Y1P** e.g. 936xxxx_PHO_936LLLL_001.xml to 936xxxx_Y1P_936LLLL_001.xml
13 Copy this file to **N: SIMS \ LEA \ OUTBOX** (where N is the drive letter for your SIMS directory), this will usually be the I drive in most schools).

**Year 2**
Repeat the process again to create a CTF to return the data for the Year 2 Check.
1 In **SIMS. net**.
2 Select **Routines I Data Out I CTF I Export CTF**.
3 Select the CTF export type of **Phonics Test Results**.
4 From the **Taught In** column, select: **Year 2** pupils from the drop down menu.
5 If necessary tick the box to Include students already exported. Click on **Refresh Students**.
IMPORTANT – ONLY CREATE A CTF FOR YEAR 2 PUPILS WHO DID THE RE-CHECK. DO NOT SEND A CTF FILE FOR ALL OF YOUR YEAR 2 PUPILS.

6 Using the printed Year 2 marksheet (Point 15 on Page 15), identify and select the first Year 2 pupil in the list for whom re-check data was entered.

7 Hold down the Ctrl key. Identify the remaining pupils from the marksheet and individually select them.

8 Select Surrey from the Destination LA/ Other drop down menu for the last pupil selected. All the students that have been identified and selected should now also have Surrey as their destination.

9 Select Export CTF.

10 Select Yes to the displayed message.

11 Note the name of the CTF file created once the export is complete.

12 Select OK.

13 Locate the file in the N: SIMS \ CTFOUT folder (where N is the drive letter for your SIMS directory, this will usually be the I drive in most schools).

14 Right mouse click on the file name and choose Rename. Change PHO in the file name to Y2P e.g. 936xxxx_PHO_936LLLLL_002.xml (xxxx is your own school number) to 936xxxx_Y2P_936LLLLL_002.xml.

15 Copy this file to N: SIMS \ LEA \ OUTBOX (where N is the drive letter for your SIMS directory), this will usually be the I drive in most schools).
Section 6: Submitting the Return by Perspective Lite

Perspective Lite is used to return data to Surrey Data Management. Queries relating to Perspective Lite should be directed to the Performance and Knowledge Management team (PKM) at Surrey via pkm@surreycc.gov.uk.

1. To access Perspective Lite, you need to open an internet browser (such as Internet Explorer).
2. Type: https://perspective.angelsolutions.co.uk into the address bar, then press the return/enter key on the keyboard. **Please Note:** whilst Perspective should work in the majority of internet browsers your experience will be better if you use newer versions of Internet Explorer, Firefox or Chrome.

3. The browser should now take you to the Perspective login page.
4. To log in to Perspective, click into the username box and type in your username.
5. Then click into the password box and type your password.
6. Then click the red Login button.
Sending data to Surrey Data Management

The **Send** feature within Perspective Lite will give you a simple to use tool to send files to the Surrey Data Team securely.

1. To access the **Send** option in your Perspective Account, hover over **Documents** (1) on the navigation bar and then select **Send Files** (2) from the drop down menu that appears.

2. To send files to Surrey, click on the **Browse** button and navigate to the **N: SIMS \ LEA \ OUTBOX**.

3. Select the file you want to send from your computer, i.e. 
   936xxxx_Y1P_936LLLL_001.xml and 
   936xxxx_Y2P_936LLLL_001.xml

4. Select the **Tag** i.e. Untagged, Other, Census, EYFSP, **Phonics**, KS1, KS2 TA, KS3 TA

5. Click the button **Upload** and **Send**.

6. Once your file has been received, a copy will be available for you to download from the previously sent list for 30 days. If you wish to keep a copy for your own records we suggest it is kept securely on your own computer/network.

7. You can view all files sent in this section or filter by those sent but not received and received.

8. Help is available by clicking on the **button**
IMPORTANT: If you have submitted your data, and subsequently resend it to Data Management because of changes to the data, please contact Data Management to advise them that you have re-submitted your return.

Please do not delay in sending your Screening Data to Data Management. You do not have to wait until the deadline of 28th June 2019!
## End of Year 1 & 2 Phonics Screening Procedure Check List

**Reminder: Have you completed these steps?**

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Section 7: Threshold Mark

Once the Threshold Mark has been released by the DfE, this mark needs to be entered in the Year 1 marksheet prior to generating the individual pupil reports.

Year 1 Phonics Screening Wizard

1. Select: Tools | Performance | Assessment | Wizard Manager from the Menu Bar.
4. Select: Next to display the list of available marksheets.
5. Double click on the marksheet Phonics Screening Year 1 2019, or click on Edit Marksheet (pencil icon) to open the marksheet.
6. The marksheet displays Year 1 pupils and the Phonics Screening result entered in the second column.
7. To enter the Threshold Score, right click on the first column heading, Threshold Score Phonics Check Year 1.
8. From the View Select Grade browser, select the published Threshold Score. In previous years the score was 32.

This picture is an example only. Ensure the correct Threshold Score is selected.

9. Select OK.
   This action will populate the entire column with this score.
10. Click on the Calculate button at the top of the marksheet to generate the Grade for Phonics Check Year 1.
This will not overwrite grades manually entered for those pupils who do not have a mark entered in the **Mark for Phonics Check Year 1** column, i.e. pupils who were Absent, Left etc.

11 **The Data Check** column will display **OK** to confirm that a grade is present. Missing grades will prompt an **Exclamation Mark** (!).

12 **Save**

Example of a Year 1 marksheet once the threshold score has been entered. Note the two pupils who do not have a mark, have retained the manually entered grade, e.g. A and D.
Section 8: Reporting to Parents
Reports can be generated, once the threshold mark has been announced and entered on the relevant Year 1 Phonics Wizard marksheet.

Report for Year 1 Phonics Screening

1. Select Tools | Performance | Assessment | Wizard Manager
2. Select Year 1 Phonics Screening Wizard 2019
3. Select Next and Next again.
4. Select the report – KS1 Y1 Phonics Student Eng 2019
5. Ensure the Membership Dates for Group, reflect the correct dates for the pupils you wish to report on. If you do change the dates, click on the Refresh button.
6. To preview the report, select the box adjacent to one student from the Student list and click on the Preview Report button.
7. The report will open in Word. Review the report and then close Word.
8. To print the report for all pupils, click on Select All and the Print icon.
9. The reports can be uploaded to the SIMS Document Server by clicking on the Upload button or Exported.
See page 36 of the End of Key Stage 1 Procedure notes for full details of this process.
10. KS1 Y1 Phonics Comparative Eng 2019. This report compares the % of results for the school in 2019 with the national results for 2018. To run the report, select one student and print one report only. This report can then be photocopied for distribution to parents.
Example of SIMS Year 1 Phonics Screening Check Report

Year 1 Phonics Screening Check 2019

PUPIL’S RESULTS

Abjit Abhra

ELM

Individual Results

<table>
<thead>
<tr>
<th></th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 Phonics Screening Mark</td>
<td>22</td>
</tr>
<tr>
<td>Year 1 Phonics Screening Grade</td>
<td>Wt</td>
</tr>
</tbody>
</table>

Phonics screening check information and results

What is the phonics screening check?

The phonics screening check is a quick check of your child’s ability to decode words using only his or her phonic knowledge. It helps us to confirm whether your child has met the expected standard for a child at the end of Year 1.

The check is a statutory requirement for all children in Year 1 and takes place each year in the summer term. Children who did not take the check in Year 1, or who did not meet the expected standard, will take the check again at the end of Year 2.

The check is carried out in the Summer term.

How does the check work?

- Your child was asked to read 40 words aloud to a teacher who is known to him/her.
- Your child may have read some of the words before, while others would have been completely new.
- The check took only a few minutes to complete and there was no time limit.

Meeting the expected standard

In order for children to demonstrate that they have met the expected standard in phonic decoding they had to score a minimum number of marks in the phonics screening check. Children who scored fewer than the minimum threshold are considered not to have met the expected standard in phonic decoding. Any child who has not met the expected standard will be given additional support in phonics to help him or her to improve. The nature of this support will vary depending on how close to the threshold he/she was.
What happens next if your child did not meet the minimum standard?

Your child will continue to learn phonics with his/her classmates on a daily basis. The screening check is designed to help teachers identify which children need help with phonics decoding. Depending on his/her learning needs, your child may be given additional resources or input. In addition to the daily phonics session in class, your child may take part in additional catch up sessions throughout the week.

Your child will take the phonics check again at the end of their time in Year 2, so that the school can make sure again that the support and help given to your child has been successful, or is continuing appropriately.

Can I help my child with phonics?

Children make the best use of their understanding of phonics when they are given plenty of encouragement and learn to enjoy reading a wide variety of books and other forms of writing. Parents play a very important part in helping with this.

Some simple steps to help your child learn to read through using phonics successfully:

- Ask your child’s class teacher about the school’s approach to teaching phonics and how you can reinforce this at home. For example, the teacher will be able to tell you which letters and sounds the class is covering in lessons each week.

- When reading, encourage your child to ‘sound out’ unfamiliar words and then blend the sounds together from left to right, rather than looking at the pictures to guess the word. Once your child has read an unfamiliar word you can talk about what it means and help him/her to follow the story.

- Try to make time to read something with your child every day and encourage other family members and friends to do the same. Support your child to blend the sounds together all the way through a word.

- Keep reading all the time, wherever you are, including the school holidays when children don’t have a home reading book from school. Look for as many opportunities as possible to encourage your child to use the skills they are learning – menus and leaflets and on-screen text can stimulate children to want to practise their phonic knowledge.

- Word games like ‘I-spy’ can also be an enjoyable way of teaching children about sounds and letters as can talking about all the words which surround you, from road signs to shopping lists. If children become aware of the uses of reading, they become much more interested in practising what they know.
Example of SIMS Year 1 Phonics Screening Check Report – School and National Results

Year 1 Phonics Screening Check 2019
SCHOOL RESULTS

National Results
The following table compares the percentage of results for the school in 2019 with the national results for 2018.

<table>
<thead>
<tr>
<th>All Pupils</th>
<th>Wa</th>
<th>Wt</th>
<th>A</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>National</td>
<td>58</td>
<td>40</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>School</td>
<td>67</td>
<td>22</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>Boys</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National</td>
<td>54</td>
<td>43</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>School</td>
<td>75</td>
<td>0</td>
<td>0</td>
<td>25</td>
</tr>
<tr>
<td>Girls</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National</td>
<td>62</td>
<td>37</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>School</td>
<td>60</td>
<td>40</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Figures may not add up to 100 because of rounding.

Assessment Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wa</td>
<td>Took the phonics screening check and met the required standard</td>
</tr>
<tr>
<td>Wt</td>
<td>Took the phonics screening check and did not meet the required standard</td>
</tr>
<tr>
<td>A</td>
<td>Absent</td>
</tr>
<tr>
<td>D</td>
<td>Did not take the phonics screening check</td>
</tr>
<tr>
<td>L</td>
<td>Left the school</td>
</tr>
<tr>
<td>Q</td>
<td>Maladministration</td>
</tr>
</tbody>
</table>
Report for Year 2 Phonics Screening:
1. Repeat the process previously described for Year 1, but at step 2 select the *Year 2 Phonics Screening Wizard 2019*.
2. At step 4, select the report: *KS1 Y2 Phonics Student Eng 2019*.
3. To run the report, only select those Year 2 pupils who have undertaken a phonics check in 2019.
4. An additional report is available: *KS1 Y2 Phonics Comparative Eng 2019*. To run this report, select one student only. The output will be the same for all students and can be photocopied.
KS1 Y2 Phonics Comparative Eng 2019

Year 2 Phonics Screening Check 2019
SCHOOL RESULTS

School Results
The following table contains the 2019 phonics results by the percentage of Year 2 students who achieved the marks in Year 1 and Year 2.

<table>
<thead>
<tr>
<th></th>
<th>Wa</th>
<th>Wt</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Pupils</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td>73</td>
<td>25</td>
</tr>
<tr>
<td>Year 2</td>
<td>22</td>
<td>2</td>
</tr>
<tr>
<td>Boys</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td>59</td>
<td>38</td>
</tr>
<tr>
<td>Year 2</td>
<td>31</td>
<td>3</td>
</tr>
<tr>
<td>Girls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td>87</td>
<td>13</td>
</tr>
<tr>
<td>Year 2</td>
<td>13</td>
<td>0</td>
</tr>
</tbody>
</table>

Figures may not add up to 100 because of rounding and because students with no results or with A,D,L and Q marks are not included.

National Results
The following table contains the 2018 phonics results for students nationally in England at the end of Year 2.

<table>
<thead>
<tr>
<th></th>
<th>Wa</th>
<th>Wt</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Pupils</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>91</td>
<td>9</td>
</tr>
<tr>
<td>Boys</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>89</td>
<td>11</td>
</tr>
<tr>
<td>Girls</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>93</td>
<td>7</td>
</tr>
</tbody>
</table>

Figures may not add up to 100 because of rounding and because students with no results or with A,D,L and Q marks are not included.
Appendix A – Analysis of Data

Changing the Marksheet Display

Right click anywhere on the Student column and select: **Select Additional Student Columns** from the menu.

Select the additional student information you require using the tick boxes and select **OK**.

Left click on a selected column heading, e.g. date of birth, to order the students in ascending date of birth order. Click again to reverse the order.

To remove the additional columns, right click in the student column heading. Select: **Select Additional Student Columns** from the menu and remove the tick from selected columns, or select **Clear All** and **OK**.

The additional student information will be displayed on the marksheet when printed.

**Summary Rows**

Click on **Summary** to insert summary rows, displaying average grades and scores, at the bottom of the marksheet.
Ordering Rows

Right mouse click in a column heading, e.g. Grade for KS1 Y1 Phonics Check.
Select Order Rows and Ascending or Decending to order the data as required.

Grade Distribution

Right mouse click on the required column heading, e.g. Grade for KS1 Y1 Phonics Check.
Select: Show Grade Distribution.
The grade distribution is displayed in a table as a Percentage of Results, a Percentage of Students or Count of Students.
The table can be exported into Excel by clicking on the Export button.
Save to desired location with an appropriate file name. Open the spreadsheet

Select Print to print the table.

Select Graph to produce a bar chart.
Right mouse click on the chart and select Gallery to select an alternative style of chart.
The chart may be printed.
Group Filter

Enables further filtering by Ethnicity, SEN, Home Language and more.

Click on the Group Filter browser.
Click on the + sign adjacent to the required filter.
Select the filter required by ticking the box.
Repeat the process to include additional filters.
Select Apply.

Include will include any filters selected and will display in blue.
Exclude will exclude any filters selected and will display in red.
Show Grade Distribution (see previous page) can be used on the filtered group.

Further Assessment Manager functionality is available in Appendix D of the End of Key Stage 1 notes.