

Applicable from upgrade 7.210 onwards

Book 04

Enter results, upload to the LA, print reports and upload to Linked Documents in pupil's records for Year 1 Phonics

Return Dates:

Monday 12th June – Friday 23rd June 2023

Upload file to:

<http://apps.warwickshire.gov.uk/SchoolUpload>

Year 1 Phonics Screening

Phonics Screening – Year 1

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Phonics Screening – Year 1

IMPORTANT NOTE - PHONICS HEADTEACHER, PHONICS TEACHER AND SCHOOL OFFICE

2023 YEAR 1 AND YEAR 2 PHONICS – RELEASE OF THRESHOLD MARK

- The threshold mark (pass mark) for the Phonics screening check will be disclosed on **Monday 26th June 2023** via GOV.UK

IMPORTANT: Please Note!

- The Assessment team have requested that schools upload their data using the current phonic wizard by **Thursday 23rd June** **without** the threshold mark entered.
- Once the data has been uploaded to the LA, schools will then be able to enter the threshold mark released on the 20th June 2023 into the marksheet, and then produce the reports to parents/guardians
- Schools **do not have to resend** the results to the LA
- Schools should **not** produce reports for parents before the new threshold mark has been entered into their SIMS system.

For further information, use the following DfE link

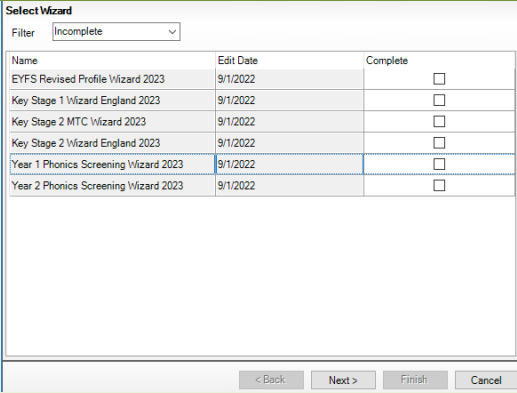
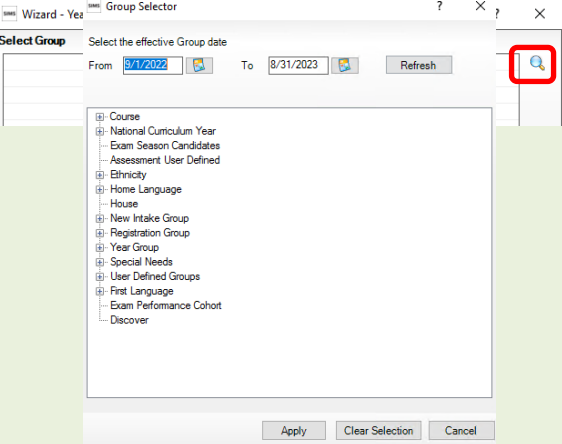
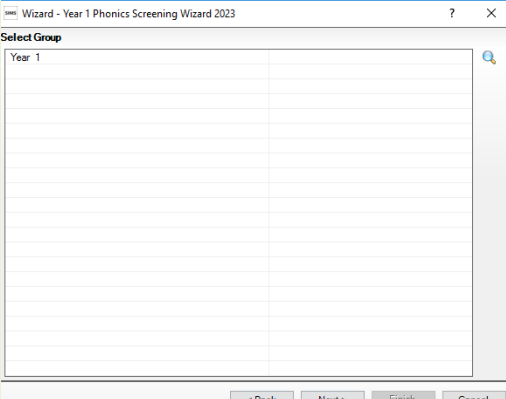
<https://www.gov.uk/education/phonics>

Phonics 1 and 2 - Leavers

Schools are required to include pupils who have left the school. The Assessment Team will give guidance as to which pupils to include. These pupils will need to have a code of **L** – Left recorded in the marksheet. These pupils will also need to be included in the CTF along with current pupils when uploading results to the **LA/School Upload for Phonics 1 and 2**

Selecting the Year 1 Phonics Screening Wizard

Select **Tools/Performance/Assessment/Wizard Manager** to display the first page of the wizard.

	<p>1. Highlight Year 1 Phonics Screening Wizard 2023</p> <p>2. Click Next</p>								
	<p>Selecting the Group</p> <p>3. Click on the Magnifying glass</p> <p>4. Click the + next to Year Group</p> <p>5. Select Year 1</p> <p>If a User Defined Group has been created, click + next to User Defined Group and select the required group from the list.</p> <p>6. Click Apply</p>								
	<p>The Selected Group Year 1 will now be displayed</p> <p>7. Click Next</p>								
<p>There will be 1 marksheet available</p> <table border="1" data-bbox="199 1704 890 1758"> <thead> <tr> <th>Template</th> <th>Group</th> <th>Last Used</th> <th>Complete</th> </tr> </thead> <tbody> <tr> <td>Phonics Screening Year 1 2023</td> <td>Year 1</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Template	Group	Last Used	Complete	Phonics Screening Year 1 2023	Year 1		<input type="checkbox"/>	<p>To open the marksheet, either highlight and double click, or click on the green pencil to the right of the panel</p>
Template	Group	Last Used	Complete						
Phonics Screening Year 1 2023	Year 1		<input type="checkbox"/>						

Phonics Screening – Year 1

Explanation of what the columns mean in the marksheet

A marksheet with a list of all your current **Year 1** pupils will be displayed.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ABBAS, Latif				
ACKTON, Simon				
ANDREWS, Meili				
ANDREWS, Melissa				
BHANDARI, Firoz				
BLAKEMORE, Vincent				

There are 3 columns to enter results into:

Threshold Score Phonics Check Year 1 column: – The threshold mark for this column cannot be entered until the **26th June**

Mark for Phonics Check Year 1 column: Results achieved by pupils of between 0 – 40 will be entered into this column.

The results from this column will be uploaded to the LA via CTF **no** later than **Friday 23rd June**.

Grade for Phonics Check Year 1 column: Once the Threshold mark has been released and entered into the marksheet. Click **Calculate** and the **Wa** and **Wt** grades for this column will be populated automatically.

The following grades however, will have to be manually entered into the marksheet.

Grade	Description
Wa	Met the expected standard
Wt	Did not meet the expected standard
D	Disapplied
A	Absent
L	Left
Q	Maladministration

- D** - Disapplied
- A** – Absent
- L** – Left
- Q** - Maladministration

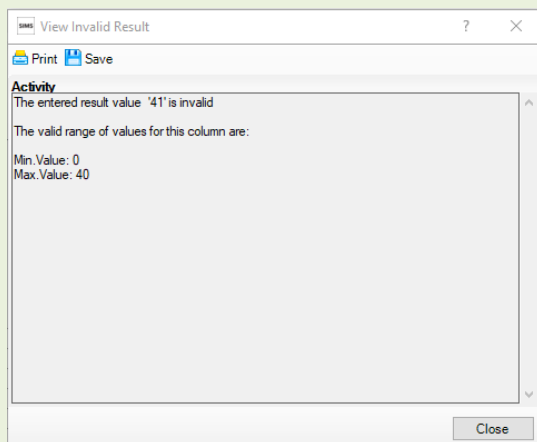
Phonics Screening – Year 1

How to complete the marksheet

Year 1 Phonics Screening 1 marksheet to complete	To be returned from Monday 12th June to Thursday 23rd June
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With the marksheet open and using your keyboard, enter a score of between **0–40** in the **Mark for Phonics Check Year 1** column. If the pupil did the test and achieved a 0, 0 must be entered into the cell.

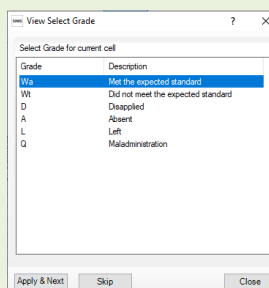
Should an invalid score be entered e.g. 41, a **View Invalid Result** screen will pop up. Click **Close** and enter a correct value



For those pupils who were **A - Absent**, or have been **D Disapplied** (see note below regarding *disapplying a pupil from taking the tests), the appropriation code should be entered in the **Grade Phonics Check Year 1** column.

- highlight the appropriate pupil,
- right click in the cell,
- choose **Select Grade for Cell**,
- highlight the appropriate grade from the list available. Click **Apply** and close the screen.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ABDULLAH, Tamwar		40	!	!
BEYNON, Harvey		25	!	!
BLACKBURN, Chloe		20	!	!
CARRICK, Oliver		0	!	!
CARTER, Daniel		35	!	!
CASSIDY, Michael		33	!	!
CEDRIC-SMITH, Lucie		10	!	!
CIPRIO, Alicia			D	OK
CLARKE, Matthew			A	OK



Once the grades have been entered, a result for the rest of Year 1 pupils who sat the tests, must be recorded in the second column

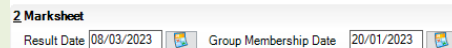
***Disapplying a pupil from sitting the Phonics Tests.**
Headteachers make the final decision about whether it is appropriate for a pupil to take the check. In any instances when pupils are not entered for the check, schools should explain their decision to the pupil's parents.

Phonics Screening – Year 1

Including Leavers:

Queries about which leavers to include in the return, please refer to guidance from the Assessment Team

Step 1 – With the marksheet open and to include any pupils' who may have left your school, change the **Group Membership Date** to the required date:



Click **Refresh**. This will now populate the marksheet with leavers, if any, who left since the date specified by the **Assessment Team**.

To identify pupils, if any, that have left your school, you may find it useful to add a **Reg Group** to the **Students** Column. Leavers, if any, will be identified with brackets around their registration group.

Students	Reg Group
CARLTON, Fintan	2JB
CARTER, April	2GH
CASTER, Adam	(2GH)

(See **Appendix A3 – Adding A Registration Group Column in a marksheet**)

Step 2 -

NB: Leavers will need an **L - Left** code entered.

To add the **L – Left** grade,

- highlight leaver,
- right click under the **Grade for Phonics Check Year 2** column.
- highlight **Select Grade for Column**,
- highlight the **L – Left** grade.
- Click **Apply & Next and Close**

See **Book 08 – Exporting/Uploading results to the LA**

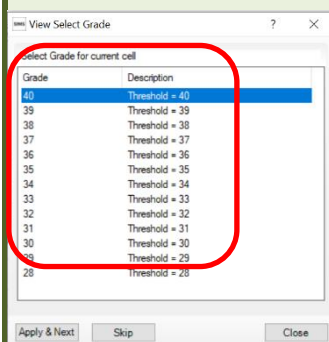
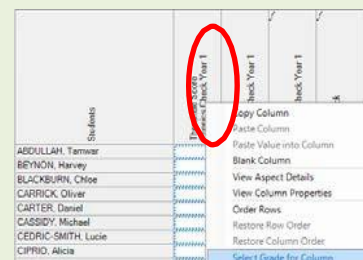
Please upload the results including, if appropriate, leavers, to the LA via the CTF routine between the **12th June**, but no later than the **23rd June**. **NB:** You will not be able to enter the threshold score before this date.

Schools should not send reports to parents without the Threshold score being entered

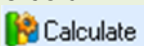
Entering the Threshold score

Once the results have been uploaded to the LA, and the subsequent threshold score has been received and entered, schools may send reports home to parent/guardians.

To enter the threshold figure, right click on the **Threshold Score Phonics Check Year 1** column heading (**note** it has highlighted the whole column). Choose **Select Grade for Column**.



Select the appropriate figure, by highlighting the threshold score required. Click **OK**, this will now populate the column with the score for all pupils.

Click  to view whether pupils are **Working at “Wa”** or **Working towards “Wt”**.

Schools may now print their reports for parent/guardians

NB: Once the threshold mark has been entered, schools **do not** need to re-upload the file to the LA

Phonics Screening – Year 1

NB:

- Check for Missing Results – files must **not** be uploaded to the LA with missing results.
- All pupils within the Year 1 group must be included in the CTF file submitted.
- Remember if changing any results in the marksheet, click on **calculate** and **save** the marksheet before creating the CTF and uploading to the **LA**
- Teachers and Headteachers will need to check/sign off marksheets
- Upload **Year 1 Phonics Screening** results, to the LA via CTF to

Please see **Book 8 – Exporting Uploading EYFS Phonics & KS1 results** for guidance