

Corporate Services Directorate

Primary Phase 2020 Year 2 phonic data collection including PRUs, Specials and Academies – Autumn 2020

Category:

Curriculum and Standards

Status:

Data collection

Purpose

To provide information on method of recording and submitting phonics assessment data and provide deadline date for submission to the local authority

Main Issues

Year 2 phonics screening check to be recorded in your school management information system's data collection template and submitted to the Local Authority via Anycomms+.

Audience

SIMS/MIS Administrators
Headteachers

Cc: Sarah McGahern, Lead Early Years Consultant. Justine Gregory, Early Years Consultant.

Date of issue:

October 2020

Reference number:

2021/0005

Action required and due date:

Year 2 Phonic screening check file to be sent to the Business Intelligence Service by Friday 11th of December via Anycomms+.

Further Information:

=> *Queries concerning the school data collection file*

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=> *School data collection guidance*

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All Infant, First, Junior and Primary Schools, Specials, Primary Academies and PRU (Primary Phase) in North Somerset

YEAR 2 PHONICS SCREENING CHECK DATA COLLECTION ARRANGEMENTS

Cancellation of the phonics screening check in June 2020 means incoming year 2 pupils did not take the check in year 1. In the 2020/21 academic year only, it is statutory for schools to administer a past version of the phonics screening check to year 2 pupils during the second half of the 2020 autumn term and return results to the LA.

Year 3 pupils, who were due to take the statutory check in June 2020 (when they were in year 2), are not formally required to take the autumn check.

DfE guidance notes for the preparation and submission of the Year 2 Phonics Screening check are available on the following website link

<https://www.gov.uk/government/publications/key-stage-1-administering-the-phonics-screening-check-to-year-2-pupils>

North Somerset requirements for Autumn 2020

Year 2 Phonics Check will be collected electronically from schools, then processed and validated before they are submitted to the DfE on your behalf by the council's Business Intelligence Team.

Please send your result CTFs electronically using the **Anycomms+** Secure Data Transfer system. In Anycomms+ browse to the relevant MIS folder to select your result file, and for 'Service' select 'Management Information'. When you have selected your file then click on the 'Upload Selected File' or 'Upload All Files' button.

**Deadline to submit data to North Somerset Local Authority:
Friday 11th December 2020**

Management information system (MIS) suppliers have been advised of the data requirements for the autumn check and should offer support to record and export files from your system.

Codes

Data must be submitted for all year 2 pupils who are eligible to take the check, using the following codes:

Description	What to record
Pupil took the check	Score-record in the phonics mark field
Absent	A- record in the phonics outcome field
Headteacher decided it was not appropriate for pupil to take the check	D- record in the phonics outcome field
Pupil has left the school	L- record in the phonics outcome field
Check subject to maladministration	Q- record in the phonics outcome field

If any pupils show 0 marks can you please confirm this is correct by email and that the coding D – disapplied is not applicable.

Leavers

If an eligible pupil changes school:

- before the October half term – the receiving school should assess the pupil and submit data for them
- after the October half term – the receiving school should find out whether the pupil has already taken the autumn check (if not, they should assess the pupil and submit data for them)
- after taking the check – 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 the Christmas holiday – the previous school should have assessed the pupil and should include the pupil in their data submission to the LA