Phonics screening check data collection 2014

Guide to the collection of the phonics screening check data

June 2014

Contents

1   Introduction

1.1   Purpose of this document

This guide is provided to outline the main requirements and submission arrangements for the 2014 phonics screening check data collection. The check will be administered during the week commencing 16 June. The deadline for submission of results to the DfE by LAs is Thursday 31 July 2014.

This document is provided so that staff in local authorities (LAs) can:

- understand the rationale behind and purpose of the phonics screening check (Section 1)

- populate their systems with the required data for children and schools (Section 2)

- complete the phonics screening check return for 2014 (Section 3)

It relates to the collection of data for:

- children who are in national curriculum year group 1 in the 2013/2014 academic year and as such are eligible to take part in the phonics screening check

- children in national curriculum year group 2 who have not previously met the expected standard for phonics decoding and as such are required to take the check

- This document is published on the gov.uk website and LAs may choose to use it directly with their schools or amend it to suit their local needs. Software suppliers and developers of in-house systems may also find it a useful reference document.

1.2   Who is in the scope for the phonics screening check data collection?

All state-funded schools (including academies and free schools) are within the scope of the phonics screening check data collection if they have:

- a year 1 cohort in the 2013/2014 academic year.

- year 2 pupils in the 2013/2014 academic year who did not meet the expected standards for phonics decoding in year 1, including those who were absent or disapplied from the check or did not take the check for other reasons.

ll state-funded schools (Including academies and free schools) should report pupil-level phonics screening check results to their LA. LAs will submit phonics check results data to the Department for Education (DfE) via COLLECT. Independent schools are out of scope for this collection.

1.3 Rationale behind the phonics screening check data collection

The phonics screening check is a statutory assessment for all children in year 1, designed to confirm whether individual children have learnt phonic decoding to an appropriate standard. Children who do not achieve the appropriate standard in year 1 should receive support from their school to ensure they can improve their phonic decoding skills. These children will then be expected to retake the check the following year.

The phonics screening check data collection will provide information at school level via RAISEonline for schools to analyse their own performance; and at national and LA level to allow schools to benchmark their children's performance. National results will also be used to track standards over time.

1.4 Statutory basis of phonics screening check data collection

The individual level data collection from state-funded schools (including academies and free schools) is a statutory requirement of the Education (School Performance Information) (England) (Amendment) Regulations 2014.

By putting the collection of the phonics screening check data on a statutory basis:

- schools do not need to obtain consent for the provision of information from parents of individual children. They must, however, meet their obligations to data subjects under the Data Protection Act – see 1.5 below

- schools and LAs are protected from any legal challenge that they are breaching a duty of confidence; and

- It helps to ensure that returns are completed by schools.

1.5 Data protection & security

Data kept on children (in any medium, including within a MIS) is personal data. The data must be managed in accordance with the requirements of the Data Protection Act 1998. All staff that have access to personal data should be aware of their responsibilities under the act. LAs should advise schools about their responsibility to hold data in line with the act.

1.6 Data quality

In order to properly ascertain whether individual pupils have learnt phonic decoding to an appropriate standard, it is important that the data collected by schools and LAs, for onward transmission to the DfE, is both accurate and complete.

Please note that in addition to the year 1 cohort, the check must also be administered to year 2 pupils who have not previously met the expected standard for phonics decoding. Schools must return all check outcomes for these year 2 pupils (along with those for their year 1 cohort) to their LA. LAs will submit all phonics check results data to the department via COLLECT.

The department wrote to LAs in March 2014, providing them with the indicative number of year 2 pupils, by school, who are expected to take the phonics screening check in their area. LAs were advised to share this information with their schools and to use it to validate returns from their schools.

In Section 2 there is a complete list of data items that need to be submitted to the LA by schools, and then to the department by the LA, together with an explanation of each of them.

LAs can download a copy of the Phonics Assessment and Reporting Arrangements handbook from the gov.uk website and find guidance for carrying out assessments and moderation to ensure that practitioner judgements are consistent with nationally agreed assessments.

Further information on the technical aspects of the data collection is available on the gov.uk website.

2 Data Required

- Local authority number

- Estab number of the school: This is a 4-digit number.

Pupil data

- Pupil's surname

- Pupil's forename

- Pupil's unique pupil number

- Pupil's date of birth

- Gender

- National curriculum year group

Phonics screening check results

Schools must report the phonics mark as recorded for all pupils who have taken the check.

The phonics mark is the actual mark from the screening check and should be a number in the range 0-40.

We no longer require the return of a 'Wt' ('working towards') or 'Wa' ('working at') outcome for phonics as information about the threshold mark for pupils to be considered as working at the expected standard will not be available until 30th June. 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 marks obtained in the phonics screening check must be shown.

Schools should not wait until thresholds are known before submitting phonics results to their LAs. This should be done as soon as possible after completion of the checks.

LAs will then submit pupil level KS1 and phonics check results data via COLLECT.

3   Requirements

This guide is provided to outline the main requirements and submission arrangements for the 2014 phonics screening check collection. The 2014 year 1 phonics screening check COLLECT system will be available on **Monday 16 June 2014**.

The department will not be providing a COLLECT school blade. There will be a single blade that LAs can use to submit phonics screening check data.

The department will continue to collect **full** individual child level data. COLLECT will be the means by which data is collected from LAs.

3.1   LA data reporting format

Please note that the department has no requirement for data in aggregate forms (e.g. LA aggregate data); rather a single XML file for each school, containing all eligible pupils, will be created by LAs' central processing system software.

The separate school XML files will need to be zipped (we would suggest using an identifiable filename e.g. LA name. Please note that the .zip suffix is required) and imported into COLLECT where the respective school files will be extracted.

Successfully loaded data is subjected to validation. For more details of the specific validation rules that will be applied, please see the phonics screening check technical specification.

After validation is complete you will be able to view your data return, observe the validation outcomes and decide if there is any further action on your part in response to the validations. For example, you may need to query something with a school and return to COLLECT to make a change to the data. Ultimately you will need to "approve" the data so that the department can consider it to be finalised.

For the options available to you to create phonics screening check data see section 3.4

3.2   Data collection timetable

The department is committed to providing national and LA level analysis of performance as quickly as possible. We therefore ask that LAs make their phonics check submissions by **Thursday, 31 July 2014**.

It is of utmost importance that the data we hold by the beginning of August 2014 are as complete and accurate as possible as the data received by this date will be used for our main headline statistical release and will be also be published in RAISEonline . Your co-operation in helping to achieve as complete and accurate a dataset by the beginning of August will be to our mutual benefit.

There will be a limited opportunity for LAs to submit late and/or corrected results but any late results **will not** be included in RAISEonline.

Amendments will not be accepted after the database is closed.

3.3   Expected list of schools submitting results

The Data Collection Helpdesk will update the expected list of schools on COLLECT with an extract taken from the Spring school census. The expected list includes all schools with year 1 and year 2 pupils expected to take the check in 2014. LAs can view the expected list on COLLECT when the collection goes live on 16th June. We would appreciate it if LA contacts could check the lists for any schools that are missing or incorrect and advise the helpdesk using the service request form.

If the COLLECT system is not updated with the correct schools you will be unable to load their data returns.

The schools list will not include any information on the number of children we expect results to be submitted for, although the department will internally flag any returns with numbers of children significantly different to what we would expect in COLLECT.

LAs will need to ensure that phonics screening check results are collected from **every** expected school and include all eligible pupils, including those disapplied (which could include whole cohorts in special schools) or absent from the check.

3.4   School recording and reporting options

3.4.1 School Management Information System (MIS)

State-funded schools including academies, free schools and special schools should report pupil-level phonics screening check results to their geographical LA. Schools will be able to use their (updated) management information system (MIS) to enter and export phonics data to their LA in common transfer file (CTF) XML format, or as agreed with the LA.

The department has provided software specifications to commercial suppliers of LA database processing systems, and to those LAs that have indicated they wish to design their own systems for this purpose. The LA processing software will accept a school MIS CTF export file and the DfE spreadsheet CSV export file and create the necessary DfE export file. LAs will fully meet the statutory requirements for the submission of its phonics results by using appropriate software that will enable them to create the necessary file.

The department will only accept phonics results created from software that can produce the information in the correct format to upload onto the COLLECT system.

3.4.2 Phonics screening check spreadsheet

The department will provide LAs with a DfE phonics data collection spreadsheet for state-funded schools that, in exceptional circumstances, are unable to use their MIS for the recording and submission of 2014 phonics screening check results.

The spreadsheet "Export" option creates a CSV file containing the relevant pupil data for loading into the LA's central processing system. Please be aware that this CSV file cannot be imported directly into COLLECT and needs to be loaded into the LA central software.

If the spreadsheet is used to return data to the LA, then this must be done in a secure way to safeguard pupils' personal data.

The 2014 spreadsheet and user guide are available under the phonics data collection section of the gov.uk website.

3.5   Use of COLLECT

3.5.1 Live system

The department will make the live 2014 phonics screening check COLLECT system available on **Monday 16 June 2014.** Further notifications will be emailed to the relevant LA officers nearer to the time, as will any further phonics screening check /COLLECT updated information as necessary.

Screenshots of COLLECT with user guide notes are under development and will be available on the department's website.

3.5.2 User names and passwords

An enhanced version of Secure Access was launched on Monday 9 December 2013.

This enhanced version introduced an 'Approver' role within each organisation to allow authorised users in schools and LAs to create and administer accounts for individuals to access connected systems with their own set of login credentials.

An Approver has the same access as an End User (these are the school and LA users of COLLECT, S2S and KTS, and any future connected applications), but with additional user management privileges to enable them to administer SA accounts for individuals within the same organisation.

If you have not activated your account, a simple registration process requiring a unique PIN will need to be completed in order to gain access to COLLECT via Secure Access. You can access further information on Secure Access on the DfE website.

Please note: All current accesses have been carried forward when the updated system was implemented, meaning if you had access to the 2013 collection there is no need to request to be added to the 2014 collection.

If you did **not** have access to the 2013 phonics data collection on COLLECT and wish to request access for 2014, please use the 'COLLECT access form' service request below:-

Data collection access form (LAs only)

Completing this form will mean that you will be automatically added to our contacts database for the specified data collections, so you won't need to separately register to be a contact.

The requirement to request COLLECT access is **only relevant to LAs**. Schools are not required to complete this form and will continue to have COLLECT access.

If you wish to be added to our contacts database, but do not require COLLECT access for one or more data collections, please use the [Data Collections Service Request form](#).

3.5.3 General issues

If you have any COLLECT or phonics queries of a general nature, please contact the EDD helpdesk using the [Service Request Form](#)

We have every confidence the 2014 phonics screening check data collection exercise will be successful and we know you will do all you can to ensure its success. Many thanks for your anticipated co-operation.

4 Appendices

4.1 Appendix 1: local authority codes

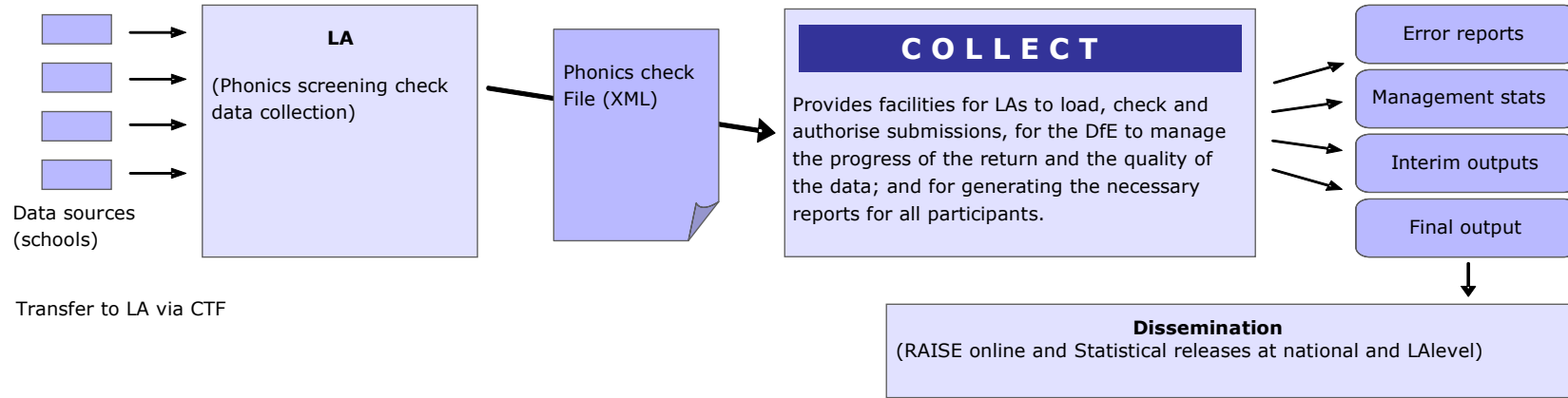|	North East			East Midlands	
841	Darlington		831	Derby	
840	County Durham		830	Derbyshire	
390	Gateshead		856	Leicester	
805	Hartlepool		855	Leicestershire	
806	Middlesbrough		925	Lincolnshire	
391	Newcastle upon Tyne		928	Northamptonshire	
392	North Tyneside		892	Nottingham	
929	Northumberland		891	Nottinghamshire	
807	Redcar and Cleveland		857	Rutland	
393	South Tyneside				
808	Stockton-on-Tees			**West Midlands**	
394	Sunderland		330	Birmingham	
			331	Coventry	
	North West		332	Dudley	
889	Blackburn with Darwen		884	Herefordshire, County of	
890	Blackpool		333	Sandwell	
350	Bolton		893	Shropshire	
351	Bury		334	Solihull	
895	Cheshire East		860	Staffordshire	
896	Cheshire West and Chester		861	Stoke-on-Trent	
909	Cumbria		894	Telford and Wrekin	
876	Halton		335	Walsall	
340	Knowsley		937	Warwickshire	
888	Lancashire		336	Wolverhampton	
341	Liverpool		885	Worcestershire	
352	Manchester				
353	Oldham			**East of England**	
354	Rochdale		822	Bedford	
355	Salford		873	Cambridgeshire	
343	Sefton		823	Central Bedfordshire	
342	St. Helens		881	Essex	
356	Stockport		919	Hertfordshire	
357	Tameside		821	Luton	
358	Trafford		926	Norfolk	
877	Warrington		874	Peterborough	
359	Wigan		882	Southend-on-Sea	
344	Wirral		935	Suffolk	
			883	Thurrock	

	Yorkshire and the Humber			Outer London
370	Barnsley		301	Barking and Dagenham
380	Bradford		302	Barnet
381	Calderdale		303	Bexley
371	Doncaster		304	Brent
811	East Riding of Yorkshire		305	Bromley
810	Kingston upon Hull, City of		306	Croydon
382	Kirklees		307	Ealing
383	Leeds		308	Enfield
812	North East Lincolnshire		203	Greenwich
813	North Lincolnshire		310	Harrow
815	North Yorkshire		311	Havering
372	Rotherham		312	Hillingdon
373	Sheffield		313	Hounslow
384	Wakefield		314	Kingston upon Thames
816	York		315	Merton
			317	Redbridge
	Inner London		318	Richmond upon Thames
202	Camden		319	Sutton
201	City of London		320	Waltham Forest
204	Hackney			
205	Hammersmith and Fulham			**South East**
309	Haringey		867	Bracknell Forest
206	Islington		846	Brighton and Hove
207	Kensington and Chelsea		825	Buckinghamshire
208	Lambeth		845	East Sussex
209	Lewisham		850	Hampshire
316	Newham		921	Isle of Wight
210	Southwark		886	Kent
211	Tower Hamlets		887	Medway
212	Wandsworth		826	Milton Keynes
213	Westminster		931	Oxfordshire
			851	Portsmouth
			870	Reading
			871	Slough
			852	Southampton
			936	Surrey
			869	West Berkshire
			938	West Sussex
			868	Windsor and Maidenhead
			872	Wokingham

	South West			
800	Bath and North East Somerset			
837	Bournemouth			
801	Bristol, City of			
908	Cornwall			
878	Devon			
835	Dorset			
916	Gloucestershire			
420	Isles of Scilly			
802	North Somerset			
879	Plymouth			
836	Poole			
933	Somerset			
803	South Gloucestershire			
866	Swindon			
880	Torbay			
865	Wiltshire			

4.2 Appendix 2: glossary

COLLECT	COLLECT is a web based data collection tool. It has been developed and made available by the DfE and facilitates the data collection process. It enables the transfer of data between LAs and the department. It supports the management of the collection process, with various reports that monitor the quality and completeness of the return. Validation checking and error reporting is also built into COLLECT.
CSV	A CSV format data file is a text file consisting of a number of text records. Text values are separated by a comma and can optionally be enclosed in double quotes.
CTF	A common transfer file is a file that contains statutory information about a child that should be transferred when they move schools and includes UPN, surname, forename, date of birth, gender together with other information for example, assessments, attendance, SEN and contacts. A complete list of fields can be found in the [CTF guide](#).
MIS	Management information system(s) – propriety software system(s) used by schools and LAs to collect, validate, store, and analyse a range of pupil, school, and workforce data.
XML	XML is the e**X**tensible **M**arkup **L**anguage. It improves the functionality of the web by letting you identify your information in a more accurate, flexible, and adaptable way. XML contains a header followed by a repeating group of data. Government Interoperability Framework encourages the use of XML for data.

4.3 Appendix 3: Phonics data collection flowchart

LA

(Phonics screening check data collection)

Data sources (schools)

Transfer to LA via CTF

Phonics check File (XML)

COLLECT

Provides facilities for LAs to load, check and authorise submissions, for the DfE to manage the progress of the return and the quality of the data; and for generating the necessary reports for all participants.

Error reports

Management stats

Interim outputs

Final output

Dissemination
(RAISE online and Statistical releases at national and LAlevel)

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