



2025 phonics screening check monitoring visit form

Complete sections A and B of this form for all monitoring visits. Complete section C if you entered an 'X' in section B. Leave a signed copy of this form with the school's headteacher or delegated member of staff. Return the original to your monitoring visits co-ordinator.

School name	
DfE number	
Local authority	
Number of pupils observed	

Section A: General administration

Question	✓ or X	Notes
Q1. Is there evidence that the consignments were checked on arrival?		
Q2. Are staff known to the pupil, but not a relative or carer?		
Q3. Are staff trained in phonics?		
Q4. Is the room where the check is administered quiet and comfortable?		
Q5. Are displays, and other items that may aid the pupil, covered?		

Section B: Check-specific information

Complete the status with '✓' to indicate correct processes or 'X' where you have concerns.

Check packs securely stored	Check administered according to guidance	Completed answer sheets securely stored	Data collated for reporting

Section C: Notes

Complete this section if you have entered an 'X' in section B. If you have any other concerns about the administration of assessments, these should also be reported here.

Short description of issues identified and any action you have taken (including resolution, where applicable):

Name of monitoring visitor	
Signature	
Date (DD/MM/YYYY)	

Name of headteacher or delegated member of staff	
DfE number	
Signature	
Date (DD/MM/YYYY)	

Please treat this form as confidential once completed.