

Year 1 Phonics Screening Check - Data Return 2019

These notes are intended to assist you with completing and returning your school's Year 1 Phonics and Year 2 re-check data to the LA.

The deadline for returning your submission to the LA is Friday 5th July.
However, if you wish to make your return earlier it would be no problem for us.

Phonics data LA contact – Robert Tong, R&S Unit 0207 926 9697.

1. How to download your school's pre-populated Excel file

To make the process easier, we have populated an Excel spreadsheet with your Year 1 pupils from the January Schools Census.

To access it go to the Research & Statistics Unit website www.lambeth.gov.uk/rsu



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Lambeth Education Research & Statistics

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Education Research and Statistics

The Schools' Research and Statistics Service provides educational research and statistical information to schools, academies, governors, local authority staff to support them in their efforts to raise educational standards.

The Schools' Research and Statistics team provides a traded service to schools and focuses in the following areas:

- School self-evaluation and improvement
- Target setting
- Pupil tracking
- Training
- Research
- Data Collection and Analysis

The team also undertakes research into Key Stage 1 to Key Stage 4 (KS1-KS4) performance, ethnic differences in performance, narrowing the attainment gaps, good practice research into raising achievement of BME pupils, white working class, outstanding schools, pupil mobility and English as an Additional Language pupils etc.

Our mission is to transform the use of data in education and good practice research evidence to improve pupils' achievement in schools.

School Reports Online
Click To Login

Useful Documents

[Data Collection Timetable 2015-2016.pdf](#)

Useful links

- [School Census Guidance](#)
- [Secure Access \(COLLECT\)](#)
- [School Reports Online](#)
- [DfE Edubase](#)
- [DfE Performance Tables](#)

Latest News

Click on 'School Reports Online'.

Sign In



Lambeth

Welcome to the London Borough Of Lambeth Extranet

Access to this site is restricted to authorised users.

User name:

Password:

Forgotten your password?
Please email your Lambeth Site Administrator/Owner for a new password

By signing-in you agree to the [Extranet acceptable usage policy](#)

Sign me in automatically

Enter your username and password

Tick the box 'Sign me in automatically'. This box must be ticked otherwise you will not be able to view any files.

Click on your **school name** on the left.

The screenshot shows the RSU School Reports Online web portal. The browser address bar displays "/RSU/SitePages/Home.aspx". The page header includes "Acceptable Usage Policy" and "Lambeth website". The main heading is "RSU School Reports Online". A search box is on the left. Below it, a navigation menu lists "Home" and "Allen Edwards Primary School". The main content area says "Welcome to the London Borough of Lambeth RSU School Reports Online Web Portal." and describes the site's purpose. A sidebar on the right contains an "Acceptable Usage Policy" section.

Foundation Stage Contextual R...	15 May, 2012	System Account
KS1 Contextual Reports	15 May, 2012	System Account
KS2 Contextual Reports	15 May, 2012	System Account
Phonics Contextual Reports	20 November, 2014	Tong,Robert
School Profile	15 May, 2012	System Account
Upload Folder	15 May, 2012	System Account
ECS User Guide 2018-1a v1.0.pdf	2 May	Butler,Rebecca

Click on 'Upload Folder'

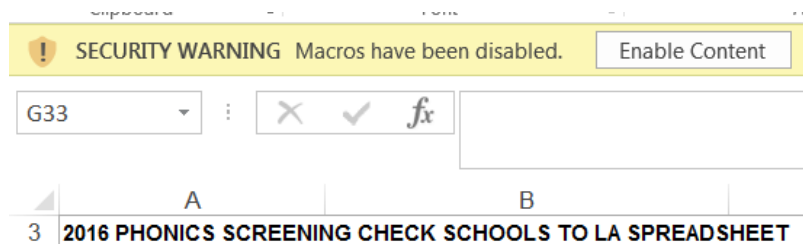
Allen Edwards EYFSP 2018.xls	1 May	Mcdonald,James A
Allen Edwards Key Stage 1 _201...	23 June, 2017	Migration_Default,
allen edwards KS2 data collecti...	21 June, 2017	Butler,Rebecca
Allen Edwards Phonics 2018.xls	A few seconds ago	Tong,Robert
Allen Edwards upload.docx	2 May	Butler,Rebecca

Click on the **Phonics 2019** file in the list and open and save it (or right-click and download a working copy to your PC).

On opening the input file, you will have to 'enable macros' first.

2. Inputting pupil results

Before proceeding with data entry, you may have to click on **Enable Content** above the spreadsheet header.



You will see a list of your Year 1 pupils (taken from the January 2019 Schools Census).

2016 PHONICS SCREENING CHECK SCHOOLS TO LA SPREADSHEET							
1. Enter school/setting identification details in the boxes below:							
6	Name of school *	Brixton JMI	Total no. of pupils	4			
7	Local Authority No.	208	Maladministration	0			
8	School Estab No.	1234	Disapplied	1			
9	* Do not enter commas in the school name		Absent	0			
10	2. Starting at row 21 and using a new row for each child, enter his/her identifying details and Phonics result levels in appropriate cells		Left	0			
12	3. Use drop-down menu for valid absence code		Total Errors	0			
13	4. Using keyboard tab key will move the cursor to next box/row		Duplicate UPN errors	0			
15	5. When all entries are complete, save / back up the worksheet then click Export to create a CSV export file and send to your Local Authority as directed.						

Child's Surname	Child's First Forename	UPN	Gender (M or F)	Date of Birth (DD/MM/YYYY)	Year Group	Check Mark Result Qualifier	Check Outcome Result Qualifier
						(NM)	(NY)
Surname1	Forename1	X208280813053	M	03/09/2009	1	32	
Surname2	Forename2	V208280813042	M	28/06/2010	1	38	
Surname3	Forename3	V208280814072	F	22/11/2009	1	D	
Surname4	Forename4	T208280813029	F	03/08/2010	1	17	

Enter the **Check Mark** for each pupil (a value between 0 and 40). The spreadsheet will not accept numbers outside this range. Leave the **Check Outcome Result** column blank for pupils with marks.

For those that are disapplied, leavers, or were absent, please complete the **Check Outcome Result** column and leave the other column blank.

If any Year 1 pupils are missing from the list, you can add their details manually at the end. Remember to complete the year group field for these pupils.

YEAR 2 RE-CHECK RESULTS

Year 2 phonics re-check results (where applicable) must also be submitted using the same file.

Simply add the pupil details at the end of your Year 1 pupil list, together with the relevant outcome. Warning messages will appear if you do not complete all the details, example below.

IMPORTANT – remember to flag these as Year 2 pupils by making the relevant entry in the year group column.

Chapman	Graham	U123456789015	M	16/03/06	1		A
Barker	Ronnie	U123456789016	M	15/03/06	1	40	Wa
Gilliam	Terry		M	17/03/05	2	34	Wa
							UPN is missing.

Clicking on the **Export** button isn't mandatory, we can do that this end (all it does is create a csv import file of the Excel spreadsheet)

- cells
- 3. Use drop-down menu for valid absence code
- 4. Using keyboard tab key will move the cursor to next box/row
- 5. When all entries are complete, save / back up the worksheet then click **Export** to create a CSV export file and send to your Local Authority as directed.

2. Uploading your return to Lambeth

Login again to the 'School Reports Online' website via www.lambeth.gov.uk/rsu

Sign In

Lambeth

Welcome to the London Borough Of Lambeth Extranet

Access to this site is restricted to authorised users.

User name:

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By signing-in you agree to the [Extranet acceptable usage policy](#)

Sign me in automatically

Tick the box 'Sign me in automatically'. This box must be ticked otherwise you will not be able to upload.

Click on your **school name**

/RSU/SitePages/Home.aspx

Acceptable Usage Policy Lambeth website

Search

Home

[Allen Edwards Primary School](#)

RSU School Reports Online

Welcome to the London Borough of Lambeth **RSU School Reports Online** Web Portal.

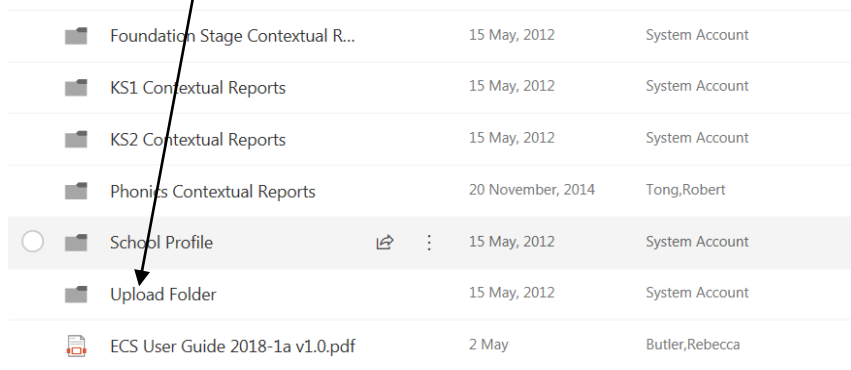
This site has been created for sharing electronic reports and files between the Lambeth Education Research and Statistics Team and Lambeth schools. School headteachers can access a range of reports and analyses pertaining to their school including:

Acceptable Usage Policy

The Lambeth Extranet / accepted prior to the use of policy, all users agree that:

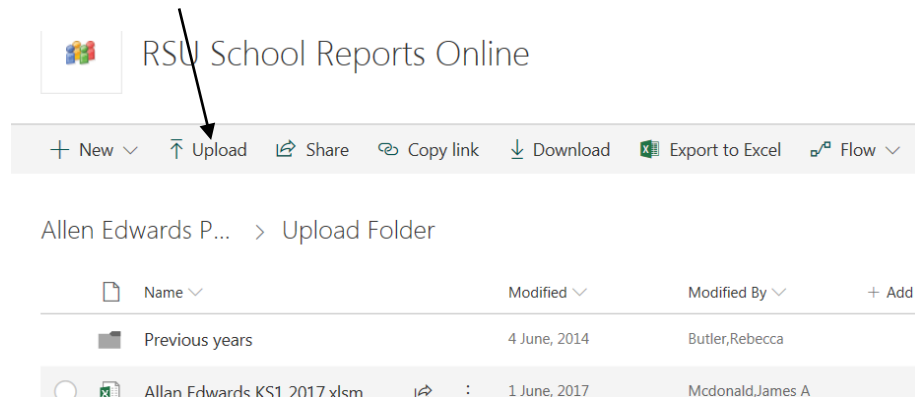
- Users must be careful of commercial confidence

Click on **Upload Folder**



Foundation Stage Contextual R...	15 May, 2012	System Account
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Click on **Upload**



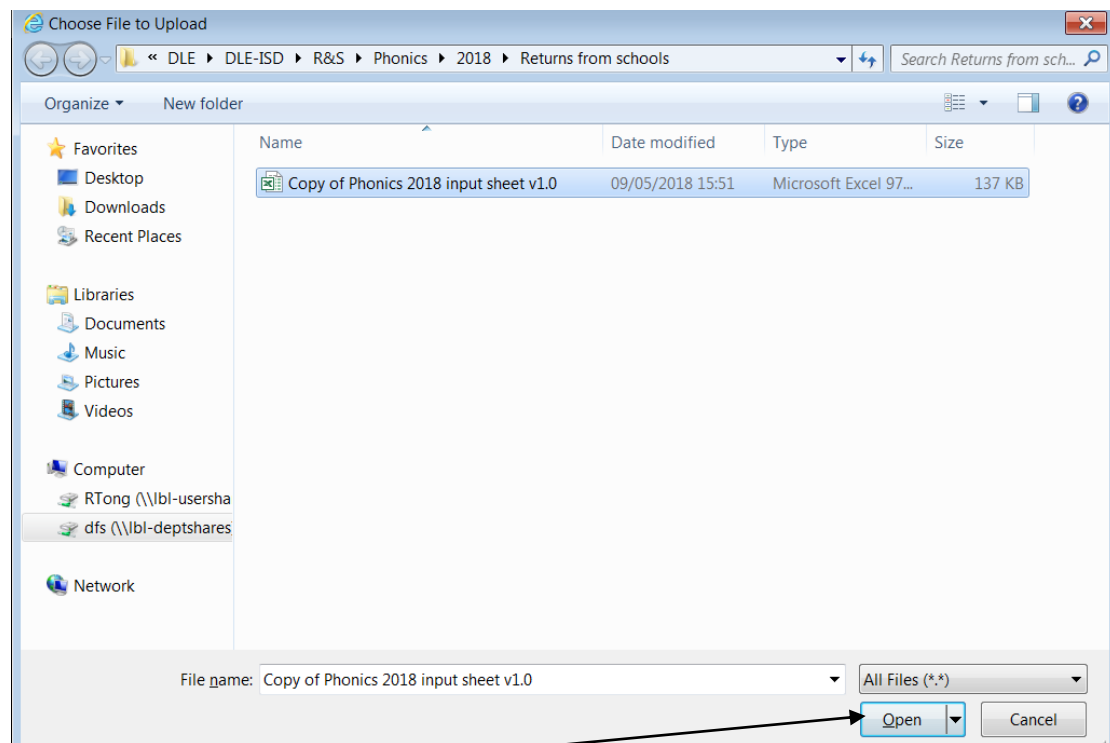
RSU School Reports Online

+ New ▾ ↑ Upload Share Copy link Download Export to Excel Flow ▾

Allen Edwards P... > Upload Folder





Name ▾	Modified ▾	Modified By ▾	+ Add c
Previous years	4 June, 2014	Butler,Rebecca	
Allan Edwards KS1 2017 xlsx	1 June, 2017	Mcdonald,James A	

This 'Choose File to Upload' dialog box will appear. Browse to the location where you saved the completed file. Do not change the filename.



Click on **Open** and the upload will be done.

To check it has been uploaded successfully it should say 'a few seconds ago' next to the relevant file name.

	allen edwards KS2 data collecti...	21 June, 2017	Butler,Rebecca
	 Allen Edwards Phonics 2018.xls	A few seconds ago	Tong,Robert
	Allen Edwards upload.docx	2 May	Butler,Rebecca

The R&S team will then receive automatic email confirmation that your file has been uploaded.

Many thanks!