

## Year 1 Phonics Screening Check - Data Return 2023

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 30<sup>th</sup> June.** However, if you wish to make your return earlier it would be no problem for us.

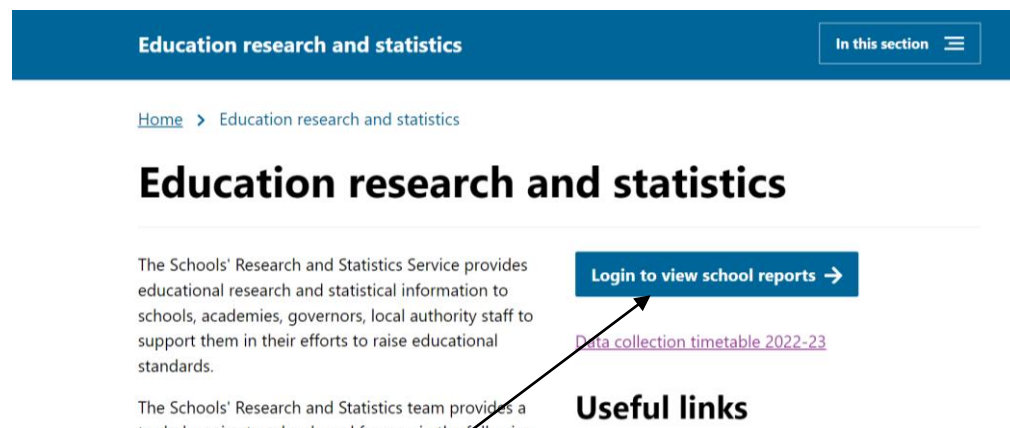
Phonics data LA contact – Robert Tong, R&S Unit 0207 926 9697.

### **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 web-site:


<https://www.lambeth.gov.uk/education-research-statistics>



Click on '**Login to view school reports**' to access the RSU School Reports Online web-site.

Enter your username (the email you were registered with) and password. Forgotten your password? Click here.

Sign In



## Lambeth

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## 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

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	EYFSP Data	6 April	Andrew Hau
	Phonics Data	6 April	Andrew Hau
	KS1 Data	6 April	Andrew Hau
	KS2 Data	6 April	Andrew Hau

Open the **Phonic Data** folder.

 Name ▾	Modified ▾	Modified By ▾
 PHONICS_2082808_23.xlsx	A few seconds ago	Robert Tong
 Previous years	6 April, 2021	Andrew Hau

Click on the **PHONICS\_208xxxx\_23** file ('xxxx' denoting your school's DfE number), open it and save a working copy to your PC.

## 2. Inputting pupil results

You will see a list of your Year 1 pupils (taken from the January 2023 School Census).

	H	I	J	L	M	N	O
er	Date of Birth (DD, Year Grou		Check Mark Result Qualifier (NM)				
	11-Jun-16	1					
	29-Apr-16	1					
	15-May-16	1					
	03-Mar-16	1					
	03-Mar-16	1					
	19-Feb-16	1					
	24-Sep-15	1					
	11-Nov-15	1					
	03-Jun-16	1					
	16-Aug-16	1					
	09-Aug-16	1					
	11-May-16	1					
	19-Nov-15	1					

Please insert marks in this 'Check Mark Result' column, or the following identifiers:

A = Absent  
L = Leaver  
D = Disapplied

Please add any new pupils and your Year 2 re-checks at the bottom of the list.

Enter the mark for each pupil in the **Check Mark Result Qualifier** column. For those who were disapplied, leavers or absent, please enter the relevant flag (D, L or A) in the same column.

## **YEAR 2 RE-CHECK RESULTS**

Year 2 phonics re-check results (where applicable) must also be submitted using the same file. Pupils in scope are those Year 2s who failed to meet the expected standard in the June 2022 checks.

Simply add the pupil details at the end of your Year 1 pupil list, together with the relevant outcome.


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

Save the file and upload your return to Lambeth (see below)

## 2. Uploading your return to Lambeth

Login again to the 'School Reports Online' web-site.

Sign In



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Click on your **school name**

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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

Navigate to the **Phonics Data** folder and click on **Upload/Files**

+ New ▾

↑ Upload ▾

📄 Edit in grid view

🔗 Share

🔗 Copy link

⋮

☰ All Documents ▾

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Phonics Data

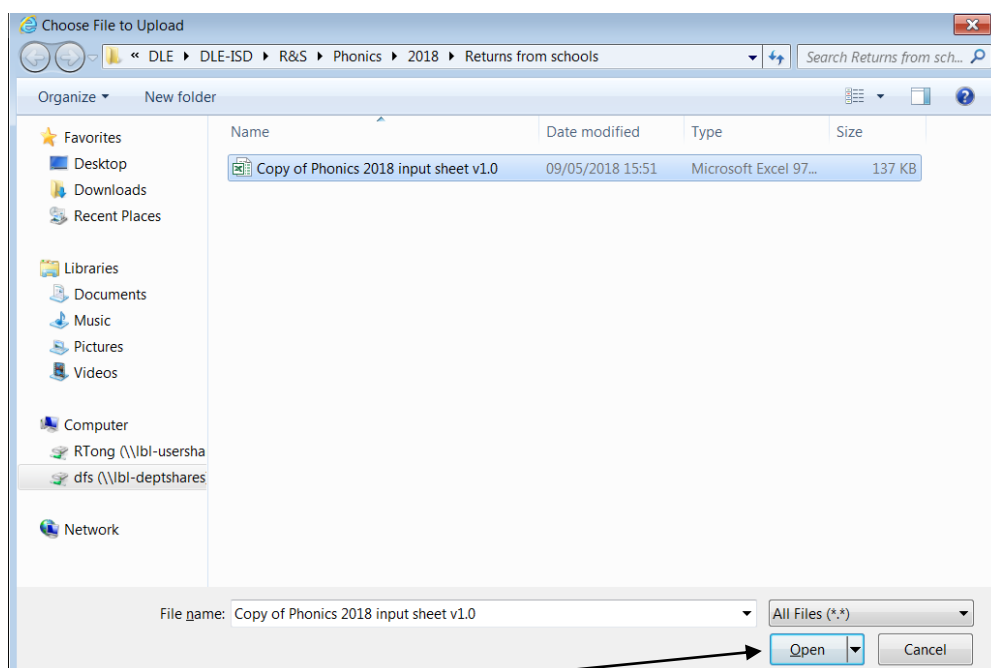
Files

Folder

Template

📄	Name	Modified ▾	Modified By ▾
📄	PHONICS_2082808_23.xlsx	A few seconds ago	Robert Tong
📁	Previous years	6 April, 2021	Andrew Hau

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.

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