

## Phonics Screening Check - Data Return 2024

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

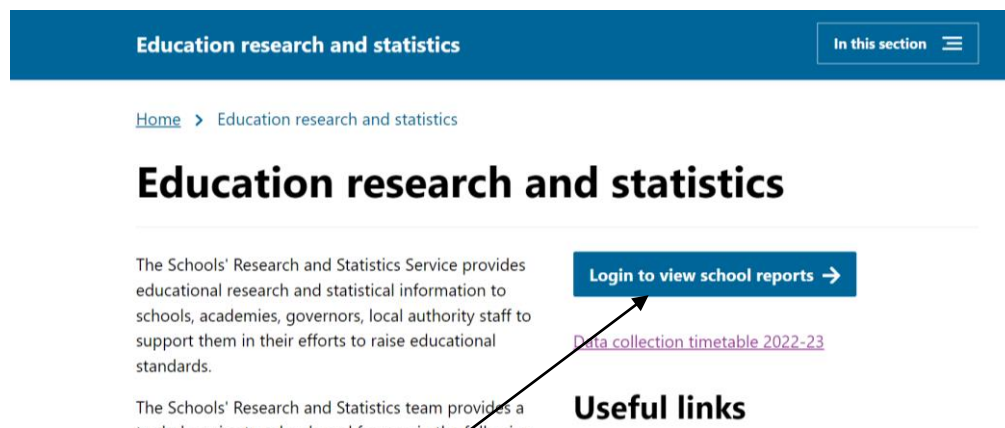
Phonics data LA contact – Robert Tong, R&S Unit 0207 926 9697.

### **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>




The screenshot shows the 'Education research and statistics' website. At the top, there is a blue navigation bar with the text 'Education research and statistics' and a button labeled 'In this section' with a menu icon. Below the navigation bar, there is a breadcrumb trail: 'Home > Education research and statistics'. The main heading is 'Education research and statistics'. Underneath, there is a paragraph of text: '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.' To the right of this text is a blue button with white text that says 'Login to view school reports →'. Below the button is a link: 'Data collection timetable 2022-23'. Further down, there is a section titled 'Useful links'.

Click on 'Login to view school reports' to access the secure School Reports Online site.

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

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

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

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

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## RSU School Reports Online





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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 the Lambeth Education Research and Statistics Team and Lambeth schools. School

The  L accepted policy, all

	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_24.xlsx	 A few seconds ago	Robert Tong
 Previous years	 6 April, 2021	Andrew Hau

Click on the **PHONICS\_208xxxx\_24** 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 2024 School Census).

	H	I	J	L	M	N	O
ar	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.

Add any new Year 1 pupils and their results to the bottom of the sheet.

### **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 2023 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

**Lambeth**

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

Click on your **school name**

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**RSU School Reports Online**

Home

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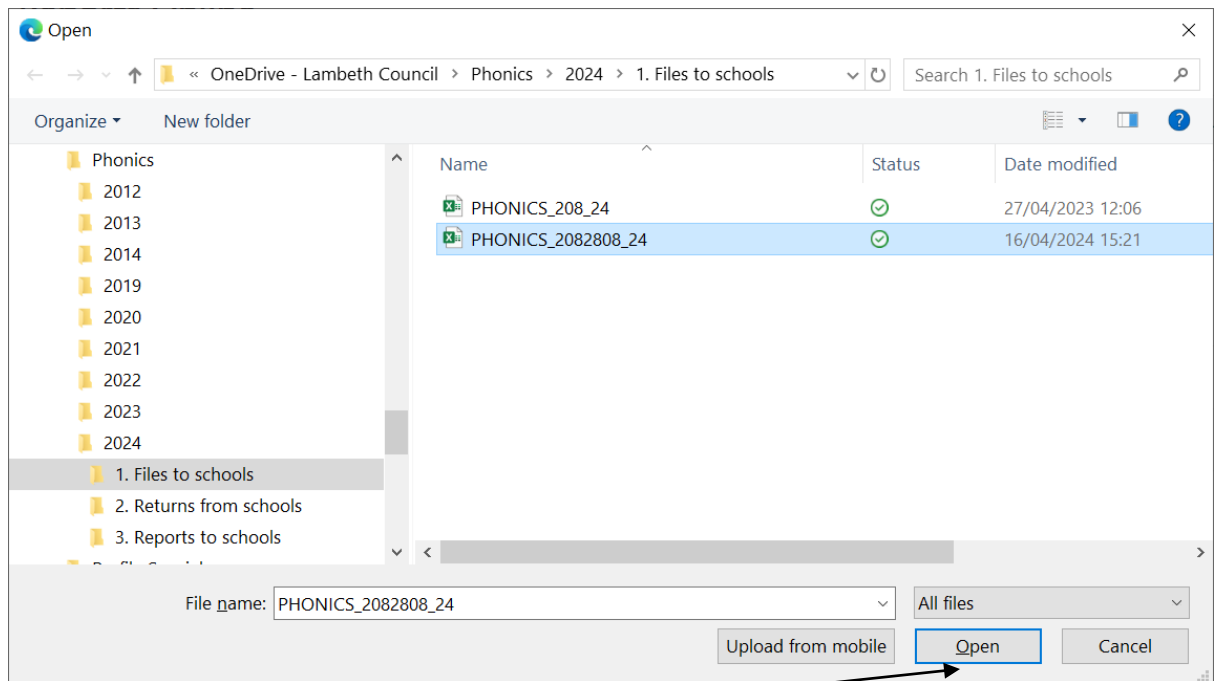
Navigate to the **Phonics Data** folder and click on **Upload/Files**

+ New  Edit in grid view Share Copy link ... All Documents

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!