Entering the 2024 Phonics Threshold and Y2 Scores May 2024 Management Information	Kent County Council kent.gov.uk

This guidance explains how to enter the 2024 Phonics threshold score into SIMS and how to enter scores/thresholds for new Year 2 pupils (who didn't take the screening check at your school).
Please note that all screenshots are for example purposes only and will not say 2024.

Phonics Year 1

To access the 2024 Phonics Wizard, go to **Tools | Performance | Assessment | Wizard Manager**

- Click on Year 1 Phonics Screening Wizard 2024 and click Next
- On the next screen, if not already selected, select Year 1 or your User Defined Group (magnifying glass)

You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below.

There is only **one** statutory marksheet that schools need to complete for Year 1:

Phonics Screening Year 1 2024
Click on the name of the marksheet to select and then click on the **Edit Marksheet** button.

The marksheet will be displayed as shown on the left.

When the pass mark is released on 24th June, you can enter it into the Threshold Score Phonics Check Year 1 column. Right click on the column header and choose **Select Grade for Column.** Click on the pass mark that has been announced by the DfE and click **OK**. Then click **Calculate** and the Grade for Phonics Check Year 1 will be filled with WA (working at or above) or WT (working towards). Then click **Save**.

Phonics Year 2

To access the 2024 Phonics Wizard, go to **Tools | Performance | Assessment | Wizard Manager**

- Click on Year 2 Phonics Screening Wizard 2024 and click Next
- On the next screen, if not already selected, select Year 2 or your User Defined Group (magnifying glass)

You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below.

Wizard - Year 2 Phonics Screening Wizard 2022 ? ✕ **Marksheets** Filter: Incomplete ⌄ Please select a Marksheet and click on the pencil to enter/edit data. Template | Group | Last Used | Complete | 🖉 Phonics Screening Year 2 2022 | Year 2 | | ☐	There is only **one** statutory marksheet that schools need to complete for Year 2: **Phonics Screening Year 2 2024** Click on the name of the marksheet to select and then click on the **Edit Marksheet** button. 🖉 The marksheet will be displayed as shown on the below.

Students	:: Y1 Phonics Check :::	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	::: Y2 Phonics Check :::	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	::::::	Missing Required Year 2?	Invalid Year 2 Result?
ADAMS, Nancy		15	Wt								
ALALA, Candis		34	Wa								
BARDEN, Olivia		33	Wa								
BATEMAN, Vincent		32	Wa								
BHATI, Aini		35	Wa								
BOIAN, Claudiu		31	Wt								
BROWN, Ingrid		33	Wa								

If there is no information (Wa/Wt) in the Grade from Phonics Check Year 1 column this means that the pass mark was not entered into the relevant marksheet in June 2023 To do this please see page 7 of this guidance.

Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2		Missing Required Year 2?	Invalid Year 2 Result?
WILLIAMSON, Zachary	.	30	Wt	.	Yes				.	Missing	Ok!
WHITEHEAD, William	.	34	Wa	.					.	Ok!	Ok!
WELCH, Beatrice	.	36	Wa	.					.	Ok!	Ok!
VALIN, Amit	.	38	Wa	.					.	Ok!	Ok!
TRAVERS, Luke	.	27	Wt	.	Yes				.	Missing	Ok!
TOWNSEND, Isak	.	10	Wt	.	Yes				.	Missing	Ok!
SURESH, Sabina	.	31	Wt	.	Yes				.	Missing	Ok!
SUMMERS, Jayde	.	32	Wa	.					.	Ok!	Ok!

If there are some pupils who do not have a Year 1 mark, this may be because they are new, and this data was not transferred on the CTF you received from their school.

To enter any missing scores from June 2023 on to the marksheet please see page 6 of this guidance.

Entering Summer 2024 Year 2 Scores

Once you are sure that you know all the pupils you need to enter a score for you can start entering the Year 2 Phonics Screening scores for them.

First of all, click **Calculate**. This will then highlight the year 2 pupils who need to retake the test as shown below (pupils with **no score**, **Wt, D** or **A**). Enter the scores as shown below.

Students	::: Y1 Phonics Check :::	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	::: Y2 Phonics Check :::	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	::::::::	Missing Required Year 2?	Invalid Year 2 Result?
ABHRA, Abjit	.	15	Wt	.	Yes				.	Missing	Ok!
ABHRA, Alisha	.	34	Wa	.					.	Ok!	Ok!
ABHRA, Neel	.	33	Wa	.					.	Ok!	Ok!
ACKTON, Stan	.	32	Wa	.					.	Ok!	Ok!
ANDREWS, Josef	.	35	Wa	.					.	Ok!	Ok!
BAILEY, Eve	.	31	Wt	.	Yes				.	Missing	Ok!
BALINSKI, Cyla	.	33	Wa	.					.	Ok!	Ok!
BALINSKI, Fil	.	38	Wa	.					.	Ok!	Ok!
BALINSKI, Iwa	.	39	Wa	.					.	Ok!	Ok!
BENNISON, Hugo	.	36	Wa	.					.	Ok!	Ok!
BENNISON, Hugo	.			.	Yes				.	Missing	Ok!
BENSON, Justin	.	36	Wa	.					.	Ok!	Ok!
BERKLEY, Jack	.	36	Wa	.					.	Ok!	Ok!
BURROWS, Winston	.	37	Wa	.					.	Ok!	Ok!

> The score the pupil achieved for the Year 2 retake should be entered in the **Mark for Phonics Check Year 2** column. Valid entries are from 0 to 40.

> If a pupil was **Absent** or was **Disapplied** from the Year 2 retake, do not enter a score in the Mark for Phonics Check Year 2 column, enter the **A** or **D** value in the **Grade for Phonics Check Year 2** column.

When the pass mark is released on 24th June, you can enter it into the Threshold Score Phonics Check Year 2 column. Right click on the column header and choose **Select Grade for Column**. Click on the pass mark that has been announced by the DfE and click **OK**. Then click **Calculate** and the Grade for Phonics Check Year 2 will be filled with WA (working at or above) or WT (working towards). Then click **Save.**

Finally, when all data has been entered, click **Save** and then **Close** the marksheet.

Creating Your CTF

It is preferable that you create and submit only 1 XML file to us – it should contain all of your Year 1 pupils and **only those Year 2 pupils who needed to retake the Phonics check**.

If you encounter any technical difficulties with creating a single file, you can submit one file for Year 1 and another for Year 2 Retake pupils.

Select the CTF export type..

Export Type
General
Phonics Test Results
KS1
KS1 excluding Tests and Tasks
KS2
Early Years Foundation Stage data (FSP)
CME - Leavers
CME - Joiners

✓ Select   ✗ Cancel

Entering Missing 2023 Scores

If, when you enter the 2024 Year 2 Phonics marksheet there are pupils with June 2023 scores missing, you can enter them manually into the marksheet.

There are 2 scenarios:

If the child was on roll at your school last year and their Year 1 result is missing:

- Go the Year 1 Phonics wizard for 2023. **Tools | Performance |Assessment | Wizard Manager**.
- Click on the Year 1 Phonics Screening Wizard 2023 option and click **Next.**
- **Curriculum Year 1** needs to be selected on the Select Group screen. Once **Curriculum Year 1** is displayed click **Next**. (In Group Selector **do not** choose an entry under Year Group, the group must be chosen from National Curriculum Year).
- Click on the Phonics Screening Year 1 2023 row and click the **Edit Marksheet** button (green pencil).
- Change **both** the Result Date and Group Membership Date boxes to a date in the last academic year (20/06/2023 for example) and click on **Refresh** – this will then display the pupils who were in Year 1 during the last academic year.
- Enter any missing Phonics scores into the Mark for Phonics Check Year 1 column. **Calculate** then **Save**.
- Close the Marksheet and the Wizard.

If the pupil was not on roll at your school last year and their June 2023 result is missing:

- Go the Year 1 Phonics wizard for 2023. **Tools | Performance |Assessment | Wizard Manager**.
- Click on the Year 1 Phonics Screening Wizard 2023 option and click **Next.**
- **Curriculum Year 2** needs to be selected on the Select Group screen (the year group the pupil is in now). Once Curriculum Year 2 is displayed click **Next**. A message will appear saying the Group selection has been modified. Click **Yes** to save the change. (In Group Selector **do not** choose an entry under Year Group, the group must be chosen from National Curriculum Year).
- Click on the Phonics Screening Year 1 2023 row and click the **Edit Marksheet** button (green pencil).
- Change the **Result Date only** to a date in the last academic year (20/06/2023 for example) and click on **Refresh** – this will then display your current Year 2 pupils.
- Enter any missing Phonics scores into the Mark for Phonics Check Year 1 column. **Calculate** then **Save**.
- Close the Marksheet and the Wizard.

In this second scenario you will need to change the Group back to Year 1 when you next select the Year 1 Phonics Screening Wizard 2023. Again, a message will appear saying the Group selection has been modified. Click Yes to save the change.

Entering Missing 2023 WA or WT Grades

If, when you enter the 2024 Year 2 Phonics marksheet there is no information **(Wa/Wt)** in the Grade from Phonics Check Year 1 column this means that the pass mark was not entered into the relevant marksheet in 2023. To flood fill this column you need to:

- Go the Year 1 Phonics wizard for 2023. **Tools | Performance |Assessment | Wizard Manager**.
- Click on the Year 1 Phonics Screening Wizard 2023 option and click **Next.** (You may need to change the filter to **All** to see all the available Wizards.)
- Check that Curriculum Year 1 is displayed and then click Next. (In Group Selector **do not** choose an entry under Year Group, the group must be chosen from National Curriculum Year).
- Click on the Phonics Screening Year 1 2023 row and click the **Edit Marksheet** button (green pencil).
- Change the **Result Date and Group Membership Date** to a date in the last academic year (20/06/2023 for example) and click on **Refresh** – this will then display your current Year 2 pupils.
- The first column, Threshold Score Phonics Check Year 1 should be blank.
- Right click on the column header and choose Select Grade for Column. Click on **32** and then click on **OK**. Then click **Calculate** and the Grade for Phonics Check Year 1 will be filled with WA (working at or above) or WT (working towards). Then click **Save**.
- Close the marksheet.
- When you go back into the 2024 Year 2 Phonics marksheet the grades will now be displayed. Click on **Calculate** to display the pupils who need a retake score added for 2024.

Management Information Contacts

If you have any problems entering your Phonics data, please contact:

Bethan Jarrett   03000 423200
Brittany Onraet   03000 417245
MIEducation&WiderEH@kent.gov.uk