



LTS Education Performance

Supporting Schools through Data Analysis, Data Collection and Guidance

Submitting Yr2 Phonics Outcomes via the DfE Excel Template

Below are instructions on how to submit KS1 Phonics outcomes to the LA if the school does not have access to, or does not wish to use, their school software.

Download the Phonics 2020 Input Sheet from the Performance Team's Teacher Assessment Collection page and save it on your network.

The file is called: **Phonics 2020 input sheet v1.0.xls**

Open the spreadsheet and enter the school details at the top left of the spreadsheet. The Local Authority number is 855. School Estab No. is your four digit DfE number.

You may need to click the 'enable macros' option upon first opening the file. It is recommended that you set your keyboard to uppercase as some fields are case sensitive.

Enter the pupil details and marks or outcome qualifiers for your pupils, either manually or via copying and pasting from your own data sources. Be careful to input the assessments into the correct columns. All pupils should have **2** in the 'Year Group' column. The 'Check Mark..' column does not need to be completed if the pupil was absent or disapplied.

Once the pupil details and assessments have been entered into the spreadsheet, save the spreadsheet for your own reference and then click the grey 'Export' button. This will create a CSV file called **PHONICS_855NNNN_20.csv**, where NNNN is your four-digit DfE establishment number. Save the CSV file to your network.

File should be submitted via the new AnyComms Secure File Transfer web site

<https://filetransfer.leics.gov.uk>

Select Upload File(s) to the Local Authority, click on the Browse button and locate the csv export file.

In File Type column, select 'KS1 Phonics Results'.

In the Service column select 'Performance Team, Chief Execs'

Click on Upload All Files.

Upon receipt of the file, the Performance Team will load the results into the LA and DfE systems and carry out various validation checks.

Pupil and school level reports of your assessments will be available on Perspective Lite for you to validate prior to the results being finalised for the DfE.

More detailed DfE spreadsheet guidance is available on the following pages.

Please contact a member of the Performance Team on 0116 305 6481 or email performance@leics.gov.uk if you require assistance with using the spreadsheet.



Department
for Education

Phonics autumn 2020 data collection: input sheet guide

November 2020

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Version history

| Version | Change history | Author / date |
|---------|---|--------------------------|
| 0.1 | Changes to the guide for the 2020 phonics autumn collection input sheet guide have been made as listed below: <ul style="list-style-type: none">• Amend dates• Remove reference to year 1 pupils | Mark Eynon 10/11/2020 |
| 1.0 | Document created for the 2020 phonics autumn screening check for year 2 pupils. | Mark Eynon 10/11/2020 |

1. Introduction

1.1 Overview

This spreadsheet is for the 2020 phonics autumn screening check collection. The spreadsheet can be used to create a CSV export file for the collection of phonics results for up to 150 pupils in your school / funded setting.

The spreadsheet is provided in Excel 97 – 2003, if you are using Excel 2010 and you convert the spreadsheet to a 2010 version, you must save it as an xlsm (Excel Macro-Enabled Workbook). This will retain the macro functions of the spreadsheet. You can still save it as xls (Excel 97 – 2003 Workbook).

If you receive the spreadsheet as an email attachment or on disk, you are advised to copy the spreadsheet on to your hard drive or into a folder on a network and use the copied version to make your entries.

1.2 Using the spreadsheet

On opening the spreadsheet, select the 'enable macros' option.

It is recommended you set your keyboard to upper case before making entries as some fields are case sensitive.

You can use the keyboard tab key to move automatically to the next box / row to be completed.

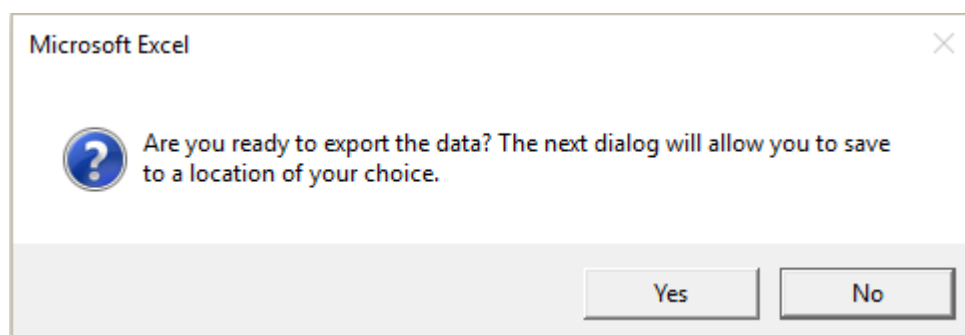
You may need to use the View, Zoom option to reduce the print size in order to show more individual pupil rows and columns on screen.

If you wish to close the spreadsheet at any time and save the data you have entered, click on the 'Save' button; note the location of the file and save the sheet. It is recommended you 'save' the spreadsheet in a separate location to the original sheet. You may rename the file each time you save it if you wish or simply overwrite the previous version. Re-open the sheet to continue to make entries / amendments as necessary - always select the 'enable macros' option on opening. You may use the 'save' option as often as necessary.

When you are satisfied that all the pupils in your school required for the phonics screening check have been included and all entries are complete, it is recommended you take a back-up copy of the final results by clicking on the 'Save' button.

1.3 Exporting the spreadsheet

When you have saved a back-up copy of the spreadsheet, click the 'Export' button and follow the on-screen instructions; entering any missing details as directed. The 'Export' button converts the spreadsheet to an export CSV file called 'PHONICS_<Local Authority No. School Estab No. >_20.CSV' (e.g. PHONICS_2103999_20.CSV) and will allow you to save the file to a location of your choosing before forwarding to your local authority, with the following message:



Please do not amend or re-name this CSV file otherwise your local authority will be unable to process it.

If you wish to amend any of the details for any pupils after you have created the export CSV file, go back to the saved back-up copy of the file and follow the procedures from paragraph 1.2.

The local authority / agency will inform you of the date by which it will require the CSV export file and provide any other relevant instructions. If you need further assistance, please contact the local authority / agency.

2. Completing the spreadsheet

2.1 School identification details

Unless already entered for you, enter your

- school name,
- local authority number, and
- Department for Education school number (i.e. the 4 digit code), as prompted on-screen.

Do not enter commas in the school name otherwise the CSV export file will not load correctly.

2.2 Individual pupil identifiers

Using a new row for each pupil assessed enter the appropriate identifying details.

PLEASE NOTE: If you populate the spreadsheet with pupil identifying data by pasting from an existing Excel sheet, use the 'paste special - values' option or paste the data as 'text'.

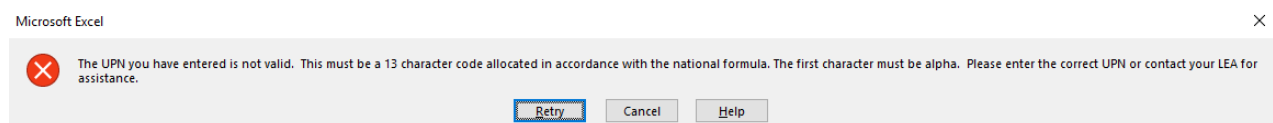
2.3 Surname and forename

Enter the surname by which the pupil is known and the first forename. Do not separate any names by commas otherwise the CSV export file will not load correctly into the local authority / agency database.

2.4 Unique pupil number

In local authority maintained schools, if any pupil does not have a permanent unique pupil number, please allocate a temporary number - but it is suggested you contact your local authority in the first instance in such cases.

The 13 character number must be entered for any pupil where this has been allocated. If an invalid unique pupil number is entered, the following warning will be displayed:



Please re-enter the correct unique pupil number in such cases.

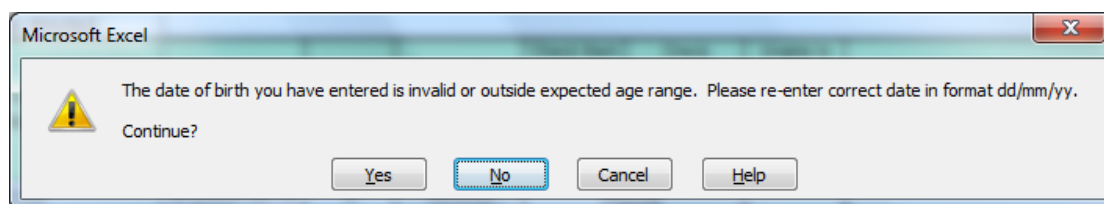
2.5 Gender

Enter the pupil's gender as either M or F. The data can be entered manually (using upper case) or you can use the drop down option provided in the cell.

You will not be able to enter a different value.

2.6 Date of birth

Enter a date of birth between **01/09/13** and **31/08/14**. You will be able to enter a data of birth outside of this range however you will see a warning message if you do. As below;



Clicking 'Yes' will allow you to enter the out of range DOB.

2.7 Year group

Enter the pupil's year group. The data can be entered manually or you can use the drop down option provided in the cell.

If you enter a year group other than 2 you will see a warning message.

2.8 Check mark – result qualifier (NM)

Enter a value between 0 and 40. The spreadsheet will not accept values outside this range, and will only accept whole numbers.

2.9 Check mark – result outcome (NY)

Where the result qualifier is filled, the result outcome should be left blank. If a pupil is unable to access the check, schools should report the result outcome as one of the following absence codes:

A – Absent

Q – Maladministration

D – Disapplied

L – Left

NOTE: The spreadsheet will generate an error message if both a check mark and an absence code are entered against a pupil. This will stop you from exporting the spreadsheet.

2.10 Copying data from another spreadsheet/source

If you need to enter data from another spreadsheet and do not wish to manually enter all the data, you can paste the information direct into the input sheet. Please use the 'Paste Special' option and select 'Values'. This will ensure that any data validation is retained.

3. Removing pupil records from the spreadsheet

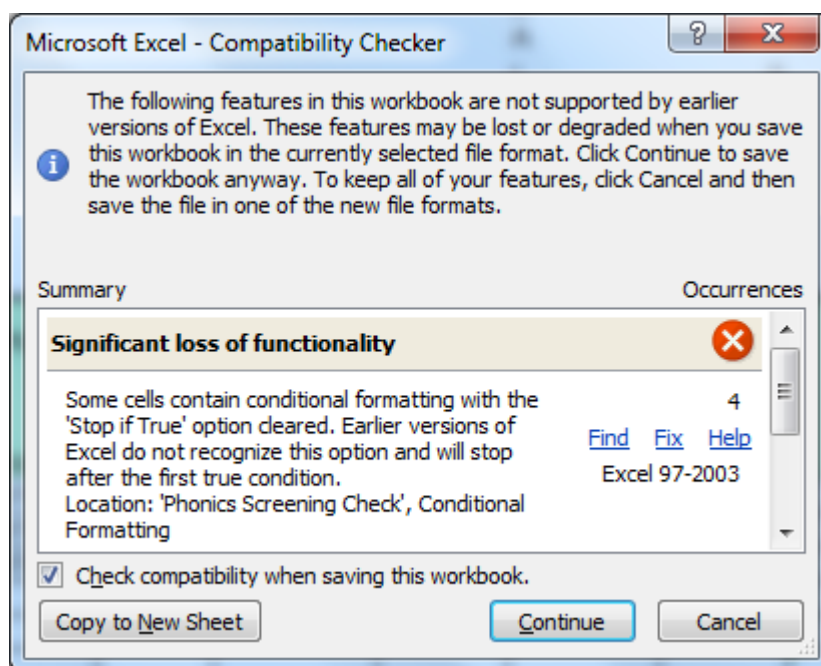
If you need to remove any pupils and associated data from the spreadsheet, you will need to clear each cell in the rows separately. It is not necessary to move-up remaining data to fill the empty rows.

4. Creating an export file

When you are satisfied that all eligible pupils are included in the spreadsheet, you will need to create an export file for your local authority (see section 1.3). The local authority / agency will give instruction on the means by which the results' file is to be submitted.

Please Note: the department for education cannot accept the CSV export file directly from a school. The file must be processed and formatted by the local authority / agency for submission to the Department.

IMPORTANT NOTE: Whilst saving the workbook you may see the following warning:



If you click continue the spreadsheet will save and the functionality will be unaffected. Unticking the 'check compatibility when saving the workbook' box will stop this message from appearing again.

5. Missing data on export

You will not be able to create an export file if any school or pupil identifying data is missing.

On-screen messages will appear if any data is missing or inappropriate each time you click on the 'Export' button. Please enter the missing data or correct the inappropriate levels as prompted and follow the instructions to re-create an export file.



Department
for Education

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