



**Buckinghamshire
Council**

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Data Collection 2025

Infant Phase

EYFS – 16th June 2025

Key Stage 1 – 4th July 2025

Phonics Screening Y1 & Y2 – 13th June 2025

Working in Partnership with



Private Funds Manager
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Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

Revision History

Version	Change Description	Date
Version 5	Buckinghamshire Council ICT Schools Team	April 2025

This booklet is designed for use with SIMS software version 7.222 and above



Data Collection Instructions

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Introduction

Schools are obliged to assess pupil/students under current regional regulations. Although these regulations are subject to change, the principle remains that pupil/students are tested and/or assessed by their teachers. These results are then forwarded to the Local Authority for analysis and aggregation into national statistics.

This guide covers the Key Stage procedures common to all the Key Stages in England. Guides to the assessment and reporting arrangements for all the Key Stages can be downloaded from the Department for Education website.

The **Wizard Manager**, which is available in SIMS Assessment, provides an easy way of managing the statutory Key Stage procedures. It guides you through each of the following processes:

- selecting the required Key Stage wizard(s)
- selecting the pupil/student group
- entering, editing, and validating the results in marksheets
- generating and printing the reports to be sent home to parent/carers
- exporting the results to an XML file.

These notes will guide you step by step through the process of inputting all the required data for Early Years Foundation Stage (EYFS) Profiles, Key Stage 1 and Phonics into SIMS and submitting these to the Local Authority (LA), and reporting to parents.

Useful Contact Information

Query	Team	Phone
Methods of collecting and submitting data	ICT Schools Team Email: ictschoools@buckinghamshire.gov.uk	01296 383500 Option 1
Queries on Collection and Submission of Pupil Data to the LA	Sarah Sewell Ellen Haywood Gareth Thomas primaryassessmentdata@buckinghamshire.gov.uk	
Advice on Statutory Requirements	For queries relating to EYFS Profile: email: earlyyears@buckinghamshire.gov.uk For queries relating to KS1 & KS2 assessments (including Phonics) email: sis@buckinghamshire.gov.uk Your query will be passed to the relevant person.	01296 387111 01296 383030
Third party software issues	Refer to the third party software provider directly.	



Checklist

Complete	Task Description
☐	Check permissions to run Wizards and to record associated data
☐	Check SIMS upgrade to the Spring Release (SIMS v7.222 or later) has been carried out
☐	Assessment Manager Resources (AMPARK) imported
☐	Enter EYFS Assessment Data (Using EYFTR Resources/Manual Entry/Third-Party Software)
☐	Create EYFS CTF: File Name
☐	Enter KS1 Assessment Data
☐	Create KS1 CTF: File Name
☐	Enter Year 1 Phonics Data
☐	Enter Year 2 Phonics Retake Data
☐	Create ONE Phonics CTF for Year 1 & Year 2
☐	Submitting Data to the LA Via AnyComms
☐	Submitting Data to Primary Assessment Gateway – Key Stage 2
☐	Reporting to Parents
☐	
☐	
☐	
☐	

Chapter 1 Setup

Assessment Manager Resources (AMPARK)

After every SIMS Upgrade (there are 3 per year) there are new / updated Assessment resources to be imported into SIMS, via the Assessment Resource Manager pop up window. This feature will appear the first time the Assessment module is accessed after an upgrade ie **Focus / Assessment**.

It is essential that this import is completed to ensure that the Assessment module is up to date.

It also contains all the wizards for EYFS, KS1, KS2 & Phonics. When the AMPARK Resource is imported, there is no need to import each wizard individually.

- To Import the EYFS Wizards you must have **Assessment Coordinator** permissions.
- To run the EYFS Wizards you need to have either **Assessment Coordinator** or **Assessment Operator** permissions.



NOTE: If you have carried out these procedures in previous years you are likely to have the correct permissions. If you are unsure please check with your System Manager in school.

SIMS Version

Check that you are upgraded to SIMS release **7.222**

The menu route to find this in SIMS is:

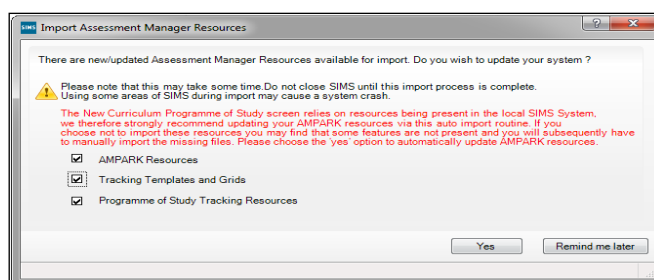
Help | About SIMS .net



There are 2 options to choose when the Assessment Manager Resource pop up window appears, each producing very different results.

Yes – the import process will start. Dependent on the number of SIMS users currently accessing SIMS, will depend on the speed of the import.

Remind me later – This will close the window for this instance however, will re-appear when the Assessment module is accessed again. The Remind Me Later option can be chosen several times.



If you are unable to locate **your Wizards via Tools / Performance / Assessment / Wizard Manager**, please refer to Appendix C.

Chapter 2 EYFS - Accessing the EYFS Profile Wizard 2025

Introduction

The Revised Early Years Foundation Stage Profile resources are statutory for all schools. This is collected annually and must be completed for all pupils in the final term of the Reception year during which the pupil reaches the age of five.

Early Years Foundation Stage Profile

There are 17 statutory Profile Aspects or Early Learning Goals to enable the recording of End of Year Assessment results for Reception year pupils. They make up the seven Prime and Specific areas of Learning and Development that pupils must be helped to work towards.

For each of these goals, teachers can specify a grade to indicate whether the pupil is:

1 - at the emerging level

2 - at the expected level.

A – indicates where an exemption has been granted for a setting or individual child. If any of the 17 Learning Goals is graded with an A, then all should be graded with an A.

Early Years Foundation Stage Profile Submission Deadline

Schools are required to submit their EYFS Profile data to the LA by **Monday 16th June 2025**. Early submission is recommended but certainly no later than close of business on that day.

Feedback to Schools

After **Monday 16th June**, schools that submitted their pupil level results by the **16th June 2025** deadline will receive an EYFSP Checking File via AnyComms Plus secure file transfer. Schools that submit their data after the deadline will not receive a checking file.

This checking file will include a pupil data checking sheet together with a school summary sheet.

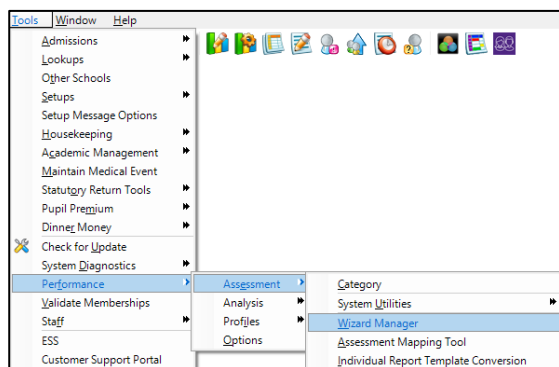
This report will give schools the opportunity to do a final check of their results and to ensure that the data they have submitted is as expected – at this stage, schools will have the opportunity to resubmit their data if they find any errors or omissions.

Headteacher Declaration Form

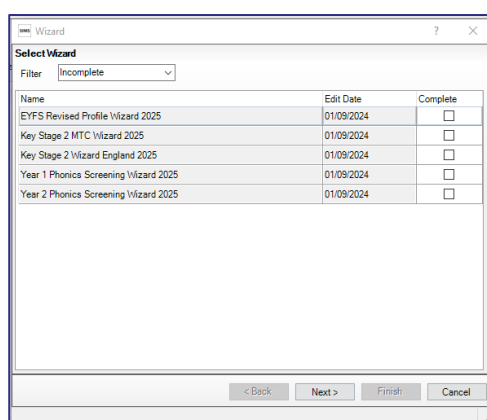
This form confirms that the data that has been submitted has been checked for accuracy, has been quality assured by a member of the school's Senior Management Team or Assessment Manager, and has been "signed off" by the Headteacher – no changes will be accepted after this form has been signed and returned. Headteacher Declaration Forms need to be returned to the School Management Support Team by **Friday 27th June 2025**.

Accessing the EYFS Revised Profile 2025

1. In SIMS select **Tools | Performance | Assessment | Wizard Manager**.



2. Leave the Filter on **Incomplete**.
3. The window will show the **EYFS Revised Profile Wizard 2025**. (Any other imported Wizards will also show)



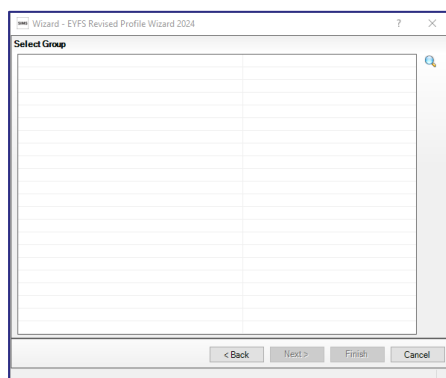
*If you mark historic Wizards as complete at this point, by ticking the box in the **Complete** column, they will not show next time you access the Wizards.*

Please note that the 2025 wizards will contain an edit date of 01/09/2024 (or later).

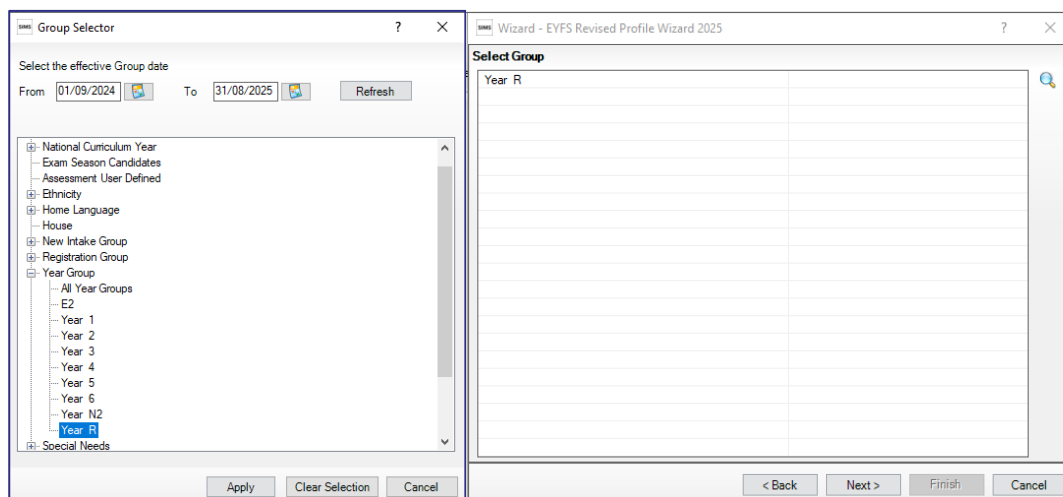
4. Highlight the **EYFS Profile Wizard 2025** with a single click (this will put a faint dotted box around the selected Wizard).
5. Select **Next** (If you are prompted to **Save** select **Yes**).
6. This will take you to the **Select Group** window

Selecting a Group of Pupils e.g. Year R

1. To select your required group click on the **Browser**  button.



This will open the **Group Selector** window.



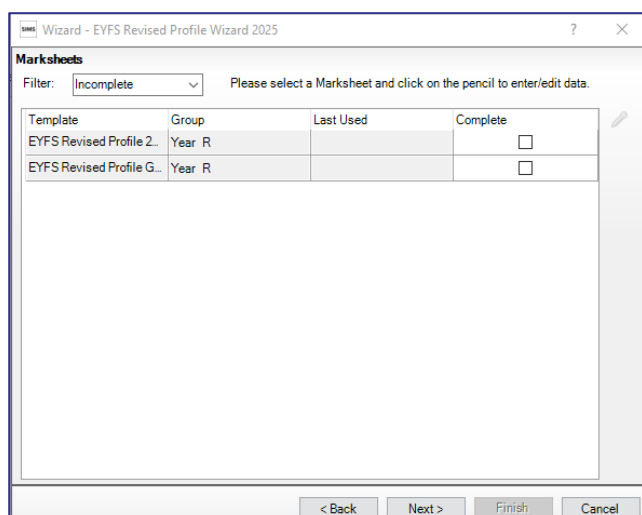
- Expand **Year Group** (by clicking on the plus sign) and highlight **Year R**.



NOTES: If you have pupils being taught in Year R who are out of Year Group then expand **National Curriculum Year** and highlight **Curriculum Year R**.

If you are a school with multiple form intake you may wish to create class marksheets for each teacher to complete, please contact the ICT Schools Team for support with this if required.

- Click on **Apply**.
- This will return you to the **Select Group** window where your selection will now show.
- Select **Next** (If you are prompted to **Save** select **Yes**).
- This will take you to the **Marksheets** window.



Template	Group	Last Used	Complete
EYFS Revised Profile 2...	Year R		☐
EYFS Revised Profile G...	Year R		☐

Marksheets

There are two marksheets available in the **EYFS Revised Profile 2025** and **EYFS Revised Profile GLD 2025**

EYFS Revised Profile 2025 – Statutory to complete this marksheet

EYFS Revised Profile GLD 2025 – You are strongly advised to calculate and save this marksheet as part of the data checking.

1. Marksheets can be opened by double clicking on them or highlighting them and clicking on the pencil icon.

Wizard - EYFS Revised Profile Wizard 2025

Marksheets

Filter: Incomplete Please select a Marksheet and click on the pencil to enter/edit data.

Template	Group	Last Used	Complete
EYFS Revised Profile 2	Year R		☐
EYFS Revised Profile G	Year R		☐

< Back Next > Finish Cancel

[illegible]

This section of the guidance notes is only relevant if you do not use SIMS Early Years resources (pg 9) or a Third party software (see pg 14).

1. **Tools | Performance | Assessment | Wizard Manager.**
2. Follow the wizard (or refer to Chapter 2) to open the **EYFS Revised Profile 2025** marksheet.

[illegible]

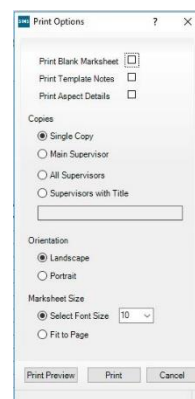
Collecting Teacher Assessments

If you have not already collected teacher assessments one way of collecting them would be to issue a blank marksheet or export the marksheet for the class teachers to complete.

This can then be returned to you for data entry into SIMS.

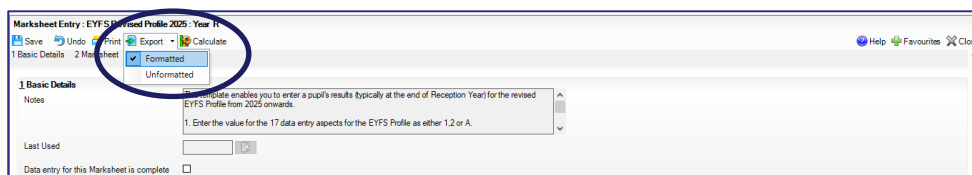
Printing

- In the blank marksheet select the **Print** button at the top of the screen.
- Accept the default selections in the **Print Options** window:
- Click on the **Print** button at the bottom of the window.



Exporting

- In the EYFS marksheet select the **Export (Formatted)** button at the top of the Screen.
- An Excel spreadsheet will be generated.



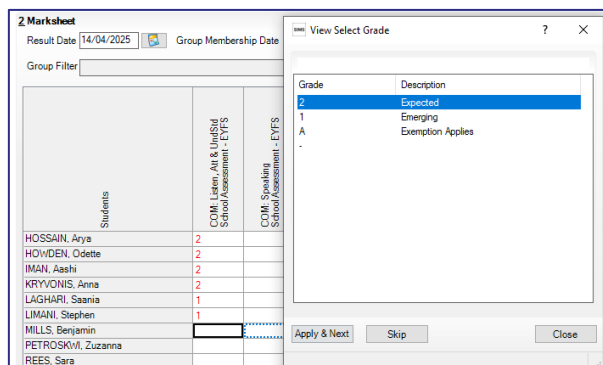
- Save the Excel spreadsheet to a shared location on the network or to a secure removable device.
- Once the Teacher has entered the marks in the spreadsheet, this can then be imported directly into SIMS. See Appendix C for more detailed instructions.

Entering Results into the Marksheets

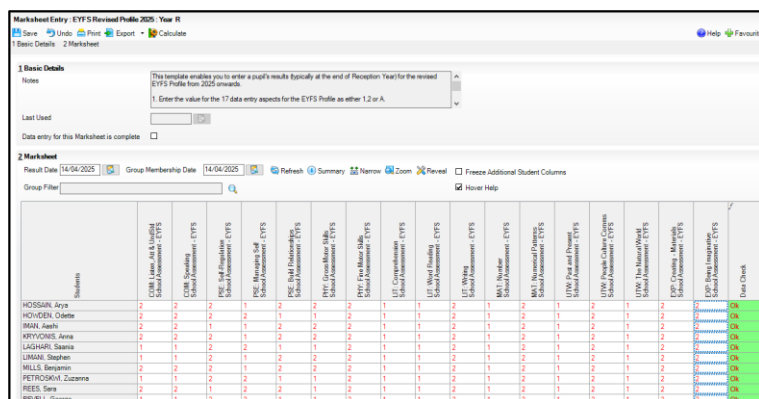
1. Open the **EYFS Revised Profile 2025** marksheet. The marksheet will show the pupils you selected earlier.
2. A marksheet with the Year R pupils or the EYFS 2025 group created earlier is displayed and columns relating to the seventeen assessments that need to be entered.

Type **2** (Expected), **1** (Emerging) or **A** (exemption applies) for each pupil in the appropriate white cells.

A quicker method of entering grade results is to right-click in the first cell and **Select Grade for Cell** from the drop-down list, as shown in the graphic displayed below. Drag the **View Select Grade** dialog box so that this can be viewed with the pupils' names and the **Result** column. Double-clicking the result for the first pupil places that result on the marksheet and moves to the next pupil. Click **Close** to close the dialog box and return to the marksheet when complete.

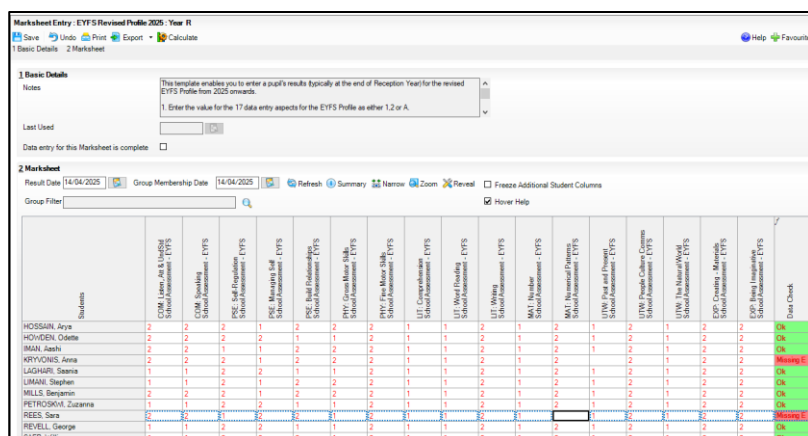


- Each of the white columns without **f** enables the entry of the EYFS level (2, 1 or A as described earlier).
- Once all these columns are completed click **Save**. The columns with **f** in their header will be completed.
- The **Data Check** column is used to check that there is an entry for each area for each pupil.
- Make sure that levels are entered for all pupils.



Students	CEM Literacy & Communication EYFS	CEM Speaking EYFS	CEM Self-Expression EYFS	CEM Personal & Social EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	Data Check
HOSSAIN, Aya	2	2	2	1	2	2	2	1	1	2	1	2	1	2	1	2	Green
HODGSON, Odele	2	2	2	2	1	2	2	1	1	2	1	2	1	2	1	2	Green
IMAN, Asah	2	2	1	1	2	2	2	1	1	2	1	2	1	2	1	2	Green
KRYVONOS, Anna	2	2	2	1	2	2	2	1	1	2	1	2	1	2	1	2	Green
LADHARI, Sanaa	1	1	2	2	1	1	2	1	1	2	1	2	1	2	1	2	Green
URMAN, Stephen	1	1	2	1	2	2	2	1	1	2	1	2	1	2	1	2	Green
MILLS, Benjamin	2	2	2	1	2	2	2	1	1	2	1	2	1	2	1	2	Green
PETROSKA, Zuzanna	1	1	2	2	1	1	1	1	1	2	1	2	1	2	1	2	Green
REES, Sara	1	1	2	2	2	2	2	1	1	2	1	2	1	2	1	2	Green
REVELL, George	1	1	2	2	2	2	2	1	1	2	1	2	1	2	1	2	Green

- Where a missing result is found, the **Data Check** column will return a value of **Missing** and colour red, as shown in the graphic displayed below.

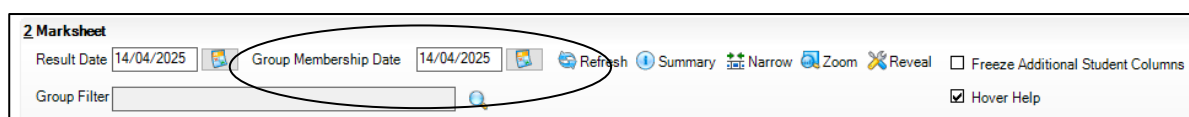


Students	CEM Literacy & Communication EYFS	CEM Speaking EYFS	CEM Self-Expression EYFS	CEM Personal & Social EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	CEM Physical Development EYFS	CEM Personal, Social & Emotional EYFS	Data Check
HOSSAIN, Aya	2	2	2	1	2	2	2	1	1	2	1	2	1	2	1	2	Green
HODGSON, Odele	2	2	2	2	1	2	2	1	1	2	1	2	1	2	1	2	Green
IMAN, Asah	2	2	1	1	2	2	2	1	1	2	1	2	1	2	1	2	Green
KRYVONOS, Anna	2	2	2	1	2	2	2	1	1	2	1	2	1	2	1	2	Green
LADHARI, Sanaa	1	1	2	2	1	1	2	1	1	2	1	2	1	2	1	2	Green
URMAN, Stephen	1	1	2	1	2	2	2	1	1	2	1	2	1	2	1	2	Green
MILLS, Benjamin	2	2	2	1	2	2	2	1	1	2	1	2	1	2	1	2	Green
PETROSKA, Zuzanna	1	1	2	2	1	1	1	1	1	2	1	2	1	2	1	2	Green
REES, Sara	2	2	2	2	2	2	2	1	1	2	1	2	1	2	1	2	Missing
REVELL, George	1	1	2	2	1	1	2	1	1	2	1	2	1	2	1	2	Green
SAR, William	1	1	2	2	2	2	2	1	1	2	1	2	1	2	1	2	Green

- To correct a result (even if the result has been saved) just overwrite with the correct number and click **Save** again so that the calculations are based on the most recent result.
- Close the marksheet to go back to the EYFS wizard.

Entering Data for a Pupil Who has Already Left the School

If you have a pupil for whom you are required to report their EYFS Revised Profile Assessments, who has already left your school, you will need to put back the **Group Membership Date** on the Marksheet to a date when they were **On Roll** (i.e. before the Summer Half Term). Click on **Refresh**, they will be added to the list of pupil names.



2 Marksheet

Result Date: 14/04/2025

Group Membership Date: 14/04/2025

Refresh

Summary

Narrow

Zoom

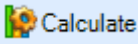
Reveal

Freeze Additional Student Columns

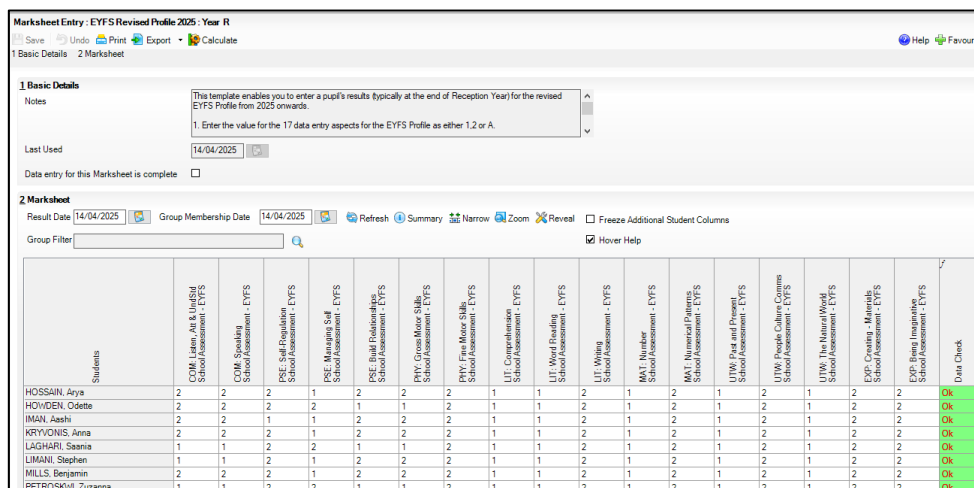
Hover Help

If there are no amendments, then the “Good Level of Development” marksheet is now ready to be calculated. Please refer to Chapter 5 for instructions.

Data located in the left-hand side of the marksheet is taken from the EY Resources.

- You may also need to click on the **Calculate**  button to the top of the screen to get the formula () columns to generate.
- When you **Save** and **Calculate** the formula columns will generate the following automatically:
 - For pupils where all white cells have been completed with results of 1-2 the results are repeated in the grey formula cells. The **Data Check** will show green 'OK'.
 - If any cell is left blank for a pupil all the formula cells for that individual will contain dashes and the **Data Check** will show 'Missing Entry' in red for that pupil. Complete any missing results and calculate again.
 - Finally, if the result 'A' has been used, all grey formula cells for that pupil will complete with an 'A'. This is correct behaviour as this score should only be used where an exemption has been granted for a setting or individual child. Therefore 'A' would apply to all that individual's results.

This is the same marksheet after being saved:



Students	CM: Literacy, Art & Design School Assessment - EYFS	CM: Reading School Assessment - EYFS	PSF: Self-Reflection School Assessment - EYFS	PSF: Managing Self School Assessment - EYFS	PSF: Basic Relationships School Assessment - EYFS	PHY: Gross Motor Skills School Assessment - EYFS	PHY: Fine Motor Skills School Assessment - EYFS	LIT: Comprehensive School Assessment - EYFS	LIT: Word Reading School Assessment - EYFS	LIT: Writing School Assessment - EYFS	MAT: Number School Assessment - EYFS	MAT: Numerical Patterns School Assessment - EYFS	UTW: Past and Present School Assessment - EYFS	UTW: People, Culture, Customs School Assessment - EYFS	UTW: The Natural World School Assessment - EYFS	EXP: Creating - Materials School Assessment - EYFS	EXP: Being Imaginative School Assessment - EYFS	Data Check
HOSSAIN, Aya	2	2	2	1	2	2	2	1	1	2	2	2	1	2	1	2	2	OK
HOWDEN, Odette	2	2	2	2	1	1	2	1	1	2	1	2	1	2	1	2	2	OK
IBAN, Jasli	2	2	1	1	2	2	2	1	1	2	1	2	1	2	1	2	2	OK
KRYVONIS, Anna	2	2	2	1	2	2	2	1	1	2	1	2	1	2	1	2	2	OK
LAGHARI, Seania	1	1	2	2	1	1	2	1	1	2	1	2	1	2	1	2	2	OK
LIMANI, Stephen	1	1	2	1	2	2	2	1	1	2	1	2	1	2	1	2	2	OK
MILLS, Benjamin	2	2	2	1	2	2	2	1	1	2	1	2	1	2	1	2	2	OK
PETROSKWIL, Zuzanna	1	1	2	2	1	1	2	1	1	2	1	2	1	2	1	2	2	OK

- Ensure that for each pupil the **Data Check** is 'OK'.
- Once you have completed the marksheet **Save** and **Close** it to return to the EYFS Revised Profile Wizard 2025.

Before submitting your data, the option of printing or exporting a copy of the marksheet is available for checking.

Printing

- In the EYFS marksheet select the **Print** button at the top of the screen
- Click on the Print button at the bottom of the window.

Exporting

- In the EYFS marksheet select the **Export (Formatted)** button at the top of the Screen. An Excel spreadsheet will be generated.
- Save the Excel spreadsheet to a shared location on the network or to a secure removable device.

If there are no amendments, then the "Good Level of Development" marksheet is now ready to be calculated. Please refer to Chapter 6 for instructions.

Chapter 4 EYFS - Schools using Third-Party Software - Importing the CTF into SIMS

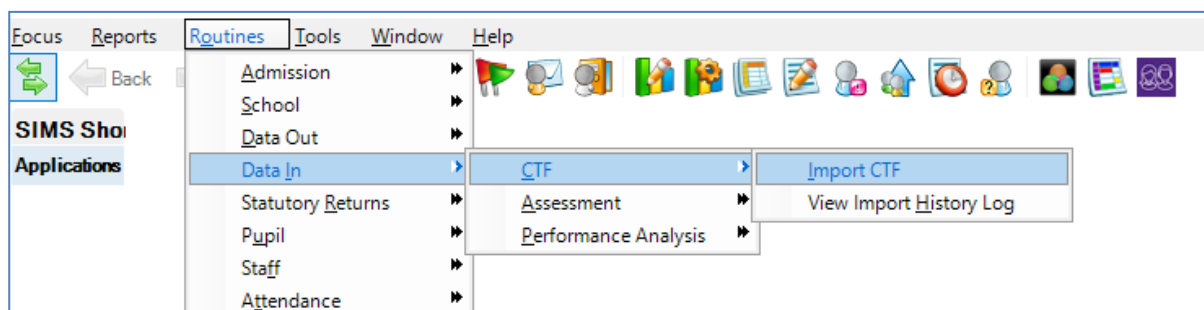
To the School Administrator:

Once the file(s) have been created from the **3rd Party software** it **MUST** be imported into SIMS. The files will be in a CTF format and can be imported in the usual way.



IMPORTANT: If there are issues creating the CTF from 3rd Party Software, please contact the provider direct and ask them to assist. Please ensure that the data has been checked and reviewed in the Third-Party software prior to importing into SIMS.

1. Select **Routines | Data In | CTF | Import CTF**.



The file name will be in one of 2 formats as below. Where there are ??? in the text this will be your school DfE number. The 001 at the end of the file name is a count of how many files of this type have been created and may not be 001.

If the file produced by the Third-Party software is formatted 825????_CTF_825????_001 then please select: Select the CTF import type.. <table border="1"> <tr><td>Import Type</td></tr> <tr><td>General</td></tr> <tr><td>Add Data for New Pupils Only</td></tr> <tr><td>Add Data for Existing Pupils Only</td></tr> <tr><td>Add KS1 for Existing Pupils Only</td></tr> <tr><td>Add KS2 for Existing Pupils Only</td></tr> <tr><td>Add Phonics Data for Existing Pupils Only</td></tr> <tr><td>Add FSP data for Existing Pupils Only</td></tr> </table> <input checked="" type="button" value="Select"/> Cancel	Import Type	General	Add Data for New Pupils Only	Add Data for Existing Pupils Only	Add KS1 for Existing Pupils Only	Add KS2 for Existing Pupils Only	Add Phonics Data for Existing Pupils Only	Add FSP data for Existing Pupils Only	If the file produced by the Third-Party software is formatted 825????_FSP_825????_001 then please select: Select the CTF import type.. <table border="1"> <tr><td>Import Type</td></tr> <tr><td>General</td></tr> <tr><td>Add Data for New Pupils Only</td></tr> <tr><td>Add Data for Existing Pupils Only</td></tr> <tr><td>Add KS1 for Existing Pupils Only</td></tr> <tr><td>Add KS2 for Existing Pupils Only</td></tr> <tr><td>Add Phonics Data for Existing Pupils Only</td></tr> <tr><td>Add FSP data for Existing Pupils Only</td></tr> </table> <input checked="" type="button" value="Select"/> Cancel	Import Type	General	Add Data for New Pupils Only	Add Data for Existing Pupils Only	Add KS1 for Existing Pupils Only	Add KS2 for Existing Pupils Only	Add Phonics Data for Existing Pupils Only	Add FSP data for Existing Pupils Only
Import Type																	
General																	
Add Data for New Pupils Only																	
Add Data for Existing Pupils Only																	
Add KS1 for Existing Pupils Only																	
Add KS2 for Existing Pupils Only																	
Add Phonics Data for Existing Pupils Only																	
Add FSP data for Existing Pupils Only																	
Import Type																	
General																	
Add Data for New Pupils Only																	
Add Data for Existing Pupils Only																	
Add KS1 for Existing Pupils Only																	
Add KS2 for Existing Pupils Only																	
Add Phonics Data for Existing Pupils Only																	
Add FSP data for Existing Pupils Only																	

Choose the appropriate import type and click **Select**.

2. The pupils are already on roll so remove all ticks except **Assessment Data** and **Student Basic Details** in the **Data to be Imported** panel.

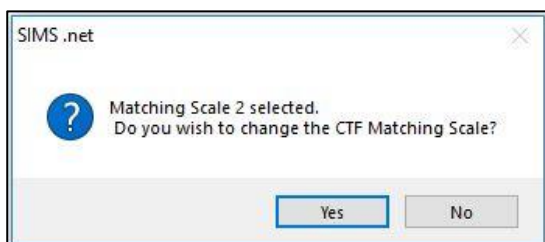
Import CTF (Add Data for Existing Pupils Only)

1 Data to be Imported 2 Import Selection 3 Exception Log

1 Data to be Imported

Student Basic Details	☒	Student Address	☐	Student Contacts	☐	Looked After	☐
SEN Information	☐	Assessment Data	☒	School History	☐		
Attendance Summary	☐	Programme of Study(PoS) Assessments	☐	FSM History	☐		

If you receive this message, click **NO**



3. Locate the file to be imported by clicking the **Open Folder** button at the end of the **CTF File** field.

2 Import Selection

CTF File  • Data will only be added for existing pupils.
• New pupils will not be added

4. Navigate to the network location or the memory stick the teacher gave you.

5. Select the required file and click the **Open** button.

2 Import Selection

CTF File  • Data will only be added for existing pupils.
• New pupils will not be added

Place new pupils in Effective Date 

The **Place new pupils in** field will be greyed out as you are only adding data to existing pupils

Click  **Import CTF** to start the import.

If your option is  **Proceed For Match Import** click on it, check the details on the Match and Import panel and then click on  **Import CTF**

1 Data to be Imported 2 Import Selection 3 Match and Import

This Match and Import screen is used to match pupils in the CTF import file and SIMS. The CTF file can be imported at any point of the matching process. When the CTF is being imported, the matches identified in the 'Selected Pupil' column will be applied. When you are ready to import the CTF file, click the 'Import CTF' button at the bottom of the page. 

Indicator	CTF Pupil	Pre-Admission Pupil	Admitted Pupil	Selected Pupil
	 Sadie_Adams	No data found	 [1] Sadie_Adams	 Sadie_Adams
	 Tatyana_Alyona	No data found	 [1] Tatyana_Alyona	 Tatyana_Alyona
	 Richard_Andrews	No data found	 [1] Richard_Andrews	 Richard_Andrews
	 Piers_Bartram	No data found	 [1] Piers_Bartram	 Piers_Bartram
	 Eloise_Bennet	No data found	 [1] Eloise_Bennet	 Eloise_Bennet
	 Tomaz_Bronislaw	No data found	 [1] Tomaz_Bronislaw	 Tomaz_Bronislaw
	 Madison_Brooks	No data found	 Madison_Brooks	 Madison_Brooks

CTF Pupil Details

Names	Details
UPN	T823299916001
Former UPN	
Surname	Adams
Former Su...	
Forename	Sadie
DOB	20/03/2013
Gender	F

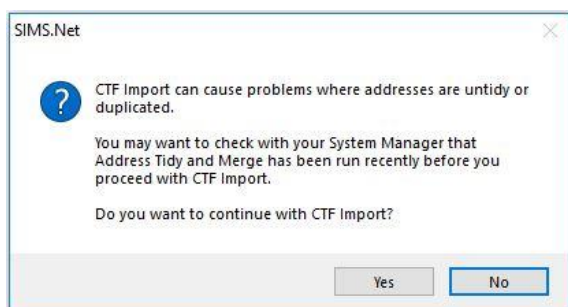
Admitted Pupil Details

Names	Details
UPN	T823299916001
Former UPN	
Surname	Adams
Former Surname	
Forename	Sadie
DOB	20/03/2013
Gender	F
Match	



 Pre CTF Import Report  Import CTF

If you receive the Address Tidy prompt, select **Yes**.



6. Once the import is complete a Report will open. This report is for information only, but please check that the **Number of pupils in file** and the **Number of pupils processed** are the same, and that this matches the expected number of pupils. Also check that no **New Pupils** have been created.

4 Exception Log

UPN	Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description
T823299916001	Adams	Sadie	F	20/03/2013	Student already exists in the school, but some data n
G823299916002	Alyona	Tatyana	F	21/12/2012	Student already exists in the school, but some data n
W823299916003	Andrews	Richard	M	02/12/2012	Student already exists in the school, but some data n
V823299917013	Bartram	Piers	M	22/02/2013	Student already exists in the school, but some data n
J823299917014	Bennet	Eloise	F	04/04/2013	Student already exists in the school, but some data n
K823299916004	Bronislaw	Tomaz	M	06/04/2013	Student already exists in the school, but some data n
Y823299917015	Brooks	Madison	F	22/03/2013	Student already exists in the school, but some data n
Z823299916005	Clarke	Harriette	F	09/11/2012	Student already exists in the school, but some data n
M823299917016	Clint	William	M	17/03/2013	Student already exists in the school, but some data n

Save Print

There is no requirement to Print or Save the Exception Log, but you may like to for your own reference.



NOTE: If a pupil has not been processed the reason will be given in the Error Description. This will need to be resolved and the CTF re-imported. If you require any assistance resolving errors, please contact the ICT Schools Team on 01296 383500.



NOTE: A pupil's legal surname, legal forename, date of birth and sex must match **exactly** between the Third-Party software and SIMS. If it does not, then results for that pupil **will not** import.

If there are any differences between the Third-Party Software and SIMS, then corrections need to be made in the Third-Party Software, and then a new file created for import into SIMS.

7. When complete, close the **Import CTF** screen.
8. Repeat this process for each file that has been created by your Third-Party software.

To check whether your results have imported into SIMS, open the **EYFS Revised Profile Wizard 2025**.

Access the marksheet via the Wizard

- **Tools | Performance | Assessment | Wizard Manager.**
- Follow the wizard (or refer to Chapter 2) to open the **EYFS Revised Profile 2025** marksheet.

Checking Data has imported into SIMS

Open the marksheet **EYFS Revised Profile 2025** to view your imported data.



Example

[illegible]

2. **Close** the marksheet.



- Strip out the marks that have been imported into SIMS.
- Correct the marks in the Third-Party software.
- Create a new file in Third-Party software and import it into SIMS.

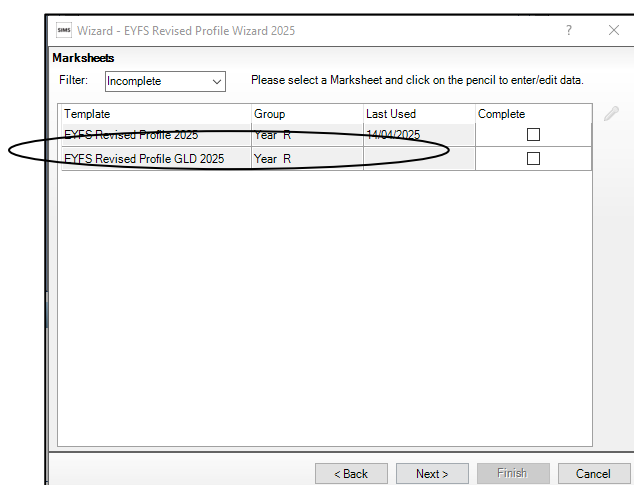
15

Chapter 5 EYFS - Calculating Good Level of Development

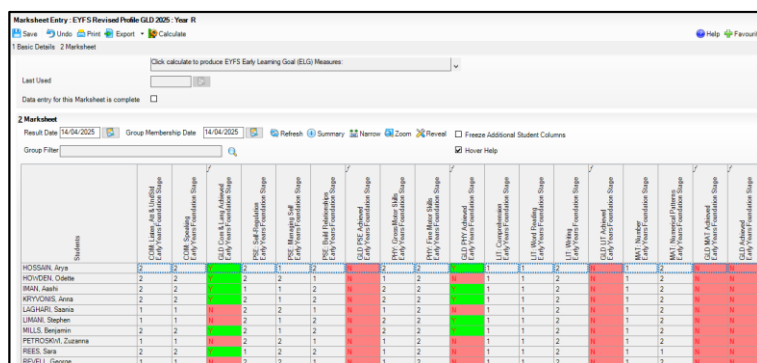
Introduction

Children are defined as having reached a Good Level of Development (GLD) at the end of EYFS if they have achieved the expected level for the ELG's in the prime areas of learning.

Using the data entered at the end of foundation stage attainment, the next marksheet – EYFS Revised Profile Good Level of Development 2025 will calculate the GLD.



1. Either double-click the EYFS Revised Profile Good Level Development 2025 marksheet or highlight the marksheet and click **Edit Marksheet**.
2. The marksheet will display the results entered on the previous marksheet for each area of learning.
3. Click **Calculate**. The marksheet will display as per the graphic below.



The process will take each of the prime areas plus literacy and mathematics and calculate who has achieved a GLD and exceeded GLD in each with a colour code (Achieved – Green, Not Achieved – Red). The final 2 columns will display an average point score and a Y for those children who achieved a GLD in all 17 areas.

4. **Save** the data and close the marksheet.



Once you have calculated and saved this marksheet we advise that it is either exported or printed and passed to your Headteacher or Head of Early Years for review prior to submitting your data to the Local Authority.

Chapter 6 Year 1 Phonics Screening Wizard 2025

Introduction

The Phonics Screening Check is a statutory assessment for all children in Year 1 and comprises of a list of 40 words that children read one-to-one with a teacher.

The Phonics Screening Check should be administered during the week beginning **Monday 9th June 2025**. If a child is unexpectedly absent during that week, the school can administer the Phonics Screening Check up until **Friday 20th June 2025**.

Who is the Phonics Screening Check for?

All children in Year 1 in the school year 2024/25 must take the Phonics Screening Check in June 2025.

Children in Year 2 must also take the check if they did not meet the required standard in the Summer 2024 Phonics Screening. It is possible to withdraw children from the check if the headteacher feels it is appropriate to do so, but such children must still be included in the data reported to the Local Authority (LA), and have an Outcome of "D" recorded.

Schools must ensure they report on every child in Year 2 who:

- did not meet the expected standard in their previous screening
- did not take the check in Summer 2024
- did not take the check in Year 1 or Year 2 (withdrawn from the check in both years)
- entered state-funded education in England for the first time following the end of Year 1.



NOTE: To help schools confirm which of their Year 2 pupils need to take the Phonics Screening Check this year, all schools will be sent before May half term via AnyComms Plus, a list of pupils recorded on their January 2025 School Census who the LA believe should be taking the Phonics Screening Check this year.

Phonics Screening Check Submission Deadline

Schools are required to submit their Phonics Screen Check scores (0 – 40) to the Local Authority by **Friday 13th June 2025**. Please note that after this date the LA can only accept returns for pupils who were absent during the main Phonics Check week.

Any child who is absent from school during check week (Monday 9th June to Friday 13th June) should be recorded as absent (A) in the Outcome Grade when submitting the data for the Phonics Screening Check.

Schools will not have outcome grades of Wa or Wt for pupils in Year 1 at this stage. An outcome grade will only need to be submitted if a pupil has left the school (L), is absent (A), did not participate in the check (D), or if the result is affected by maladministration (Q). In all other cases, only the scores obtained in the phonics screening check are required.

Schools should create **one CTF** containing all **Year 1** and **Year 2** pupils and send this to the Local Authority by **13th June 2025**. Schools must not wait until the threshold is known before submitting phonics results to the LA. This should be done as soon as possible after completion of the checks.

Instructions for this process are in this booklet.

If you subsequently test a child between Monday 16th June and Friday 20st June, due to absence during the previous week, then please contact the **Childrens & Traded Services Team** for instructions before resending your results.

Once the threshold mark is made available on the **23rd June 2025**, schools **must** enter this into the **Phonics Year 1** marksheet in SIMS before calculating so that the Phonics Screening Check outcome grades are populated. This should also be recorded in the **Phonics Year 2** marksheet if you have had pupils in Year 2 being rescreened this year. Detailed instructions on how to do this are also included in this booklet.

The Local Authority does not require a new CTF with these updated outcome grades.

Headteacher Declaration Form

Schools also need to complete and submit the Headteacher's declaration form once the Phonics Screening Check has been administered. This form should be submitted via the **Primary Assessment Gateway** by **Monday 30th June 2025**.

If a Child Moves School

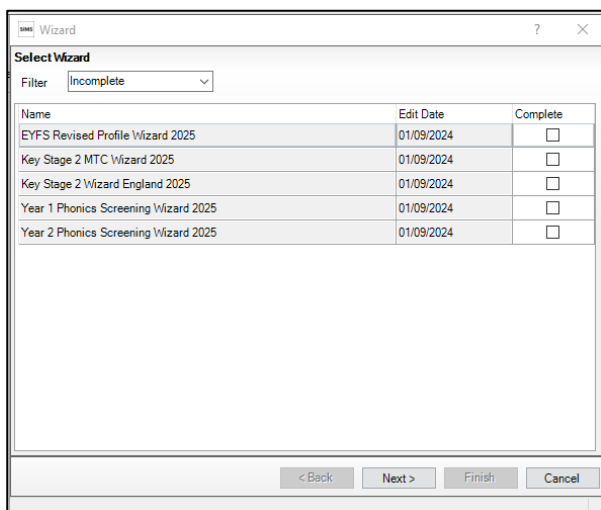
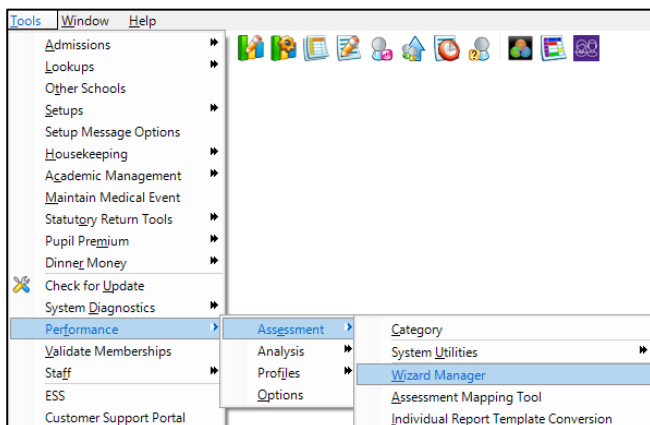
If a pupil arrives at a school just before or during Phonics Screening Check week, they should still attempt the check, unless they have no understanding of grapheme-phoneme correspondences.

If a child moves school after taking the Phonics Screening Check their results should be submitted by the school in which they took the check and passed to their next school for information.

Your school's end of Year 1 Phonics Screening Check results need to be input into SIMS before they can be transferred to the LA.

Accessing the Year 1 Phonics Screening Wizard 2025

1. In SIMS select **Tools | Performance | Assessment | Wizard Manager**.



*If you mark historic Wizards as complete at this point, by ticking the box in the **Complete** column, they will not show next time you access the Wizards.*

Please note that the 2025 wizards will contain an edit date of 01/09/2024 (or later).

2. Leave the Filter on **Incomplete**.

- The window will show the **Year 1 Phonics Screening Wizard 2025**. (Any other imported Wizards will also show)
- Highlight the **Year 1 Phonics Screening Wizard 2025** with a single click (This will put a faint dotted box around the selected Wizard).

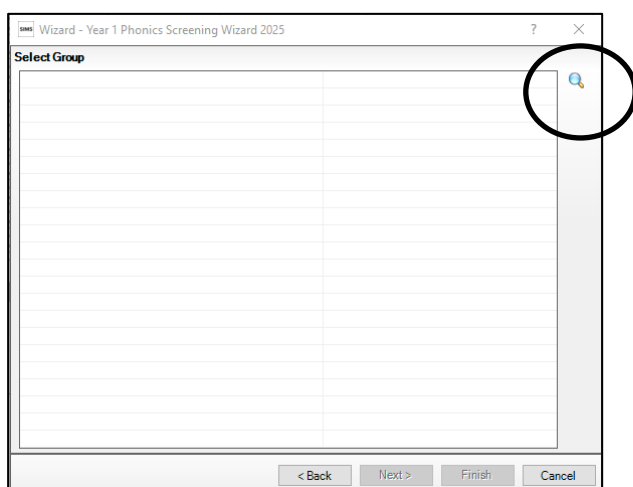


NOTE: Even if only one Key Stage Wizard is displayed, you must highlight it before you continue to the next page.

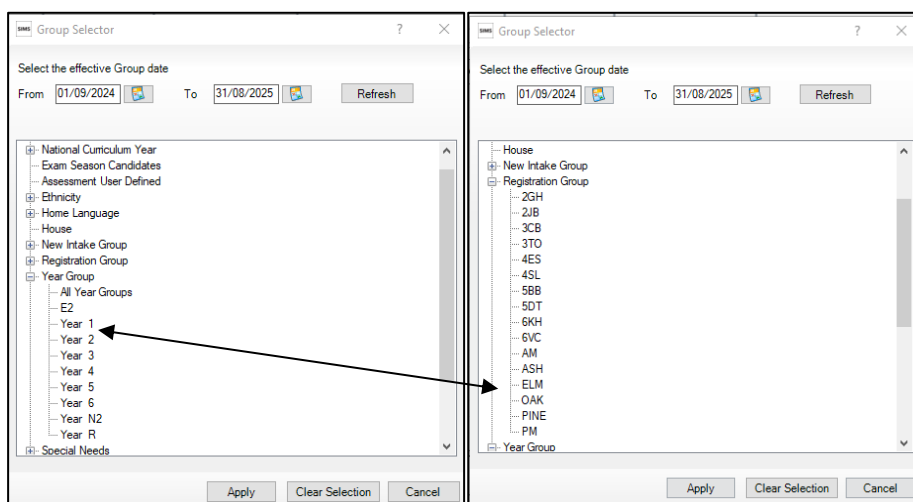
- Select **Next** (If you are prompted to **Save** select **Yes**).
- This will take you to the **Select Group** window

Selecting a Group of Pupils e.g. Year 1/Reg Group

- To select your required group click on the **Browser**  button.



- This will open the **Group Selector** window:

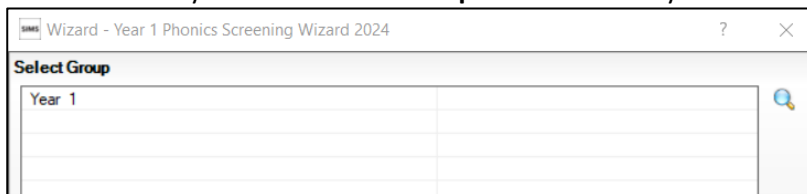


Expand **Year Group** (by clicking on the plus sign) and highlight **Year 1**.

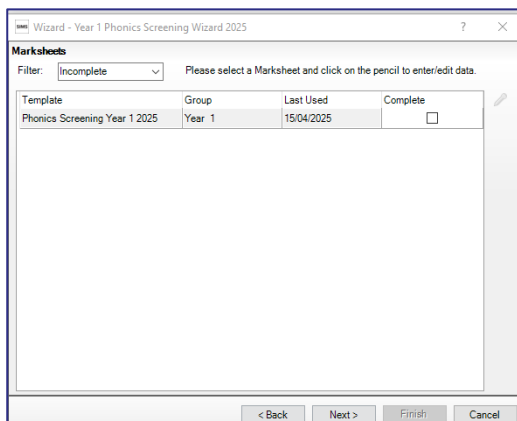


NOTE: For Schools with pupils taught out of Year Group:
If you have pupils being taught in Year 1 who are out of Year Group then expand **National Curriculum Year** and highlight **Curriculum Year 1**.

3. Click on **Apply**.
4. This will return you to the **Select Group** window where your selection will now show:



5. Select **Next** (If you are prompted to **Save** select **Yes**).



6. This will take you to the **Marksheets** window.

Marksheets

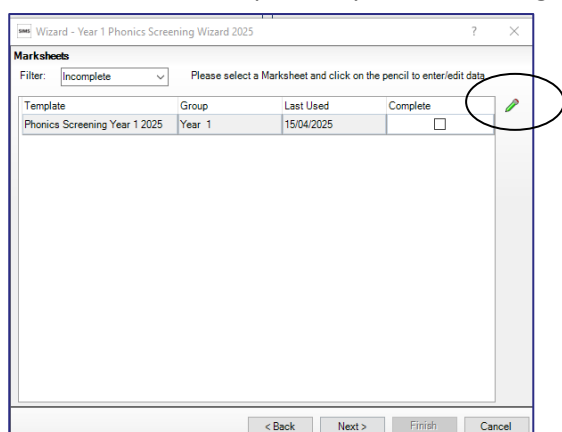
There is only one Marksheet available in the **Year 1 Phonics Screening Wizard 2025**.

Phonics Screening Year 1 2025 - Statutory

This marksheet allows entry of the marks from the Phonics Screening Check which is Statutory. This marksheet creates results and ensures no pupils are missed.

Opening & Closing Marksheets

Marksheets can be opened by double clicking on them or highlighting them and clicking on the pencil icon.




Clicking the **Next** button at this point navigates you away from the Marksheets and to the next step of the **Year 1 Phonics Screening Wizard**.

If this should happen use the **Back** button to return to the Marksheets screen.

Example of a marksheet:

Marksheet Entry: Phonics Screening Year 1 2025: Year 1

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

1 Basic Details

Notes: This Marksheet enables you to enter the outcomes of the Year 1 Phonics Screening Test. Once the Marksheet is displayed:

- In the Threshold Score column enter the Threshold Mark for the 'Wa' grade. You might like to do this by using the 'Select Grade for Phonics' option from the column's context menu.

Last Used: []

Data entry for this Marksheet is complete ☐

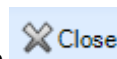
2 Marksheet

Result Date: 15/04/2025 Group Membership Date: 15/04/2025 Refresh Summary Narrow Zoom Reveal Freeze Additional Student Columns

Group Filter: []

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ADESINA, Kyra				
BARNES, Luke				
BENSON, Rhys				
BLAKE, Antony				
BRADLEY-SAWH, Alice				
BROWN-SLAW, Natalia				
CALLAGHAN, Catherine				
CARLSTON, Eliza				
CHAO, Bai				
CHATTERJEE, Yazmina				
CIBRAO, Larissa				
CLARKE, Oliver				

To close a marksheet and return to the Year 1 Phonics Screening Wizard click on the **Close** button to the top right of the screen.



NOTE: You will be prompted to save at this point if you have any unsaved data on the marksheet.

Collecting Phonic Results from Teachers

If you have not already collected teacher assessments one way of collecting them would be to issue a blank marksheet or export the marksheet for the class teacher, or teachers, to complete.

This can then be returned to you for data entry into SIMS. Please refer to Appendix C.

Entering Results – Phonics Screening Year 1 2025 Marksheet

1. Open the **Phonics Screening Year 1 2025** marksheet.
2. White columns are for data entry, grey columns are formula columns and will be populated by the database.

The mark for the Year 1 Phonics Screening will be a score of 0-40.

Enter the first mark in the correct cell in the second column and use the down arrow on your keyboard to move to the next student. Enter the marks for all the pupils. Marks will be red until they are saved.

If you enter an invalid mark a message will appear on the screen.

3. It is recommended to save after you entered all the marks. To save click the **Save**  button to the top left of the screen.

If a pupil was **absent (A)**, had **left (L)** or was **disapplied (D)**, then the relevant grade will need to be entered manually into the **Grade for Phonics Check Year 1** column.

Please note that if you use the Grades A, D or L then you will need to leave the mark blank – do not enter it as 0.



IMPORTANT NOTE: If pupils were absent during check week (Monday 9th to Friday 13th June), please record an absence (A) in the Outcome Grade. If you subsequently check a child who had been absent, please contact the School Management Support Team by email: primaryassessmentdata@buckinghamshire.gov.uk for instructions before resending your results. All checks must be completed by **Friday 20th June 2025**.

4. Close the marksheet to return to the Year 1 Phonics Wizard.

Example of a completed marksheet

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ADESINA, Kyra		30		!
BARNES, Luke		22		!
BEINON, Rhys		15		!
BLAKE, Antony		35		!
BRADLEY-SHAW, Alice			A	OK
BRONISLAW, Natalia		20		!
CALLAGHAN, Catherine		38		!
CARLSTON, Eliza		40		!
CHAO, Bai		10		!
CHATTERJEE, Yazmina			D	OK
CIBRAO, Larrissa		22		!
CLARKE, Oliver		40		!



NOTE: The Data Check column will only display an OK message if D, L or A is entered in the Grades Column. A red explanation mark (!) will appear for all pupils where there is only a mark entered. This is normal and will change to OK once the Threshold Score is entered.

Entering Data for a Pupil who has Already Left the School

If you have a pupil for whom you are required to report their Year 1 Phonics Screening Check, who has already left your school you will need to put back the **Group Membership Date** on the Marksheet to a date when they were **On Roll** (i.e. before the Summer Half Term) and click on **Refresh**, they will be added to the list of pupil names.

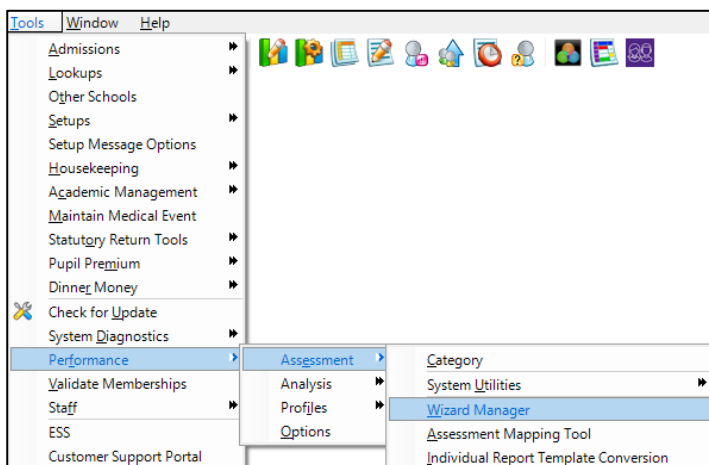
2 Marksheet
 Result Date: 15/04/2025 Group Membership Date: 15/04/2025 Refresh Summary Narrow Zoom Reveal ☐ Freeze Additional Student Columns
 Group Filter: ☒ Hover Help

Chapter 7 Year 2 Phonics Screening Wizard 2025

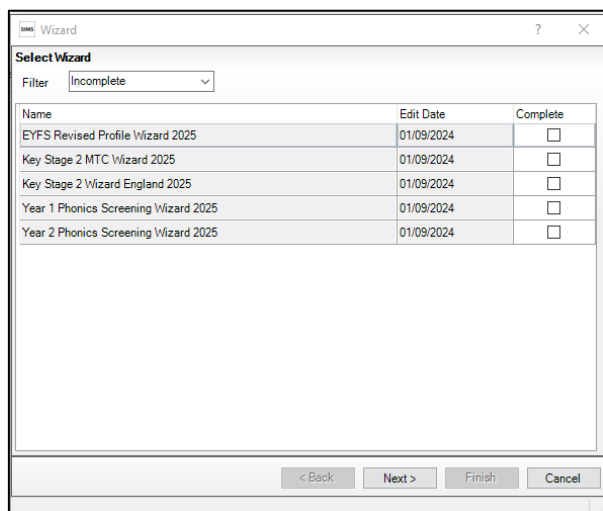
Introduction

Children in Year 2 must also take the Phonics Screening Check if they did not meet the required standard in Summer 2024. The Year 2 results need to be input into SIMS, before they can be transferred to the LA.

1. In SIMS select **Tools | Performance | Assessment | Wizard Manager**.



2. Leave the Filter on **Incomplete**.



*If you mark historic Wizards as complete at this point, by ticking the box in the **Complete** column, they will not show next time you access the Wizards.*

3. The window will show the **Year 2 Phonics Screening Wizard 2025**. (Any other imported Wizards will also show)
4. Highlight the **Year 2 Phonics Screening Wizard 2025** with a single click (This will put a faint dotted box around the selected Wizard).



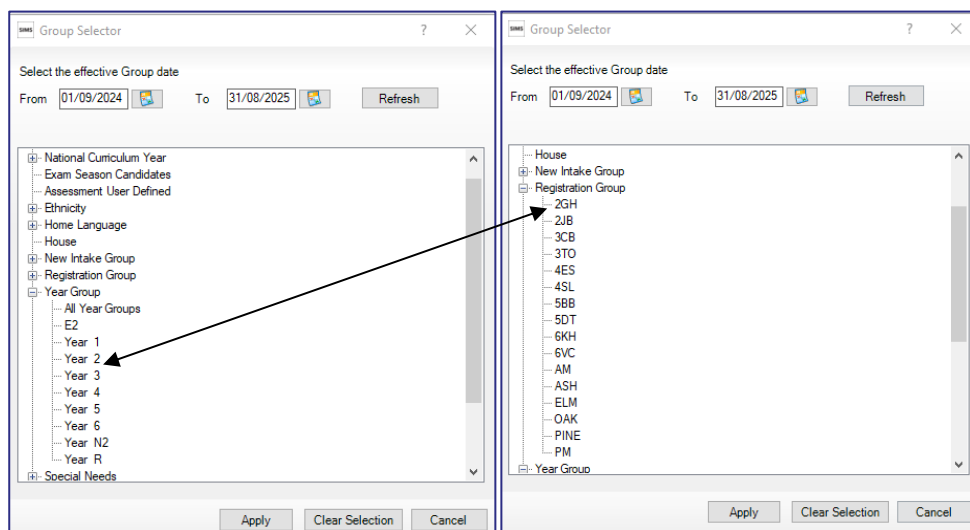
NOTE: Even if only one Key Stage Wizard is displayed, you must highlight it before you continue to the next page.

3. Select **Next** (If you are prompted to **Save** select **Yes**).
4. This will take you to the **Select Group** window

Selecting a Group of Pupils e.g. Year 2/Reg Group

1. To select your required group click on the **Browser**  button.

This will open the **Group Selector** window

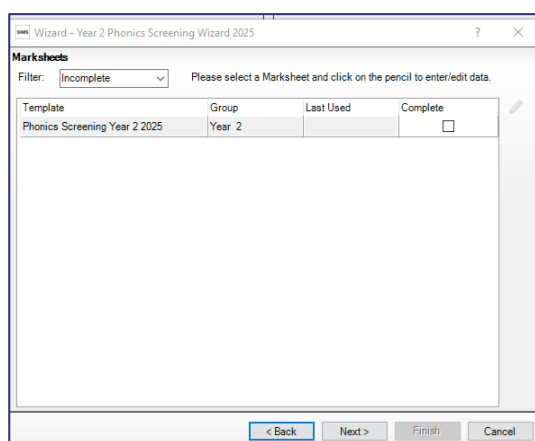


Expand **Year Group** (by clicking on the plus sign) and highlight **Year 2**.



NOTE: If you have pupils being taught in Year 2 who are out of Year Group then expand **National Curriculum Year** and highlight **Curriculum Year 2**.

2. Click on **Apply**.
3. This will return you to the **Select Group** window where your selection will now show:
4. Select **Next** (If you are prompted to **Save** select **Yes**).
5. This will take you to the **Marksheets** window.



Template	Group	Last Used	Complete
Phonics Screening Year 2 2025	Year 2		☐

Marksheets

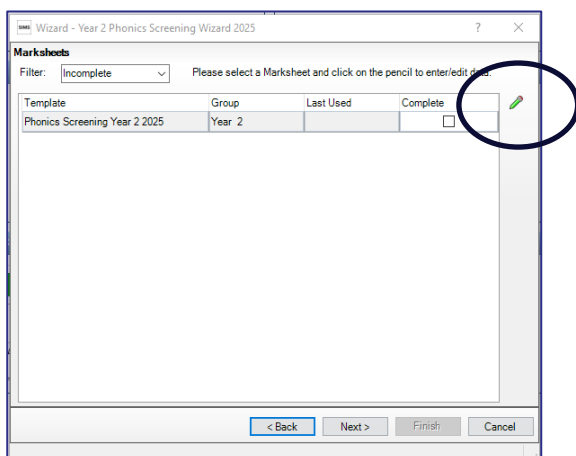
There is only one Marksheet available in the **Year 2 Phonics Screening Wizard 2025**.

Phonics Screening Year 2 2025 - Statutory

This Statutory marksheet allows entry of the marks from the Phonics Screening Check for Year 2 pupils who did not achieve the required grade in Year 1. This marksheet creates results and ensures no pupils are missed.

Opening & Closing Marksheets

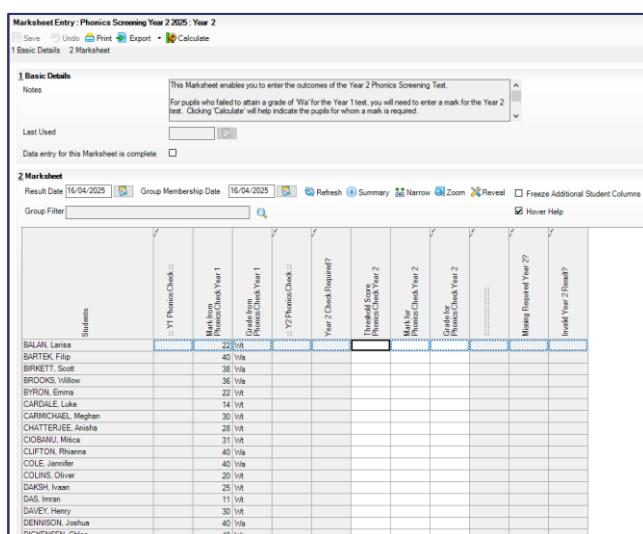
1. Marksheets can be opened by double clicking on them or highlighting them and clicking on the pencil icon.



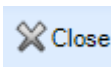
Clicking the **Next** button at this point navigates you away from the Marksheets and to the next step of the **Year 2 Phonics Screening Wizard**.

*If this should happen use the **Back** button to return to the Marksheets screen.*

Example of a marksheet:



Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade for Phonics Check Year 1	Y2 Phonics Check	Year 2 Mark (Required?)	Threshold Score Phonics Check Year 2	Mark from Phonics Check Year 2	Grade for Phonics Check Year 2	Missing Required Year 2?	Invalid Year 2 Result?
BALAN, Larissa		22	VR							
BARTON, Filip		40	Via							
BIRKETT, Scott		38	Via							
BROOKS, Willow		36	Via							
BYRON, Emma		22	VR							
CARDALE, Luke		14	VR							
CARMICHAEL, Meghan		30	VR							
CHATTERJEE, Anisha		28	VR							
CIOSANU, Mihaela		31	VR							
CLIFTON, Rhema		40	Via							
COLE, Jennifer		40	Via							
COLINS, Oliver		20	VR							
DAKSH, Inaan		25	VR							
DAS, Immi		11	VR							
DAVEY, Henry		30	VR							
DENNISON, Joshua		40	Via							
DICKINSON, Chloe		40	Via							

2. To close a marksheet and return to the Year 2 Phonics Wizard click on the **Close**  button to the top right of the screen.



NOTE: You will be prompted to save at this point if you have any unsaved data on the marksheet.

Collecting Phonics Results from Teachers

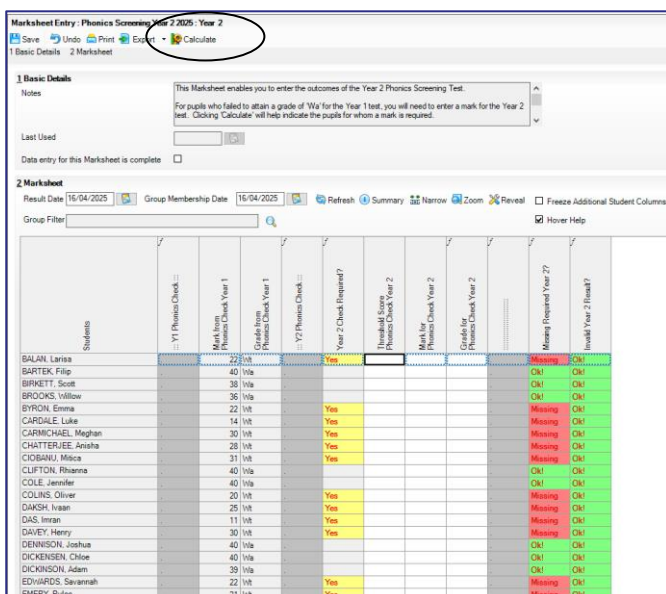
If you have not already collected teacher assessments one way of collecting them would be to issue a blank marksheet or export the marksheet for the class teachers to complete. This can then be returned to you for data entry into SIMS. Please refer to Appendix C.



NOTE: Any existing assessments in SIMS will print out on this marksheet. If you would like to exclude these select **Print Blank Marksheet** from the Print Options.

Entering Results - Phonics Screening Year 2 2025 Marksheet

1. Open the **Phonics Screening Year 2** marksheet.
2. White columns are for data entry, grey columns are formula columns and will be populated by the database.
3. Click on **Calculate** to populate formula columns and Data check column.



Students	Y1 Phonics Check	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Y2 Phonics Check	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Missing	Year 2 Check Required?
BALAN, Larissa	40	Y1a					OK	OK
BARTKE, Filip	40	Y1a					OK	OK
BIRKETT, Scott	38	Y1a					OK	OK
BROOKS, Willow	36	Y1a					OK	OK
BROWN, Emma	22	Y1b		Yes			Missing	OK
CARDILE, Luke	14	Y1b		Yes			Missing	OK
CARMICHAEL, Meghan	30	Y1b		Yes			Missing	OK
CHATTERJEE, Anisha	28	Y1b		Yes			Missing	OK
CIOBANU, Mihaela	31	Y1b		Yes			Missing	OK
CLIFTON, Rebecca	40	Y1a					OK	OK
COLE, Jennifer	40	Y1a					OK	OK
COLINS, Oliver	20	Y1b		Yes			Missing	OK
DAKSH, Ivaan	25	Y1b		Yes			Missing	OK
DAS, Imaan	11	Y1b		Yes			Missing	OK
DAVEY, Henry	30	Y1b		Yes			Missing	OK
DENKISON, Joshua	40	Y1a					OK	OK
DICKENSON, Chloe	40	Y1a					OK	OK
DICKINSON, Adam	39	Y1a					OK	OK
EDWARDS, Savannah	22	Y1b		Yes			Missing	OK
EMERY, Rylee	21	Y1b		Yes			Missing	OK



NOTE: If you filter the Year 2 pupils only to show those pupils that need rechecking, if you press calculate they will reappear.

5. The **Year 2 Check Required?** column will indicate 'Yes' for any pupils who did not meet the required standard in Year 1. Pupils whose Year 1 Phonics score and outcome are missing will also indicate 'Yes', please see the note below.



NOTE: If you are unsure whether or not a pupil in Year 2 needs to be rechecked, please refer to the list of pupils sent to your school before May half term by the Children's & Traded Services Team via AnyComms Plus or alternatively contact primaryassessmentdata@buckinghamshire.gov.uk

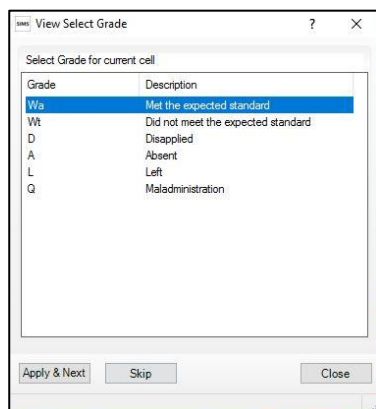
6. **The mark for Year 2 Phonics Screening will be a score of 0-40.**
Enter the mark in the correct cell for the first pupil requiring a recheck. Use the down arrow on your keyboard to move to the next pupil. Continue to enter the marks for all the pupils who are required to have been rechecked. Marks will be red until they are saved.

If you enter an invalid mark a message will appear on the screen.

4. It is recommended to save after you entered all the marks. To save click the **Save**  **Save** button to the top left of the screen.

The Data Check column will also display an OK message or stay red if a pupil does not have a set of results.

Grades for KS1 Year 2 Phonics Screening Check



View Select Grade

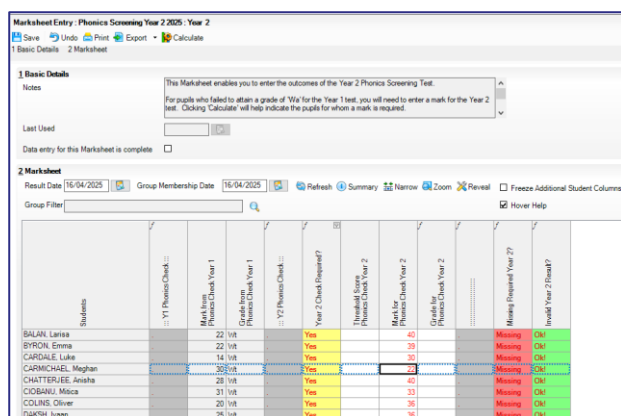
Select Grade for current cell

Grade	Description
Wa	Met the expected standard
Wt	Did not meet the expected standard
D	Disapplied
A	Absent
L	Left
Q	Maladministration

Apply & Next Skip Close

If a pupil was absent (A), had left (L) or was disapplied (D) then the relevant grade will need to be input manually into the grade column. Do not enter 0 in the mark column for these pupils.

Example of a completed marksheet



Marksheet Entry: Phonics Screening Year 2 2025: Year 2

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

Basic Details

Notes: This Marksheet enables you to enter the outcomes of the Year 2 Phonics Screening Test. For pupils who failed to attain a grade of 'Wa' for the Year 1 test, you will need to enter a mark for the Year 2 test. Clicking 'Calculate' will help indicate the pupils for whom a mark is required.

Last Used: [Date]

Date entry for this Marksheet is complete: ☐

2 Marksheet

Result Date: 16/04/2025 Group Membership Date: 16/04/2025 Refresh Summary Narrow Zoom Reveal Freeze Additional Student Columns

Group Filter: [Search]

Students	Y1 Phonics Check	Mark for Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score	Mark for Phonics Check Year 2	Grade from Phonics Check Year 2	Missing Required Year 2?	Invalid Year 2 Result?
SALAN, Larissa	22	1/8	Yes	22	Yes	10	22	Missing	OK	
BYRON, Emma	22	1/8	Yes	22	Yes	10	22	Missing	OK	
CARDALE, Luke	14	1/8	Yes	22	Yes	10	22	Missing	OK	
CARMICHAEL, Meghan	20	1/8	Yes	22	Yes	10	22	Missing	OK	
CHATTERJEE, Anshu	20	1/8	Yes	22	Yes	10	22	Missing	OK	
COBANU, Mica	31	1/8	Yes	22	Yes	10	22	Missing	OK	
COLINS, Oliver	20	1/8	Yes	22	Yes	10	22	Missing	OK	
DAKSH, Iwan	20	1/8	Yes	22	Yes	10	22	Missing	OK	



IMPORTANT NOTE: If pupils were absent during check week (Monday 9th to 13th June), please record an absence (A) in the Outcome Grade. If you subsequently check a child who had been absent, please email primaryassessmentdata@buckinghamshire.gov.uk for instructions before resending your results. All checks must be completed and submitted by Friday 20th June.



NOTE: Please note that if you use the Grades A, D or L then you will need to leave the mark blank – do not enter it as 0.

Entering Data for a Pupil who has Already Left the School

If you have a pupil for whom you are required to report their Year 2 Phonics Screening Re-Check, who has already left your school you will need to put back the **Group Membership Date** on the Marksheet to a date when they were **On Roll** (i.e. before the Summer Half Term) and click on **Refresh**, they will be added to the list of pupil names.



2 Marksheet

Result Date: 15/04/2025 Group Membership Date: 15/04/2025 Refresh Summary Narrow Zoom Reveal Freeze Additional Student Columns

Group Filter: [Search] Hover Help

Please refer to Chapter 9 for instructions on Exporting Data to the Local Authority

Chapter 8 Completing the Outcome Grades after the Threshold Mark Has Been Released

Introduction

Schools are required to submit their Phonics Screen Check scores (0 – 40) to the Local Authority by **Friday 13th June 2025**.

Schools will not have outcome grades of Wa or Wt for pupils at this stage. An outcome grade will only need to be submitted if a pupil has left the school (L), is absent (A), did not participate in the check (D), or if the result is affected by maladministration (Q). In all other cases, only the scores obtained in the phonics screening check are required.

Once the threshold mark is made available on **Monday 23rd June 2025**, schools must enter this into the Phonics Year 1 and Phonics Year 2 marksheets in SIMS before calculating so that the Phonics Screening Check outcome grades are populated.



NOTE: Outcome grades MUST be calculated and saved before generating the individual reports to parents. Detailed instructions on how to do this are also included in this booklet.

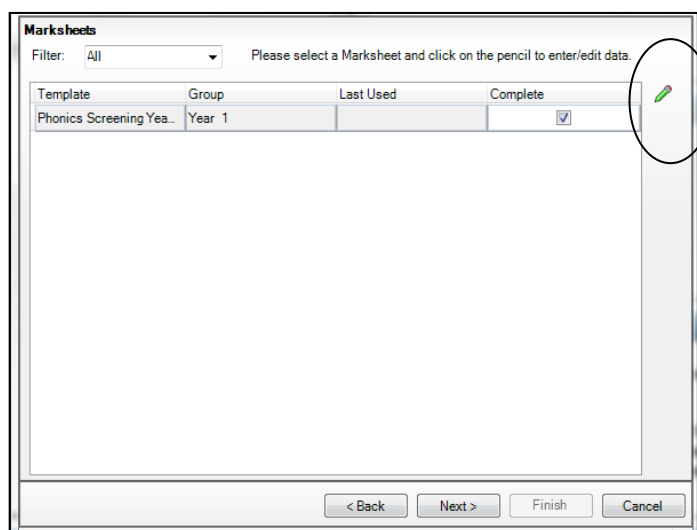
The Local Authority does not require a new CTF with these updated outcome grades.

Year 1

To enter the Threshold Score: -

In SIMS select **Tools / Performance / Assessment / Wizard Manager**

1. Click on Year 1 Phonics Screening Wizard 2025 and click Next until you come to the Marksheet Page
2. Double click on the marksheet or highlight and click on the pencil to open it.



3. Right click in the heading of the first column, headed Threshold Score for Phonics Check Yr 1 and click on select grade for column
4. Highlight the appropriate Threshold number as published on 23rd June 2025 and click OK. This will populate the whole column for all pupils.

2 Marksheet

Result Date: 16/04/2025 Group Membership Date: 16/04/2025 Refresh Summary Narrow Zoom Reveal Freeze Additional Student Columns

Group Filter:

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ADESINA, Kyra		30		!
BARNES, Luke		22		!
BEINON, Rhys		15		!
BLAKE, Antony		35		!
BRADLEY-SHAH, Alice			A	OK
BRONISLAW, Natalia		20		!
CALLAGHAN, Catherine		38		!
CARLSTON, Eliza		40		!
CHAO, Bai		10		!
CHATTERJEE, Yazmina			D	OK
CIBRAO, Larrissa		22		!
CLARKE, Oliver		40		!
COOPER, James		22		!

View Select Grade

Select Grade for current column

Grade	Description
40	Threshold = 40
39	Threshold = 39
38	Threshold = 38
37	Threshold = 37
36	Threshold = 36
35	Threshold = 35
34	Threshold = 34
33	Threshold = 33
32	Threshold = 32
31	Threshold = 31
30	Threshold = 30
29	Threshold = 29
28	Threshold = 28

Ok Cancel

EXAMPLE ONLY

Please check and confirm 2025 published threshold before entering into SIMS

- Click on Calculate at the top of the Marksheet – the outcome grades of Wa and Wt will be calculated automatically. The Data Check column should now display OK for all pupils.
- Save the Marksheet.

2 Marksheet

Result Date: 16/04/2025 Group Membership Date: 16/04/2025 Refresh Summary Narrow Zoom Reveal Freeze Additional Student Columns

Group Filter:

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ADESINA, Kyra	32	30	Wt	OK
BARNES, Luke	32	22	Wt	OK
BEINON, Rhys	32	15	Wt	OK
BLAKE, Antony	32	35	Wa	OK
BRADLEY-SHAH, Alice	32		A	OK
BRONISLAW, Natalia	32	20	Wt	OK
CALLAGHAN, Catherine	32	38	Wa	OK
CARLSTON, Eliza	32	40	Wa	OK
CHAO, Bai	32	10	Wt	OK
CHATTERJEE, Yazmina	32		D	OK
CIBRAO, Larrissa	32	22	Wt	OK
CLARKE, Oliver	32	40	Wa	OK

Example

Year 2

In SIMS select **Tools / Performance / Assessment / Wizard Manager**.

- Click on Year 2 Phonics Screening Wizard 2025 and click Next until you come to the Marksheet Page
- Double click on the marksheet or highlight and click on the pencil to open it.

Wizard - Year 2 Phonics Screening Wizard 2025

Filter: Incomplete Please select a Marksheet and click on the pencil to enter/edit data.

Template	Group	Last Used	Complete
Phonics Screening Year 2 2025	Year 2		☐

< Back Next > Find Cancel

3. Click on Calculate.

Marksheet Entry : Phonics Screening Year 2 2025 : Year 2

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

1 Basic Details

Notes

This Marksheet enables you to enter the outcomes of the Year 2 Phonics Screening Test.

For pupils who failed to attain a grade of 'Wa' for the Year 1 test, you will need to enter a mark for the Year 2 test. Clicking 'Calculate' will help indicate the pupils for whom a mark is required.

Last Used 16/04/2025

Data entry for this Marksheet is complete ☐

2 Marksheet

Result Date 16/04/2025 Group Membership Date 16/04/2025 Refresh Summary Narrow Zoom Reveal Freeze Additional Student Columns

Group Filter Hover Help

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?
----------	----------------------	--------------------------------	---------------------------------	----------------------	------------------------	--------------------------------------	-------------------------------	--------------------------------	--------------------------	------------------------

- Right click in the heading of the sixth column, headed Threshold Score for Phonics Check Yr 2 and click on select grade for column
- Highlight the appropriate Threshold number and click OK. This will populate the whole column for all pupils.
- Click on Calculate at the top of the Marksheet – the outcome grades of Wa and Wt will be calculated automatically. The Data Check column should now display OK for all pupils.
- Save the Marksheet

Mark for Phonics Check Year 2	Grade for Phonics Check Year 2		Missing Required Year 2?	Invalid Year 2 Result?
35	Wa	.	OK!	OK!
		.	OK!	OK!
		.	OK!	OK!
		.	OK!	OK!
		.	OK!	OK!
35	Wa	.	OK!	OK!
		.	OK!	OK!
		.	OK!	OK!
		.	OK!	OK!
		.	OK!	OK!
36	Wa	.	OK!	OK!
		.	OK!	OK!

Chapter 9 All Collections - Exporting your data to the Local Authority

Checking You Have the Correct Destination Set Up

1. Select **Tools | Other Schools**.



2. Type **bu** in the School Name and Click on **Search**.



3. Check you have **Buckinghamshire FSP** set up with a school number of **FFFF**.



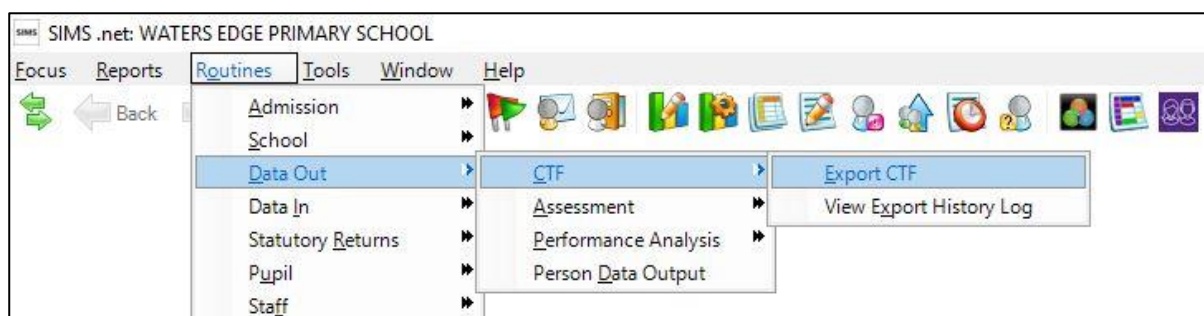
NOTE: It does not matter if the name is slightly different to that recorded here, but the LA and number must be 825 FFFF. You may see other Buckinghamshire destinations set up here depending on your school type.

Adding a Destination for Early Years Foundation Stage Results

If you do not have **Buckinghamshire FSP** set up as a destination, please see Appendix E.

Creating a Common Transfer File

1. Select **Routines | Data Out | CTF | Export CTF**.



2. Choose **Early Years Foundation Stage data (FSP)** option for CTF and click **Select**

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

- This will display your Export CTF screen.
- View **Current & Leavers** this year
- Tick **Include Students Already Exported**.
- Click on **Refresh Students**.

Export CTF (General)

1 Data to be Exported 2 Student Options 3 Students 4 Exception Log

1 Data to be Exported

Student Basic Details ☒ Student Address ☒ Student Contacts ☒ Looked After ☒

SEN Information ☒ Assessment Data Include KS1 Tasks/Tests ☒ School History ☒

Attendance Summary ☒ Programme of Study (PoS) Assessments ☒ PSM History ☒

2 Student Options

Effective Date: 15/04/2025 View: **Current students** Include students already exported ☒ 

3 Students

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
M823299920001	Abbas	Latif	3TO	3	3			
F823299918013	Abbott	Jessica	6VC	6	6			
V823299916061	Abhra	Shaqub	6VC	6	6			
P823299918001	Abrame	Paul	5BB	5	5			
D823299917001	Ackton	Charlotte	6KH	6	6			
Z823299921021	Ackton	Simon	3CB	3	3			
H823299923009	Adesina	Kyra	ASH	1	1			
C823299919041	Aditya	Zayan	4SL	4	4			
A823299919001	Ainsley	Charlotte	5DT	5	5			
V823299918014	Alala	Michael	6KH	6	6			
D823299918002	Alberts	Courtney	5DT	5	5			
P823299919002	Andrews	Ching	5BB	5	5			
R823299919042	Andrews	Izabel	4ES	4	4			

Any previous destinations showing will be unique to your



- Filter the list to **Year R** by clicking the drop down for **Year Group** and selecting **Year R**.



NOTE: For Schools with pupils taught out of Year Group:
Select the drop down for **Year Taught In** rather than **Year Group**.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
N823299911001	Abdullah	Tamwar	4ES	4	4	WATERS EDGE PRIMARY SCHOOL		
K823299913001	Abhra	Abijt	3TO	3	3	Green Abbey		
Z823299913002	Abhra	Alisha	3TO	3	3	Green Abbey		
V823299916061	Abhra	Shaqub	AM	1	1			
D823299917001	Ackton	Charlotte	AM	2	2			
C823299913004	Ackton	Stan	3CB	3	3	Green Abbey		
K823200110081	Adams	Laura	6VC	6	6	Green Abbey		
G823299915001	Adams	Nancy	ELM	1	1			
T823299916001	Adams	Sadie	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		
P823299911021	Akeman	Rebecca	5BB	5	5	Green Abbey		
V823299914001	Akeman	Richard	2JB	2	2	WATERS EDGE PRIMARY SCHOOL		
K823299914002	Akeman	Steven	2GH	2	2	WATERS EDGE PRIMARY SCHOOL		
V823299915002	Alala	Candis	PINE	1	1			

- Highlight the first pupil record in your list.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
8223299916001	Adams	Sadie	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		
G823299916002	Alyona	Tatyana	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		
V823299916003	Andrews	Richard	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		
V823299917013	Bartram	Piers	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		
J823299917014	Bennet	Eloise	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		
K823299916004	Bronislaw	Tomaz	OAK	R	R	WATERS EDGE PRIMARY SCHOOL		
Y823299917015	Brooks	Madison	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		
Z823299916005	Clarke	Harriette	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		
M823299917016	Clint	William	OAK	R	R	WATERS EDGE PRIMARY SCHOOL		
B823299917017	Cummins	Jake	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		
Q823299917018	Davey	Megan	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		
N823299916006	Davies	Adam	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		

9. Scroll to the bottom of your list.

10. Hold down the **Shift** key on your keyboard.

11. Select the last pupil on your list- this will result in all pupils being highlighted.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
Q823299917047	Smith	Jennifer	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		
E823299917048	Stuarts	Gregory	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		
M823299916015	Talak	Esita	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		
B823299916016	Turner	Phoebe	OAK	R	R	WATERS EDGE PRIMARY SCHOOL		
Q823299916017	Udank	Itul	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		
E823299916018	Vindogradaw	Sienna	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		
E823299917050	Wade	Otis	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		
U823299917051	Watson	Michael	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		
H823299917052	Wayne	Arielle	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		
U823299916019	Wilson	Hugh	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		
E823299916020	Wojciechii	Kasia	OAK	R	R	WATERS EDGE PRIMARY SCHOOL		

12. Release your **Shift** key.

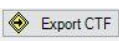
13. Left click in the last cell under the heading **Destination School**, this will activate a drop down button.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
Q823299917047	Smith	Jennifer	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		
E823299917048	Stuarts	Gregory	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		
M823299916015	Talak	Esita	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		
B823299916016	Turner	Phoebe	OAK	R	R	WATERS EDGE PRIMARY SCHOOL		
Q823299916017	Udank	Itul	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		
E823299916018	Vindogradaw	Sienna	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		
E823299917050	Wade	Otis	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		
U823299917051	Watson	Michael	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		
H823299917052	Wayne	Arielle	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		
U823299916019	Wilson	Hugh	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		
E823299916020	Wojciechii	Kasia	OAK	R	R	WATERS EDGE PRIMARY SCHOOL		

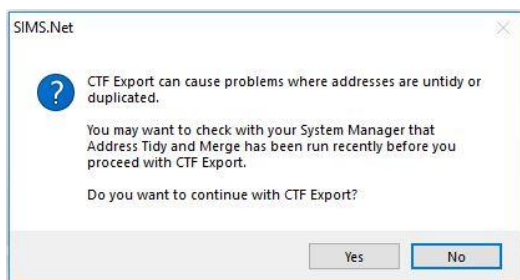
14. Click on the **Drop Down** button and select **Buckinghamshire FSP 825FFFF** from the list.

15. All records will now have this as their destination.

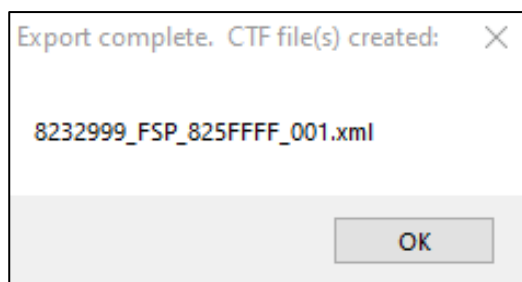
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
Q823299917047	Smith	Jennifer	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		Buckinghamshire FSP 825FF..
E823299917048	Stuarts	Gregory	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		Buckinghamshire FSP 825FF..
M823299916015	Talak	Esita	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		Buckinghamshire FSP 825FF..
B823299916016	Turner	Phoebe	OAK	R	R	WATERS EDGE PRIMARY SCHOOL		Buckinghamshire FSP 825FF..
Q823299916017	Udank	Itul	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		Buckinghamshire FSP 825FF..
E823299916018	Vindogradaw	Sienna	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		Buckinghamshire FSP 825FF..
E823299917050	Wade	Otis	ELM	R	R	WATERS EDGE PRIMARY SCHOOL		Buckinghamshire FSP 825FF..
U823299917051	Watson	Michael	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		Buckinghamshire FSP 825FF..
H823299917052	Wayne	Arielle	PINE	R	R	WATERS EDGE PRIMARY SCHOOL		Buckinghamshire FSP 825FF..
U823299916019	Wilson	Hugh	ASH	R	R	WATERS EDGE PRIMARY SCHOOL		Buckinghamshire FSP 825FF..
E823299916020	Wojciechii	Kasia	OAK	R	R	WATERS EDGE PRIMARY SCHOOL		Buckinghamshire FSP 825FF..

16. Click on 

17. An Address Tidy prompt will appear on screen, select **Yes**.



18. A message will shortly be displayed on screen to confirm the CTF has been created:

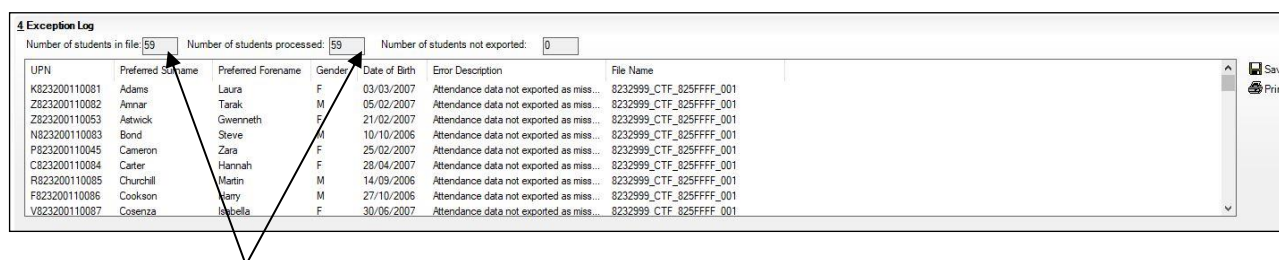


19. Take a note of the **filename**, particularly the last three digits.

20. Select **OK**.

21. An **Exception Log** will be displayed.

There is no requirement to Print or Save the Exception Log, but you may like to for your own reference.



Exception Log

Number of students in file: 59 Number of students processed: 59 Number of students not exported: 0

UPN	Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description	File Name
K823200110081	Adams	Laura	F	03/03/2007	Attendance data not exported as mis...	8232999_CTF_825FFFF_001
Z823200110082	Amnar	Tarak	M	05/02/2007	Attendance data not exported as mis...	8232999_CTF_825FFFF_001
Z823200110053	Astwick	Gwenneth	F	21/02/2007	Attendance data not exported as mis...	8232999_CTF_825FFFF_001
N823200110083	Bond	Steve	M	10/10/2006	Attendance data not exported as mis...	8232999_CTF_825FFFF_001
R823200110045	Cameron	Zara	F	25/02/2007	Attendance data not exported as mis...	8232999_CTF_825FFFF_001
C823200110084	Carter	Hannah	F	28/04/2007	Attendance data not exported as mis...	8232999_CTF_825FFFF_001
R823200110085	Churchill	Martin	M	14/09/2006	Attendance data not exported as mis...	8232999_CTF_825FFFF_001
F823200110086	Cookson	Larry	M	27/10/2006	Attendance data not exported as mis...	8232999_CTF_825FFFF_001
V823200110087	Cosenza	Michelle	F	30/06/2007	Attendance data not exported as mis...	8232999_CTF_825FFFF_001

Save Print

22. Check that the **Number of students in file** and the **Number of students processed** are the same, and that this matches the number of students in your Early Years Foundation Stage cohort.



NOTE: If a pupil hasn't been processed the reason will be given in the Error Description. This will need to be resolved and a new CTF created. If you require any assistance resolving errors please contact the ICT Schools Team on 01296 383500.

23. **Close** the screen and exit SIMS.

Please refer to Chapter 10 for Submitting CTF to the LA via AnyComms.

Exporting Key Stage 1 Data to the LA

Check you have **Buckinghamshire Key Stage 1** set up with a school number of **KKKK**.



NOTE: It does not matter if the name is slightly different to that recorded here, but the LA and number must be 825 KKKK.

If you do not have **Buckinghamshire Key Stage 1** set up as a destination, please see Appendix E.

When exporting KS1 assessment data to the LA please follow the above instructions and select export route as shown:

Routines | Data Out | CTF | Export CTF and select KS1:

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

This will display your Export CTF screen.

1. Change View to **Current & Leavers this Year**
2. Tick **Include Students Already Exported**.
3. Click on **Refresh Students**.
4. Filter the list to **Year 2** by clicking the drop down for **Year Group** and then selecting **Year 2**.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
F823299918013	Abbott	Jessica	ASH	Year 1	1	Sunnyville Primary School		
N823299911001	Abdullah	Tamwar	5BB	(Custom)	2	Green Abbey		
K823299913001	Abhra	Abjit	4ES	(Blanks)	2	Green Abbey		
Z823299913002	Abhra	Alisha	4ES	(Non-Blanks)	2	Green Abbey		
W823299916061	Abhra	Shaqib	ELM	2	2	Sunnyville Primary School		
P823299918001	Abrams	Paul	AM	1	1			
D823299917001	Ackton	Charlotte	PINE	6	6	Sunnyville Primary School		
C823299913004	Ackton	Stan	4SL	N2	2	Green Abbey		
K823200110081	Adams	Laura	6VC	6	6	Buckinghamshire		
G823299915001	Adams	Nancy	2JB	2	2			
T823299916001	Adams	Sadie	ELM	1	1			
P823299911021	Alkeman	Rebecca	6VC	6	6	Buckinghamshire		
W823299914001	Alkeman	Richard	3TO	3	3	WATERS EDGE PRIMARY SCHOOL		

Any previous destinations showing will be unique to your school.



NOTE: For Schools with pupils taught out of Year Group:
Select the drop down for **Year Taught In** rather than **Year Group**.

5. Highlight the first pupil record in your list.
6. Scroll to the bottom of your list.
7. Hold down the **Shift** key on your keyboard.
8. Select the last pupil on your list- this will result in all pupils being highlighted.

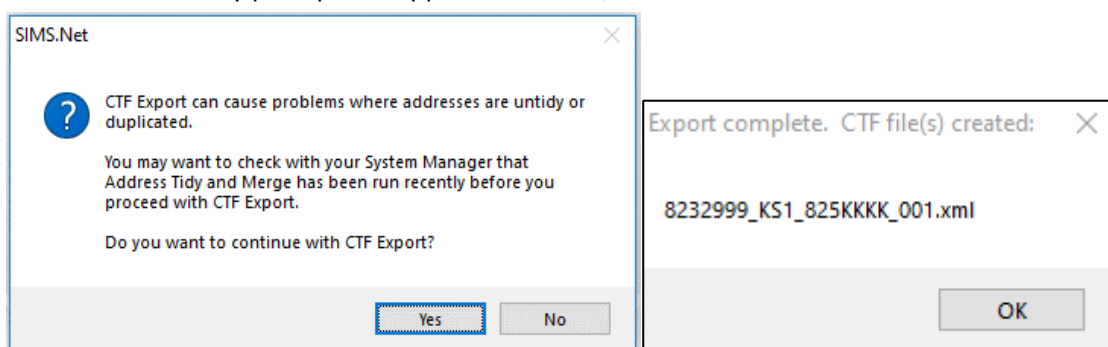
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
H823299915019	Ryan	Emilee	2GH	2	2			
X823299916052	Sanda	Madalina	2JB	2	2			
L823299916053	Sandwell	James	2JB	2	2			
A823299916054	Summers	Jayde	2JB	2	2			
P823299916055	Suresh	Sabina	2GH	2	2			
D823299916056	Townsend	Isak	2JB	2	2			
T823299916057	Travers	Luke	2GH	2	2			
G823299916058	Valin	Amit	2JB	2	2			
W823299916059	Welch	Beatrice	2GH	2	2			
G823299916060	Whitehead	William	2JB	2	2			
U823299915020	Williamson	Zachary	2GH	2	2			

Filter: [Year Grp] = 2

9. Release your **Shift** key.
10. Left click in the last cell under the heading **Destination School**, this will activate a drop down button.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
H823299915019	Ryan	Emilee	2GH	2	2			
X823299916052	Sanda	Madalina	2JB	2	2			
L823299916053	Sandwell	James	2GH	2	2			
A823299916054	Summers	Jayde	2JB	2	2			
P823299916055	Suresh	Sabina	2GH	2	2			
D823299916056	Townsend	Isak	2JB	2	2			
T823299916057	Travers	Luke	2GH	2	2			
G823299916058	Valin	Amit	2JB	2	2			
V823299916059	Welch	Beatrice	2GH	2	2			
G823299916060	Whitehead	William	2JB	2	2			
U823299915020	Williamson	Zachary	2GH	2	2			

- Click on the **Drop Down** button and select **Buckinghamshire Key Stage 1 825KKKK** from the list.
- All records will now have this as their destination.
- Click on  **Export CTF**
- An Address Tidy prompt will appear on screen, select **Yes**.



- A message will shortly be displayed on screen to confirm the CTF has been created:
 - Take a note of the **filename**, particularly the last three digits.
 - Select **OK**.
 - An **Exception Log** will be displayed.
- There is no requirement to Print or Save the Exception Log, but you may like to for your own reference.***
- Check that the **Number of students in file** and the **Number of students processed** are the same, and that this matches the number of students in your Key Stage 1 cohort.



NOTE: If a pupil hasn't been processed the reason will be given in the Error Description. This will need to be resolved and a new CTF created. If you require any assistance resolving errors please contact the ICT Schools Team on 01296 383500.

- Close the screen and exit SIMS.

Please refer to Chapter 12 for Submitting Your Data to the LA through AnyComms.

Exporting Phonics Screening Data Years 1 & 2 to the LA

Check you have **Buckinghamshire Phonics Screening** set up with a school number of **PPPP** – Please note that this destination will be used to include **both** Year 1 and Year 2 Phonics Screening Check



NOTE: It does not matter if the name is slightly different to that recorded here, but the LA and number must be 825 PPPP.

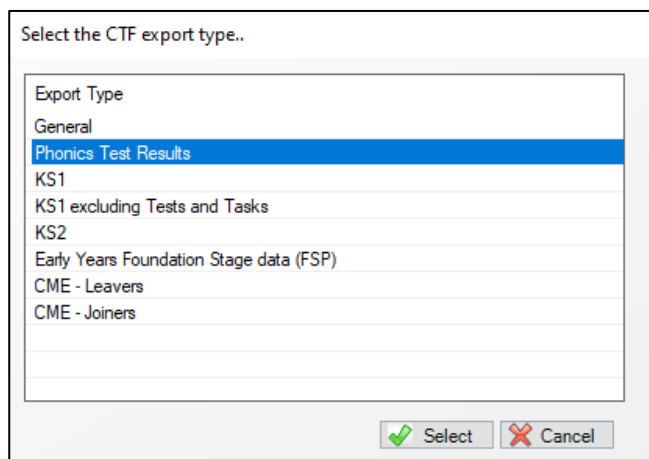
Adding a Destination

If you do not have **Buckinghamshire Phonics Screening** set up as a destination, please see Appendix E.

Creating the Year 1 and Year 2 Phonics Screening Common Transfer File

1. Select **Routines | Data Out | CTF | Export CTF**.

Choose **Phonics Test Results** option and click **Select**



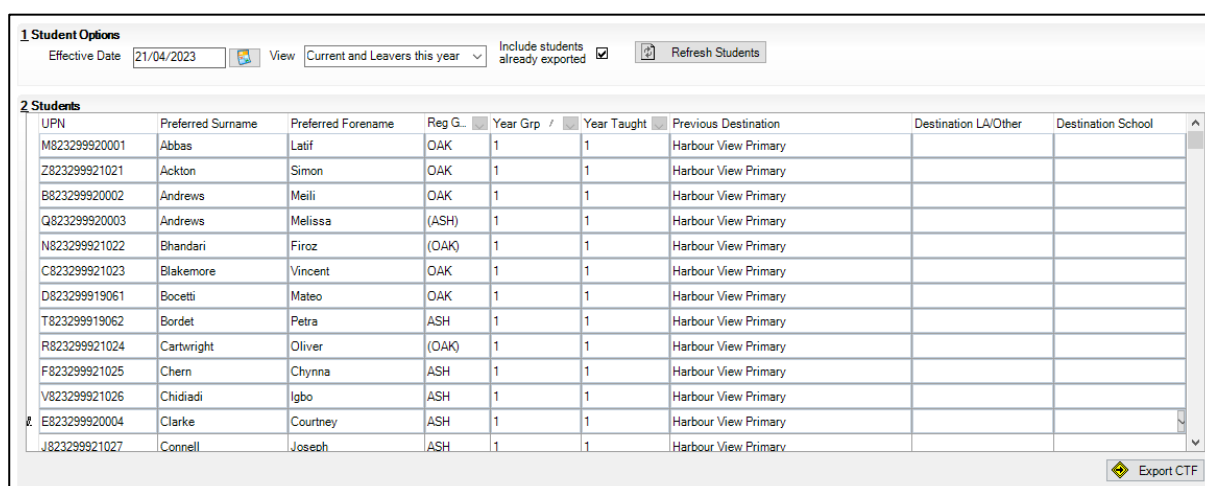
This will display your Export CTF screen.

2. Change View to **Current & Leavers this Year**.
3. Tick **Include Students Already Exported**, Click on **Refresh Students**.
4. Click on the **Year** column to display the pupils by year groups.



NOTE: For Schools with pupils taught out of Year Group:
Click on **Year Taught In** rather than **Year Group** to sort.

5. Highlight the first pupil record in Year 1 and Scroll to the bottom of Year 2. Hold down the **Shift** key on your keyboard. Select the last pupil in Year 2 - this will result in all pupils being highlighted.



Release your **Shift** key.

6. Left click in the last cell under the heading **Destination School**, this will activate a drop-down button.

1 Student Options
Effective Date: 21/04/2023 View Current and Leavers this year Include students already exported Refresh Students

2 Students

UPN	Preferred Surname	Preferred Forename	Reg G.	Yea. /	Year Taught	Previous Destination	Destination LA/Other	Destination School
L823299919056	Thomson	Adeline	2GH	2	2	Buckinghamshire Phonics Screening		
V823299920054	Toms	Rhys	2JB	2	2	Buckinghamshire Phonics Screening		
J823299920055	Watkins	Lillie	2GH	2	2	Buckinghamshire Phonics Screening		
Y823299920056	Watson	Aaron	2JB	2	2	Buckinghamshire Phonics Screening		
M823299920057	Weston	Vincent	2GH	2	2	Buckinghamshire Phonics Screening		
B823299920058	Wichlacz	Frederik	2JB	2	2	Buckinghamshire Phonics Screening		
Q823299920059	Wilkins	Hari	2JB	2	2	Buckinghamshire Phonics Screening		
A823299919057	Williams	Zachary	2GH	2	2	Buckinghamshire Phonics Screening		
P823299919058	Willows	Darcie	2GH	2	2	Buckinghamshire Phonics Screening		
D823299919059	Wojcik	Antoni	2JB	2	2	Buckinghamshire Phonics Screening		
P823299919060	Wren	Eric	2JB	2	2	Buckinghamshire Phonics Screening		
B823299920060	Yasin	Safia	2GH	2	2	Buckinghamshire Phonics Screening		
P823299918001	Abrams	Paul	3CB	3	3			

3 Exception Log

Abbots Ripton Primary School 8252190
Buckinghamshire FSP 825FFFF
Buckinghamshire KS1 825K0000
Buckinghamshire KS2 825LLLL
825PPPP

Any previous destinations showing will be unique to your school.

7. Click on the **Drop Down** button and select **Buckinghamshire Phonics Screening 825PPPP** from the list. Please note that this destination will be used to include **both** Year 1 and Year 2 Phonics Screening Check
8. All records will now have this as their destination.

1 Student Options
Effective Date: 21/04/2023 View Current and Leavers this year Include students already exported Refresh Students

2 Students

UPN	Preferred Surname	Preferred Forename	Reg G.	Yea. /	Year Taught	Previous Destination	Destination LA/Other	Destination School
L823299919056	Thomson	Adeline	2GH	2	2	Buckinghamshire Phonics Screening		
V823299920054	Toms	Rhys	2JB	2	2	Buckinghamshire Phonics Screening		
J823299920055	Watkins	Lillie	2GH	2	2	Buckinghamshire Phonics Screening		
Y823299920056	Watson	Aaron	2JB	2	2	Buckinghamshire Phonics Screening		
M823299920057	Weston	Vincent	2GH	2	2	Buckinghamshire Phonics Screening		
B823299920058	Wichlacz	Frederik	2JB	2	2	Buckinghamshire Phonics Screening		
Q823299920059	Wilkins	Hari	2JB	2	2	Buckinghamshire Phonics Screening		
A823299919057	Williams	Zachary	2GH	2	2	Buckinghamshire Phonics Screening		
P823299919058	Willows	Darcie	2GH	2	2	Buckinghamshire Phonics Screening		
D823299919059	Wojcik	Antoni	2JB	2	2	Buckinghamshire Phonics Screening		
P823299919060	Wren	Eric	2JB	2	2	Buckinghamshire Phonics Screening		
B823299920060	Yasin	Safia	2GH	2	2	Buckinghamshire Phonics Screening		
P823299918001	Abrams	Paul	3CB	3	3			

Export CTF

9. Click on  **Export CTF**

An Address Tidy prompt will appear on screen, select **Yes**.

A message will shortly be displayed on screen to confirm the CTF has been created:

Export complete. CTF file(s) created: X

8232999_PHO_825PPPP_005.xml

OK

Take a note of the **filename**, particularly the last three digits and Select **OK**.

An **Exception Log** will be displayed.

There is no requirement to Print or Save the Exception Log, but you may like to for your own reference.

Check that the **Number of students in file** and the **Number of students processed** are the same, and that this matches the number of students in your Year 1 and Year 2 cohorts.



NOTE: If a pupil hasn't been processed the reason will be given in the Error Description. This will need to be resolved and a new CTF created. If you require any assistance resolving errors please contact the ICT Schools Team on 01296 383500.

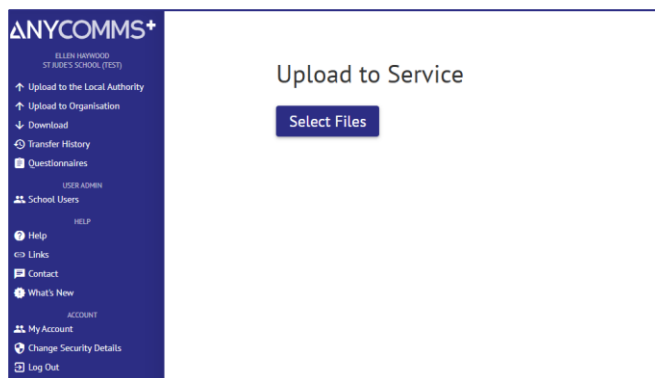
Close the screen and exit SIMS.

Please refer to Chapter 11 for Submitting Data to the LA via AnyComms.

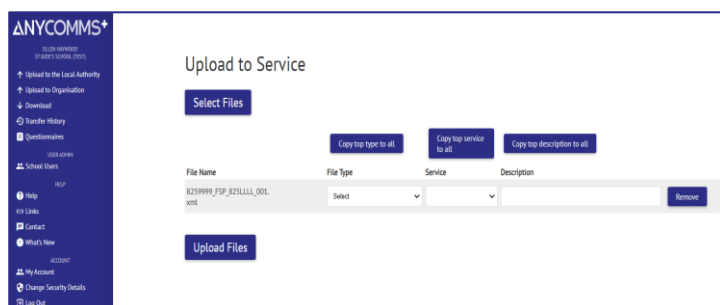
Chapter 10 All Collections - Submitting CTF to the Local Authority Via AnyComms

Once you have a file ready to send, please log onto AnyComms Plus at <https://securetransfer.buckinghamshire.gov.uk> and choose **Upload to the Local Authority** from the home page.

You will be taken to the screen shown below.



- Click on the **Select Files** button, navigate to where you have saved the CTF file you want to send in the **S:\Sims\Star\CTFOut** folder
- Highlight the file e.g. 825XXXX_CTF_825FFFF_001 where XXXX is your school's DfE number and click on **Open**.



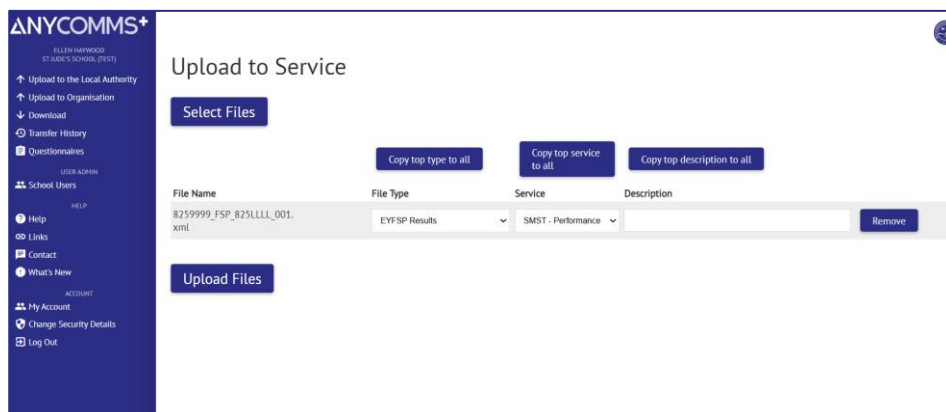
If you have chosen the wrong file, you can select the **Remove** button beside the file name. This will not delete the file from your network, just remove it from AnyComms Plus so it is not sent anywhere.

For the file you wish to upload, please select:

File Type: EYFSP Results
Phonics Check Results
Key Stage 1

Service: SMST – Performance Data

Description: You can add a comment in the description box if you want to, but this is not required to send a file.



ANYCOMMS+
ELLEN HAYWOOD
ST JUDE'S SCHOOL (TEST)

Upload to the Local Authority
Upload to Organisation
Download
Transfer History
Questionnaires

USER ADMIN
School Users

HELP
Help
Links
Contact
What's New

ACCOUNT
My Account
Change Security Details
Log Out

Upload to Service

Select Files

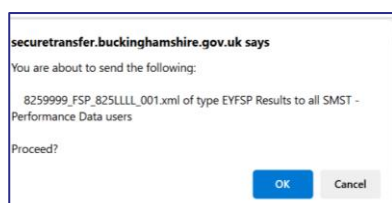
Copy top type to all Copy top service to all Copy top description to all

File Name	File Type	Service	Description
8259999_FSP_825LLLLL_001.xml	EYFSP Results	SMST - Performance	

Remove

Upload Files

Once you are happy that the details for the file are correct, please click on the **Upload Files** button. You will then see the following pop up – please carefully check that the files you are sending are going to the correct team before clicking on OK.



securetransfer.buckinghamshire.gov.uk says

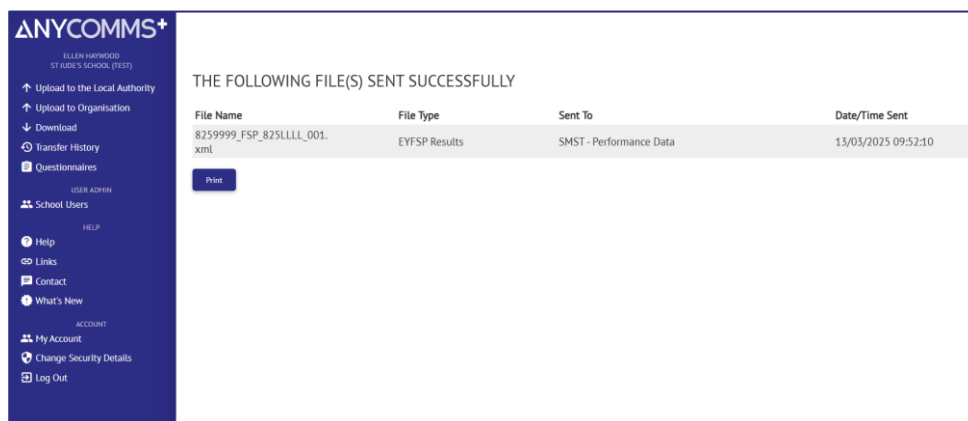
You are about to send the following:

8259999_FSP_825LLLLL_001.xml of type EYFSP Results to all SMST - Performance Data users

Proceed?

OK Cancel

You will then see the following screen.



ANYCOMMS+
ELLEN HAYWOOD
ST JUDE'S SCHOOL (TEST)

Upload to the Local Authority
Upload to Organisation
Download
Transfer History
Questionnaires

USER ADMIN
School Users

HELP
Help
Links
Contact
What's New

ACCOUNT
My Account
Change Security Details
Log Out

THE FOLLOWING FILE(S) SENT SUCCESSFULLY

File Name	File Type	Sent To	Date/Time Sent
8259999_FSP_825LLLLL_001.xml	EYFSP Results	SMST - Performance Data	13/03/2025 09:52:10

Print

You can now **Log out** from Secure File Transfer.

Chapter 11 All Collections - Reporting to Parents

EYFS Reporting to Parents

Extract from: *2025 EYFS Assessment and Reporting Arrangements*

Parents should be involved in the assessment process on a regular, ongoing basis. They should be encouraged to take part in their child's learning and development.

All Early Years Foundation Stage (EYFS) providers must give parents a written summary of a child's attainment against the early learning goals (ELGs). For each ELG this must state whether their child is:

- meeting expected levels of development
- exceeding expected levels or
- not yet reaching expected levels ('emerging')

At the end of Reception year, you should give parents a written report which:

- states the child's attainment against the ELGs
- summarises attainment in all areas of learning
- comments on general progress including the characteristics of effective learning
- explains arrangements for discussing the profile

Reports should:

- be specific to the child
- be concise and informative
- help to identify appropriate next steps

You may use the information provided by EYFS profile assessment as a basis for your reports to parents.

Settings must offer parents a reasonable opportunity to discuss the outcomes of the EYFS profile with their child's teacher. This meeting should be within the term in which the EYFS profile has been completed. Teachers may wish to consider making the child's profile available to parents as part of this discussion. If parents ask to see a copy of their child's profile, you must make this available.

In SIMS there are 2 reports available:

EYFS Revised Profile Pupil Report 2025

Individual Pupil Report – This shows the outcomes for individual pupils in the Early Years Foundation Stage Profile. If you choose to use this then you must ensure a narrative report is also provided to parents.

EYFS Revised Profile School Report 2025

Summary of the assessment results of pupils in the school as a percentage of those eligible for assessment for Boys, Girls and All Pupils. If a small school is concerned about identifying individual pupils, then the report can be amended in Microsoft Word® so only the All Pupils percentages are reported at School

Please see Appendix B for sample Reports

Wizard - EYFS Revised Profile Wizard 2025

Individual Report Format

Name	Edit Date
EYFS Revised Profile Pupil Report 2025	01/09/2024
EYFS Revised Profile School Report 2025	01/09/2024
EYFS Revised Profile National Report 2025	01/09/2024

Membership Dates for Group : Year R

From To

Group Filter

Students

	Surname	Forename	DOB	Reg Grp
☒	Hossain	Arya	18/01/2020	(PM)
☐	Howden	Odette	28/05/2020	(PM)
☐	Iman	Aashi	03/03/2020	(AM)
☐	Kyvonis	Anna	15/12/2019	(AM)
☐	Laghari	Saania	20/08/2019	(PM)
☐	Limani	Stephen	20/01/2020	(PM)

< Back Next > Finish Cancel

Previewing Reports

1. Highlight the report.
2. Ensure you have a tick against the required pupil.



NOTE: The report will preview in Microsoft Word®. If you have more than one pupil selected you must close the first report before you can see the next one.

To continue in SIMS you must close all the reports, therefore it is not recommended using the preview option with all pupils selected.

3. Click on the **Preview Report**  button.
4. Close the Word document to return to the EYFS Wizard.

Printing Reports

1. Highlight the report.
2. If all pupil reports are required, click on **Select All**.
3. Click on the **Print Report**  button.

Uploading Reports

All reports can be uploaded to the pupils' records where they will be stored as a linked document. They can then be viewed at any time.

1. Highlight a report
2. Click on **Select All**
3. Click on the **Upload**  button.

Phonics Screening Check Report to Parents

By the end of the Summer Term Headteachers should report:

- each pupil's phonics screening check score
- an outcome if a pupil has left the school, is absent, did not participate in the check or if the result is affected by maladministration

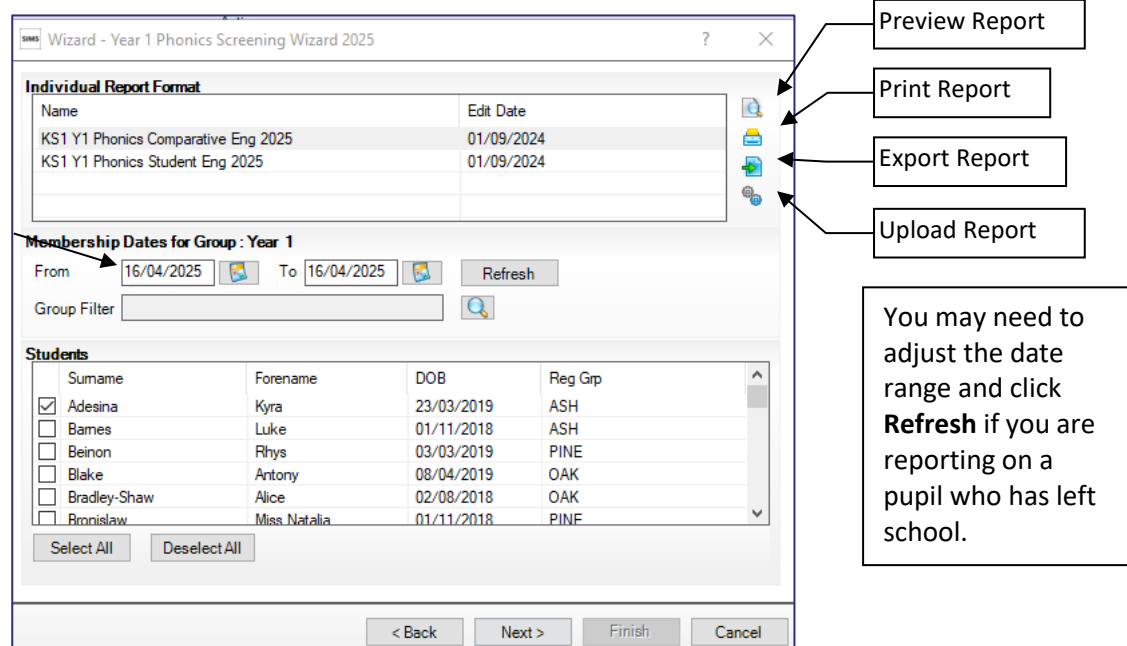
The threshold mark will be published on Monday 23rd June GOV.UK.



NOTE: These reports cannot be generated until the threshold score has been entered into SIMS in both the Year 1 and Year 2 Phonics Wizards.

Producing Reports for Year 1 Phonics Screening

4. Select **Tools | Performance | Assessment | Wizard Manager**.
5. Highlight **Year 1 Phonics Screening**
6. Click **Next** until you reach the Reports step of the Wizard and follow the above instructions on how to preview, print, export and upload the reports.



Individual Report Format

Name	Edit Date
KS1 Y1 Phonics Comparative Eng 2025	01/09/2024
KS1 Y1 Phonics Student Eng 2025	01/09/2024

Membership Dates for Group: Year 1

From: 16/04/2025 To: 16/04/2025 Refresh

Group Filter

Students

	Surname	Forename	DOB	Reg Grp
☒	Adesina	Kyra	23/03/2019	ASH
☐	Bames	Luke	01/11/2018	ASH
☐	Beinon	Rhys	03/03/2019	PINE
☐	Blake	Antony	08/04/2019	OAK
☐	Bradley-Shaw	Alice	02/08/2018	OAK
☐	Bronislaw	Miss Natalia	01/11/2018	PINE

Select All Deselect All

< Back Next > Finish Cancel

Preview Report

Print Report

Export Report

Upload Report

You may need to adjust the date range and click **Refresh** if you are reporting on a pupil who has left school.

KS1 Y1 Phonics Comparative Eng 2025 – Non-Statutory, no requirement to print this for all pupils.

KS1 Y1 Phonics Student Eng 2025 – Statutory for reporting to parents.



NOTE: You will need to print the Y1 Phonics Student Report Double Sided.

Comparative Report

The comparative report will be the same for all pupils and therefore only needs printing once. It can then be photocopied for each pupil. You may also wish to save as a PDF and publish it to your school website.

1. Highlight **KS1 Phonics Comparative Eng 2025**
2. Select one pupil and click on the **Print Report** button.
3. Please check that the number of pupils is shown correctly on the report.



NOTE: This report records percentages of pupils not a count of pupils. Figures may not total 100% due to rounding.

Producing Reports for Year 2 Phonics Screening

You will also need to access the Year 2 Phonics Screening Wizard to produce reports for pupils who did not meet the threshold in Year 1.

1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Highlight **Year 2 Phonics Screening**
3. Click **Next** until you reach the Reports step of the Wizard.

KS1 Y2 Phonics Comparative Eng 2025 – Non-Statutory, no requirement to print this for all pupils.

KS1 Y2 Phonics Student Eng 2025 – Statutory for reporting to parents.

Please then print or upload as per instructions for Year 1 Phonics reports above but only tick those Year 2 pupils who did not meet the threshold in Year 1.

Example student level reports can be found in Appendix B.

Appendix A Key Stage 1 Wizard

Introduction

Following the [2017 consultation on primary assessment](#), DfE [announced in July 2022](#) that end of KS1 assessments will no longer be statutory from the academic year 2023-2025 onwards. This took effect from 1 September 2023.

The following KS1 assessments are now optional:

- teacher assessment judgements in English reading, English writing, mathematics and science
- tests in English reading and mathematics (the English grammar, punctuation and spelling test will also remain optional)
- where relevant, using the pre-key stage standards or engagement model

There is no legal requirement for schools or local authorities to report KS1 teacher assessment data back to DfE. There is also no requirement to report results from end of KS1 assessments to parents. As with other years in which there are no statutory assessments, there will still be a requirement for headteachers to provide an annual report to parents or carers about a pupil's general progress in Year 2.

The reception baseline assessment (RBA) will replace the end of KS1 assessments as the baseline for cohort level primary progress measures. This will happen when the first cohort with a statutory RBA reaches the end of key stage 2.

The existing end of KS1 teacher assessment frameworks remain available on GOV.UK for schools who wish to use them optionally as part of their ongoing assessment of children. The DfE will also continue to develop and supply materials for the optional, non-statutory end of KS1 tests in:

- English reading
- English grammar, punctuation and spelling
- mathematics

Teacher Assessment Submission Deadline

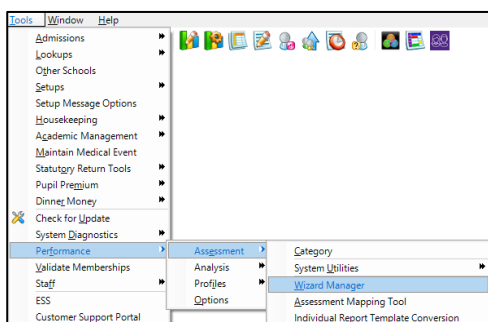
If Schools would like the Local Authority to still collect KS1 data they need to submit Teacher Assessment data to the Local Authority by **Friday 4th July 2025**. Early submission is recommended.

Note for Infant Schools

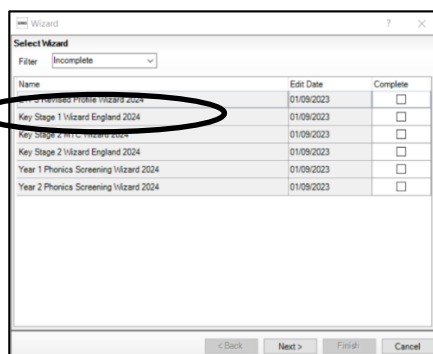
As part of the end of year procedures you will be sending a CTF to schools receiving your pupils into their Year 3 in September 2025. If you send your CTF before you have entered your Key Stage 1 assessments, you need to send a second CTF in order that the receiving schools will have the Key Stage 1 teacher assessments.

Accessing the Key Stage 1 Wizard

1. In SIMS select **Tools | Performance | Assessment | Wizard Manager**.



2. Change the Filter to **ALL**.
3. The window will show the **Key Stage 1 Wizard England 2024**. (Any other imported Wizards will also show)



Name	Edit Date	Complete
Key Stage 1 Wizard England 2024	01/09/2023	☐
Key Stage 2 Wizard England 2024	01/09/2023	☐
Year 1 Phonics Screening Wizard 2024	01/09/2023	☐
Year 2 Phonics Screening Wizard 2024	01/09/2023	☐

*If you mark historic Wizards as complete at this point, by ticking the box in the **Complete** column, they will not show next time you access the Wizards.*

Please note that the 2025 wizards will contain an edit date of 01/09/2024 (or later).

4. Highlight the **Key Stage 1 Wizard England 2024** with a single click (This will put a faint dotted box around the selected Wizard).



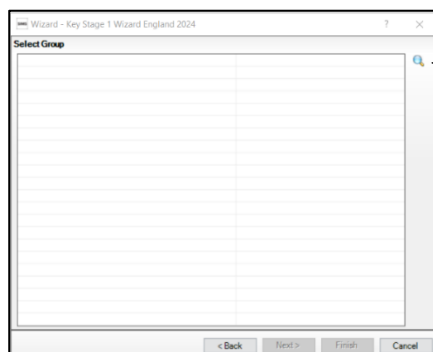
NOTE: Even if only one Key Stage Wizard is displayed, you must highlight it before you continue to the next page.

5. Select **Next** (If you are prompted to **Save** select **Yes**).

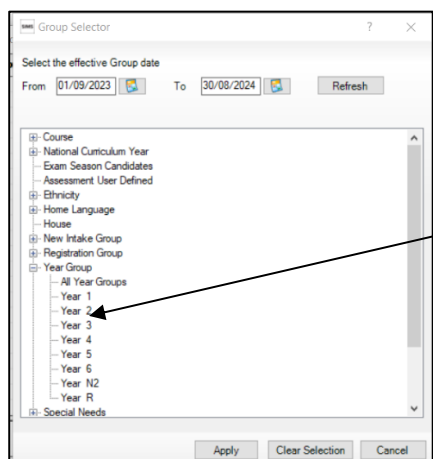
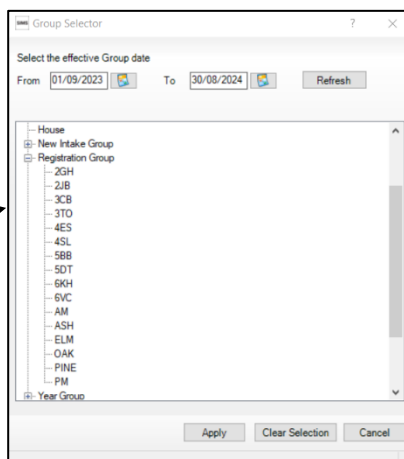
6. This will take you to the **Select Group** window

Selecting a Group of Pupils e.g., Year 2/Reg group

1. To select your required group click on the **Browser** button.



2. This will open the **Group Selector** window:

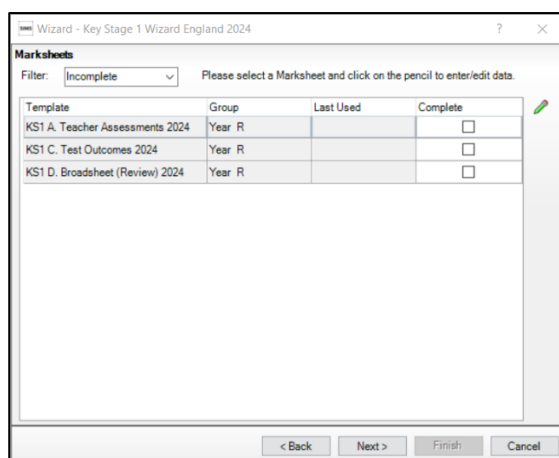



- Expand **Year Group** (by clicking on the plus sign) and highlight **Year 2**.



NOTE: If you have pupils being taught in Year 2 who are out of Year Group then expand **National Curriculum Year** and highlight **Curriculum Year 2**.
If you are a school with multiple form intake you may wish to create class marksheets for each teacher to complete, please contact the ICT Schools Team for support with this if required.

- Click on **Apply**.
- This will return you to the **Select Group** window where your selection will now show:
- Select **Next** (If you are prompted to **Save** select **Yes**).
- This will take you to the **Marksheets** window.



Template	Group	Last Used	Complete
KS1 A. Teacher Assessments 2024	Year R		☐
KS1 C. Test Outcomes 2024	Year R		☐
KS1 D. Broadsheet (Review) 2024	Year R		☐

Marksheets

There are three Marksheets available in the **Key Stage 1 Wizard England 2024**.

KS1 A. Teacher Assessments 2024-

This marksheet can be used to store the Outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.

KS1 C. Test Outcomes 2024- Optional

This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 1 arrangements from 2016 onwards.

KS1 D. Broadsheet (Review) 2024

This marksheet displays all the results for each pupil that have been entered through the first two marksheets.



NOTE: You cannot enter marks on the marksheet **KS1 D Broadsheet (Review) 2024**.

The acceptable assessment grades vary depending on which assessment you are recording as outlined in the table below.

	Reading	Writing	Maths	Science
High Attaining	GDS <i>Working at Greater Depth within the Expected Standard</i>			N/A
Expected Standard	EXS <i>Working at the Expected Standard</i>			
Lower Attaining	WTS <i>Working Towards the Expected Standard</i>			HNM + <i>Has Not Met the Expected Standard</i>
	PK4, PK3, PK2, PK1 <i>Foundations for the Expected Standard</i>			
	EM Pupil Assessed against the Engagement Model <i>Below the standard of the pre-key stage</i>			
Other Values	A / Q <i>Absent / Maladministration</i>			

Key Stage 1 Reporting to Parents

If using the reports within the wizard you need to manually change the Year at the top of the reports.

Optional - to include results of optional KS1 teacher assessments

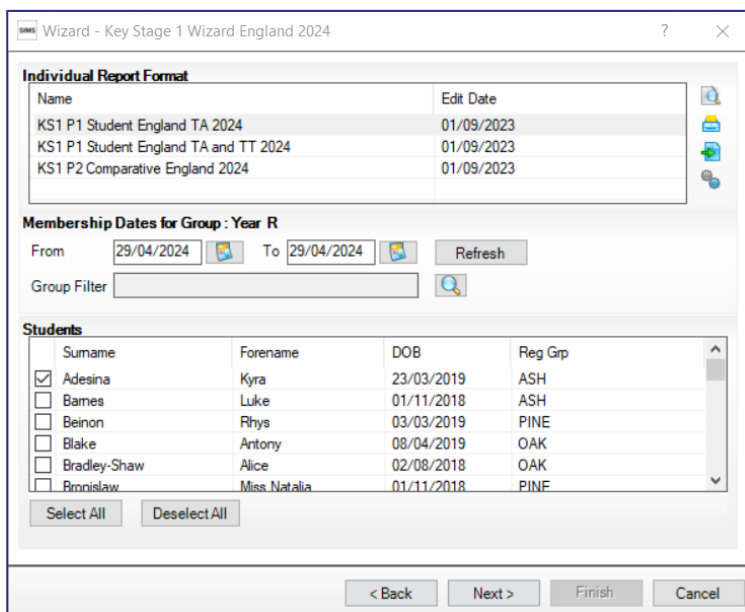
Previewing Reports

The annual report must be made available to parents before the end of the Summer term. The report must cover the pupil's:

- achievements
- general progress
- attendance record

The report must include the pupil's results of the KS1 Teacher Assessments in reading, writing, mathematics and science.

1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Highlight **Key Stage 1 Wizard England 2024** and click **Next**.
3. Click **Next** until you reach the Reports step of the Wizard.



Name	Edit Date
KS1 P1 Student England TA 2024	01/09/2023
KS1 P1 Student England TA and TT 2024	01/09/2023
KS1 P2 Comparative England 2024	01/09/2023

Membership Dates for Group : Year R

From: 29/04/2024 To: 29/04/2024 Refresh

Group Filter

Surname	Forename	DOB	Reg Grp
☒ Adesina	Kyra	23/03/2019	ASH
☐ Barnes	Luke	01/11/2018	ASH
☐ Beiron	Rhys	03/03/2019	PINE
☐ Blake	Antony	08/04/2019	OAK
☐ Bradley-Shaw	Alice	02/08/2018	OAK
☐ Bronislaw	Miss Natalia	01/11/2018	PINE

Select All Deselect All

< Back Next > Finish Cancel

Preview Report

Print Report

Export Report

Upload Report

You may need to adjust the date range and click **Refresh** if you are reporting on a pupil who has left school.

Previewing Individual Reports

1. Highlight **KS1 P1 Student England TA 2024** or **KS1 P1 Student England TA and TT 2024**
2. Ensure you have a green tick against the required pupil.



NOTE: The report will preview in Microsoft Word®. If you have more than one pupil selected you must close the first report before you can see the next one.

To continue in SIMS you must close all the reports, therefore it is not recommended using the preview option with all pupils selected.

3. Follow the instructions above to preview, print, export and upload the reports.

Comparative Report

The comparative report will be the same for all pupils and therefore only needs printing once. It can then be photocopied for each pupil. You may also wish to save as a PDF and publish it to your school website.

1. Highlight **KS2 P2 Comparative England 2024**
2. Select one pupil and click on the **Print Report** button.
3. Please check that the number of pupils is shown correctly on the report.

Please see **Appendix B** for samples of each of these reports.

Appendix B Sample Reports

EYFS Revised Profile Pupil Report 2025

Early Years Foundation Stage Profile 2025		
Arya Hossain	18/01/2020	
Communication and Language		
Listening, Attention and Understanding	2	Expected
Speaking	2	Expected
Personal, Social and Emotional Development		
Self - Regulation	2	Expected
Managing Self	1	Emerging
Building Relationships	2	Expected
Physical Development		
Gross Motor Skills	2	Expected
Fine Motor Skills	2	Expected
Literacy		
Comprehension	1	Emerging
Word Reading	1	Emerging
Writing	2	Expected
Mathematics		
Number	1	Emerging
Numerical Patterns	2	Expected
Understanding the World		
Past and Present	1	Emerging
People, Culture and Communities	2	Expected
The Natural World	1	Emerging
Expressive Arts and Design		
Creating with Materials	2	Expected
Being Imaginative and Expressive	2	Expected

2	Expected	Meeting the level of development expected at the end of the EYFS.
1	Emerging	Not yet reaching the level of development expected at the end of the EYFS.
A	Exemption applies	No Assessment.
GLD		Children are defined as having reached a Good Level of Development (GLD) if they have achieved at least the expected level for the ELGs in the Communication and Language, Personal, Social and Emotional Development, Physical Development, Literacy and Mathematics areas of learning.

KS1 P1 Student England TA 2025

Pupil's Results at Key Stage 1 - 2024

Kyra Adesina

ASH

Teacher Assessment Results:

English Reading	Working towards the expected standard
English Writing	Working towards the expected standard
Mathematics	Working towards the expected standard
Science	Working at the expected standard

Key to Teacher Assessment Results:

Note: not all results are valid for all Areas of Learning

GDS is awarded if the pupil is working at greater depth at the expected standard.

EXS is awarded if the pupil is working at the expected standard.

WTS is awarded if the pupil is working towards the expected standard.

HNW is awarded if the pupil has not met the standard.

PK1 is awarded if the pupil is working at a Pre Key Stage Standard 1.

PK2 is awarded if the pupil is working at a Pre Key Stage Standard 2.

PK3 is awarded if the pupil is working at a Pre Key Stage Standard 3.

PK4 is awarded if the pupil is working at a Pre Key Stage Standard 4.

EM is awarded if the pupil has been assessed against the Engagement Model.

A is awarded if the pupil was absent.

Q is imported in cases of maladministration in Reading, Writing, Mathematics or Science.

Y1 Phonics Student Eng 2025

Year 1 Phonics Screening Check 2025															
PUPIL'S RESULTS															
Kyra Adesina	ASH														
Individual Results															
Year 1 Phonics Screening Mark	Result 30														
Phonics screening check information and results What is the phonics screening check? The phonics screening check is a quick check of your child's ability to decode words using only his or her phonic knowledge. It helps us to confirm whether your child has met the expected standard for a child at the end of Year 1. The check is a statutory requirement for all children in Year 1 and takes place each year in the summer term. Children who did not take the check in Year 1, or who did not meet the expected standard, will take the check again at the end of Year 2. The check is carried out in the Summer term. How does the check work? - Your child was asked to read 40 words aloud to a teacher who is known to him/her. - Your child may have read some of the words before, while others would have been completely new. - The check took only a few minutes to complete and there was no time limit. Meeting the expected standard In order for children to demonstrate that they have met the expected standard in phonic decoding they had to score a minimum number of marks in the phonics screening check. Children who scored fewer than the minimum threshold are considered not to have met the expected standard in phonic decoding. Any child who has not met the expected standard will be given additional support in phonics to help him or her to improve. The nature of this support will vary depending on how close to the threshold he/she was.															
Assessment Grades <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Grade</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Wa</td> <td>Took the phonics screening check and met the required standard</td> </tr> <tr> <td>Wt</td> <td>Took the phonics screening check and did not meet the required standard</td> </tr> <tr> <td>A</td> <td>Absent</td> </tr> <tr> <td>D</td> <td>Did not take the phonics screening check</td> </tr> <tr> <td>L</td> <td>Left the school</td> </tr> <tr> <td>Q</td> <td>Maladministration</td> </tr> </tbody> </table>		Grade	Description	Wa	Took the phonics screening check and met the required standard	Wt	Took the phonics screening check and did not meet the required standard	A	Absent	D	Did not take the phonics screening check	L	Left the school	Q	Maladministration
Grade	Description														
Wa	Took the phonics screening check and met the required standard														
Wt	Took the phonics screening check and did not meet the required standard														
A	Absent														
D	Did not take the phonics screening check														
L	Left the school														
Q	Maladministration														

What happens next if your child did not meet the minimum standard?

Your child will continue to learn phonics with his/her classmates on a daily basis. The screening check is designed to help teachers identify which children need help with phonic decoding. Depending on his/her learning needs, your child may be given additional resources or input. In addition to the daily phonics session in class, your child may take part in additional catch up sessions throughout the week.

Your child will take the phonics check again at the end of their time in Year 2, so that the school can make sure again that the support and help given to your child has been successful, or is continuing appropriately.

Can I help my child with phonics?

Children make the best use of their understanding of phonics when they are given plenty of encouragement and learn to enjoy reading a wide variety of books and other forms of writing. Parents play a very important part in helping with this.

Some simple steps to help your child learn to read through using phonics successfully:

- Ask your child's class teacher about the school's approach to teaching phonics and how you can reinforce this at home. For example, the teacher will be able to tell you which letters and sounds the class is covering in lessons each week.
- When reading, encourage your child to 'sound out' unfamiliar words and then blend the sounds together from left to right, rather than looking at the pictures to guess the word. Once your child has read an unfamiliar word you can talk about what it means and help him/her to follow the story.
- Try to make time to read something with your child every day and encourage other family members and friends to do the same. Support your child to blend the sounds together all the way through a word.
- Keep reading all the time, wherever you are, including the school holidays when children don't have a home reading book from school. Look for as many opportunities as possible to encourage your child to use the skills they are learning – menus and leaflets and on-screen text can stimulate children to want to practise their phonic knowledge.
- Word games like 'I-spy' can also be an enjoyable way of teaching children about sounds and letters as can talking about all the words which surround you, from road signs to shopping lists. If children become aware of the uses of reading, they become much more interested in practising what they know.

Printed: 16/04/2025

KS2 Y2 Phonics Student Eng 2025

Year 2 Phonics Screening Check 2025															
PUPIL'S RESULTS															
Larisa Balan	2GH														
Test Results															
Year 1 Phonics Screening Mark	22														
Year 1 Phonics Screening Grade	Wt														
Year 2 Phonics Screening Mark	40														
Year 2 Phonics Screening Grade	Wa														
Assessment Grades <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Grade</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Wa</td> <td>Took the phonics screening check and met the required standard</td> </tr> <tr> <td>Wt</td> <td>Took the phonics screening check and did not meet the required standard</td> </tr> <tr> <td>A</td> <td>Absent</td> </tr> <tr> <td>D</td> <td>Did not take the phonics screening check</td> </tr> <tr> <td>L</td> <td>Left the school</td> </tr> <tr> <td>Q</td> <td>Maladministration</td> </tr> </tbody> </table>		Grade	Description	Wa	Took the phonics screening check and met the required standard	Wt	Took the phonics screening check and did not meet the required standard	A	Absent	D	Did not take the phonics screening check	L	Left the school	Q	Maladministration
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Printed: 16/04/2025

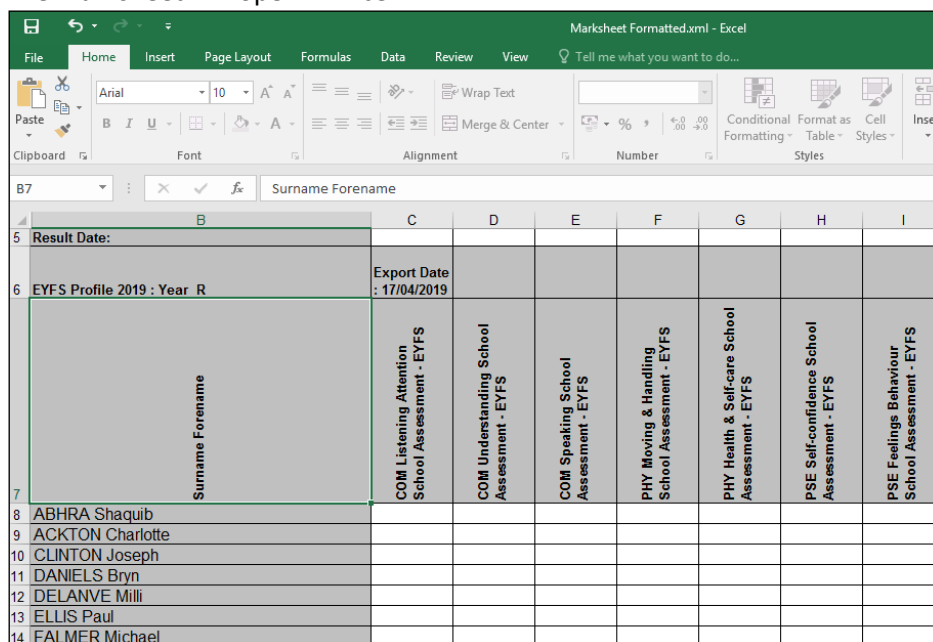
Appendix C Importing & Exporting Marksheets

The export of formatted marksheets to Microsoft® Excel enables the data to be entered offline in such a way that the data can be re-imported with ease.

1. Open the marksheet you wish to export. **Export** button and choose FORMATTED.



2. The marksheet will open in Excel.



Result Date:	Surname Forename	COM Listening Attention School Assessment - EYFS	COM Understanding School Assessment - EYFS	COM Speaking School Assessment - EYFS	PHY Moving & Handling School Assessment - EYFS	PHY Health & Self-care School Assessment - EYFS	PSE Self-confidence School Assessment - EYFS	PSE Feelings Behaviour School Assessment - EYFS
Export Date: 17/04/2019								
EYFS Profile 2019 : Year R								
	ABHRA Shaquib							
	ACKTON Charlotte							
	CLINTON Joseph							
	DANIELS Bryn							
	DELANVE Milli							
	ELLIS Paul							
	FALMER Michael							



NOTE: The pupil names, column headings are write protected as would be any columns that were read-only on the marksheet in SIMS Assessment.

3. Click the **Save** button to save the marksheet, to a convenient location. Click the **Close** button and exit Excel.

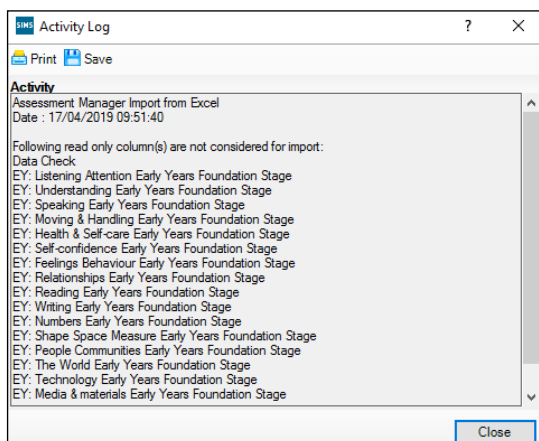
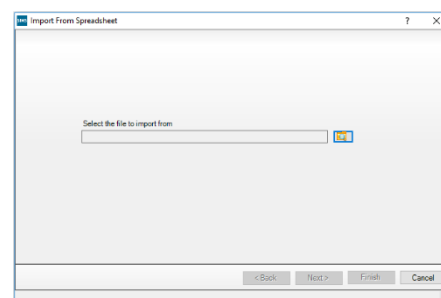


NOTE: Ensure the marksheet is saved as an **.XML file**. The excel spreadsheet will not import into SIMS if saved in another format.

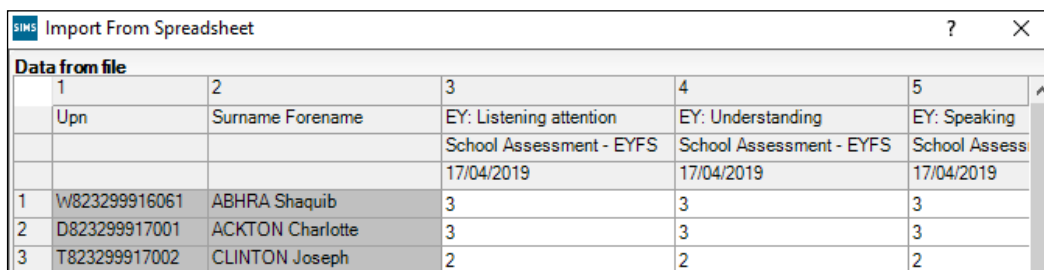
Importing Marksheets into SIMS (Formatted version)

To import marks successfully, the grades / marks in the xml spreadsheet must match the expected grade / mark in the SIMS Marksheet. If these are not the same, the grades / marks will not import.

1. Select **Routines | Data In | Assessment | Import from Spreadsheet**.
2. Select the file that you have just saved and click the **Open** button.
3. Click the **Next** button - you will then receive an Activity Log informing you of any read only columns the process will not consider for import.

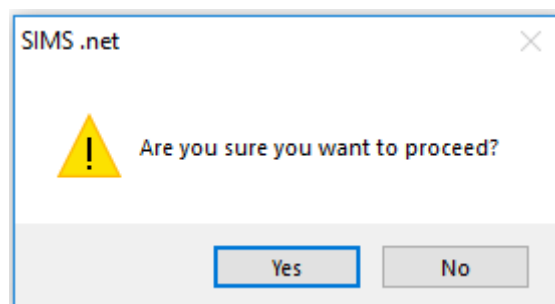
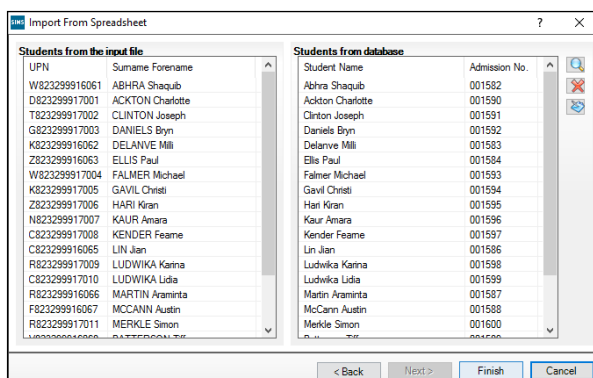


4. Click the **Close** button to see the data that you entered in Excel with the dates at the top of the columns.

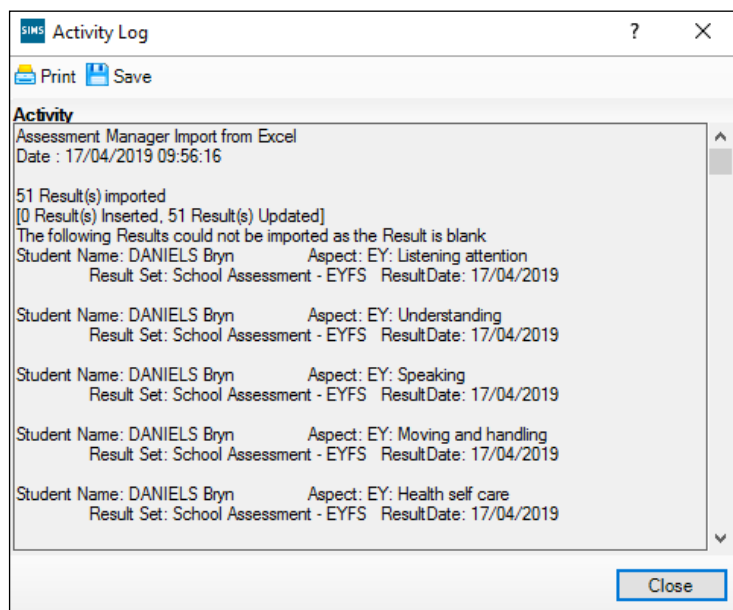


Data from file				
1	2	3	4	5
Upn	Surname Forename	EY: Listening attention	EY: Understanding	EY: Speaking
		School Assessment - EYFS	School Assessment - EYFS	School Assess
		17/04/2019	17/04/2019	17/04/2019
1	W823299916061 ABHRA Shaquib	3	3	3
2	D823299917001 ACKTON Charlotte	3	3	3
3	T823299917002 CLINTON Joseph	2	2	2

5. Click the **Next** button to display a list of matched pupils. Click the **Finish** button and confirm that you wish to proceed in order to import the data.



6. The Activity Log displays a list of any invalid results that cannot therefore be imported. Blank results are also listed.

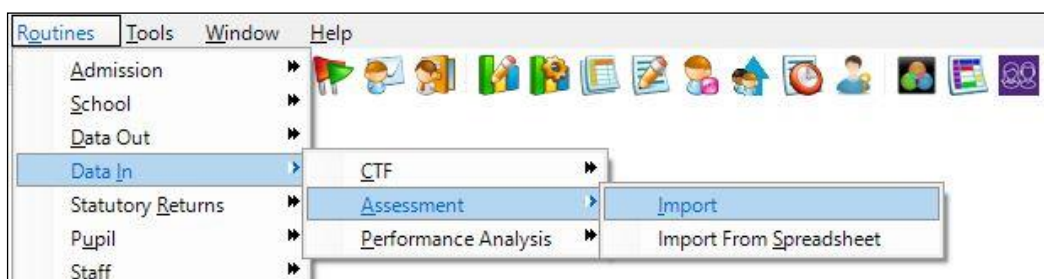


7. Click the **Close** button to close the Activity Log and view the **Marksheet** to display the imported data. (If you did not close the marksheet during this process it will need to be refreshed to display the data).
8. Open the marksheet in SIMS to check data has been imported successfully.

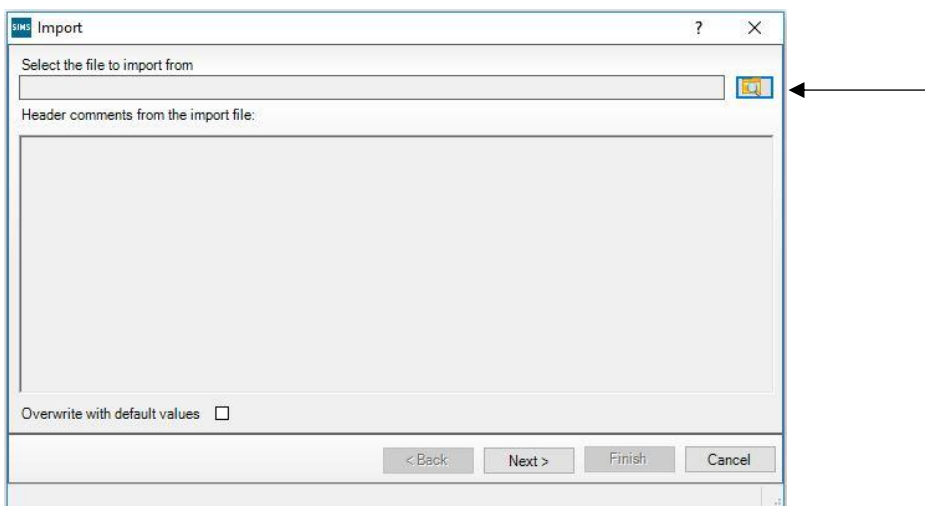
Appendix D Importing EYFS, KS1, KS2 & Phonics Wizards

In SIMS select the menu route:

1. Routines | Data In | Assessment | Import

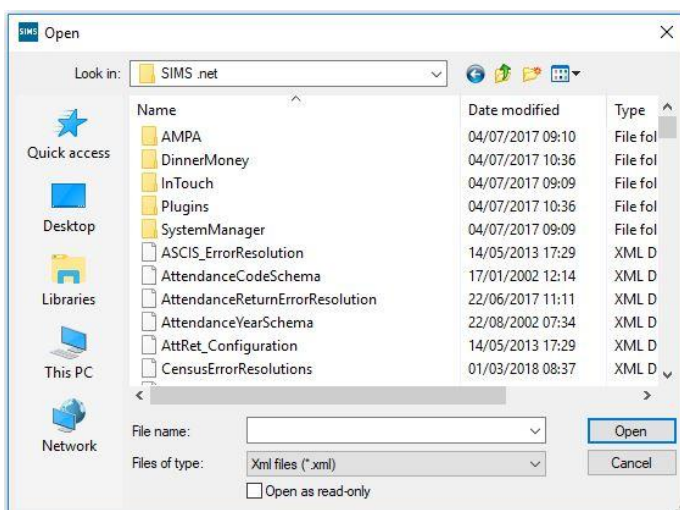


- to open the first page of the Import Wizard.



2. Click the **Browser** button.

3. The **Look in** field should default to **SIMS .net**, please see the note over the page if this is not the case.





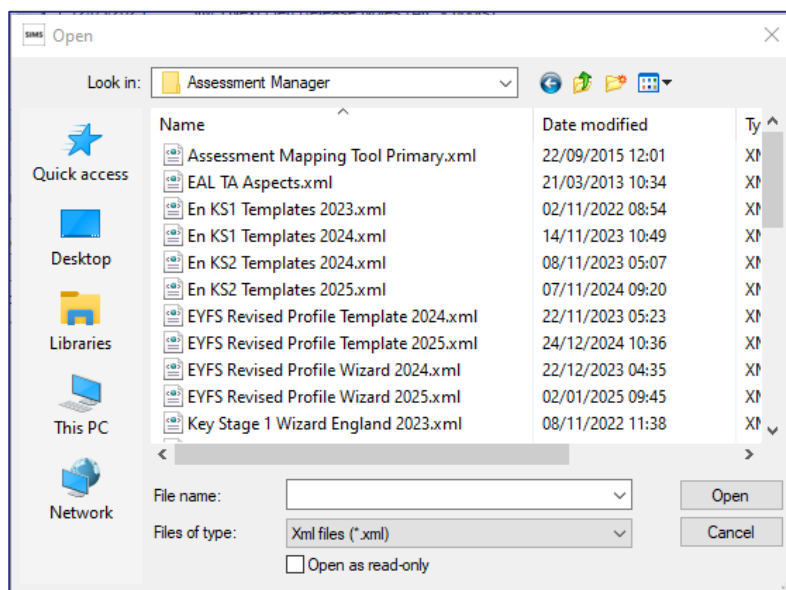
NOTE: If the system does not open in **SIMS .net**, you will need to navigate to it.

Click on the **My Computer** icon and access the following menu route:

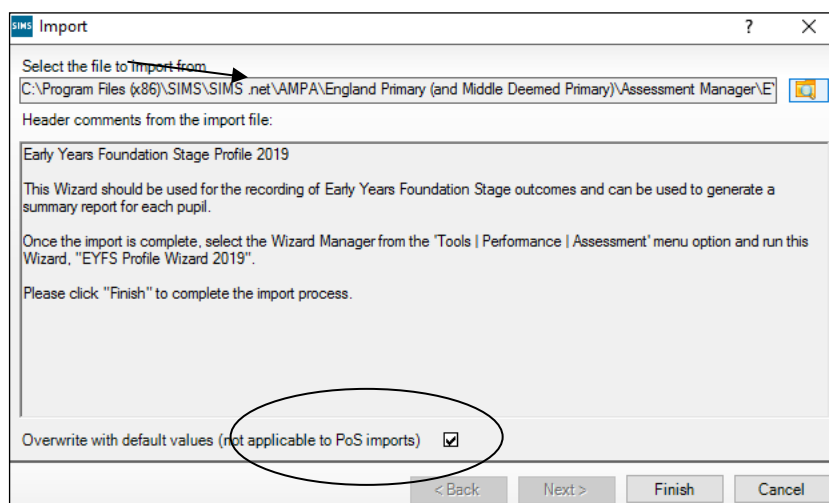
C: \ Program Files \ SIMS \ SIMS .net

4. Select **AMPA \ England Primary (and Middle Deemed Primary) \ Assessment Manager**.

5. Highlight **EYFS Profile Wizard 2025.xml** and click on the **Open** button.



6. The name of the selected file will be displayed in the **Select the file to import from** window as shown in the following graphic.

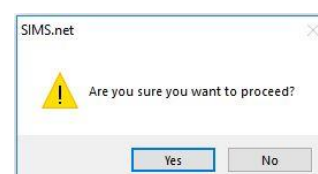


7. Ensure that there is a tick in **Overwrite with default values** box.

8. Click on Next to import templates.

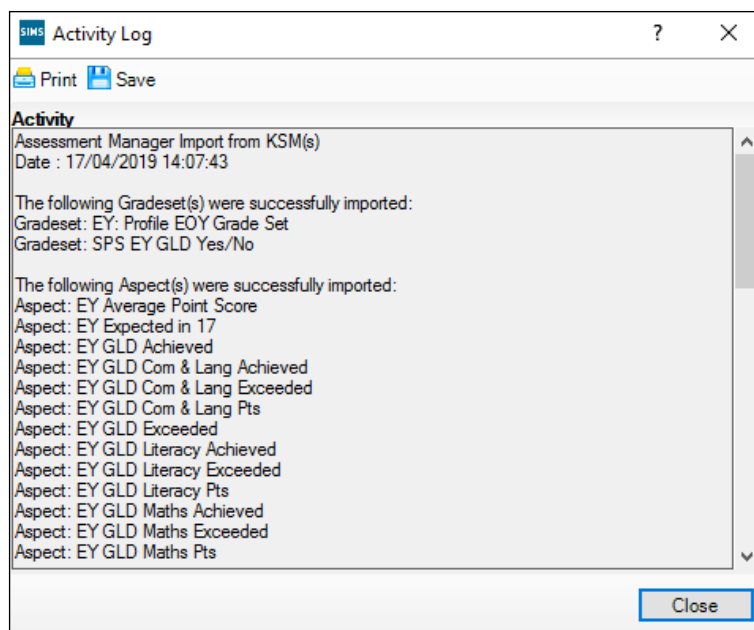
9. Click on the **Finish** button.

10. A message dialog will ask you for confirmation to proceed with the import. Click the **Yes** button to start the import process, which might take a short time to complete.



11. An activity log will show once the process is complete. Please scroll to the bottom and check the Early Years Foundation Stage Wizard was **successfully imported**.

There is no need to Print or Save the Activity Log.



Depending on your School Phase, please import the following Wizards:

- **Year 1 Phonics Screening Wizard 2025**
- **Year 2 Phonics Screening Wizard 2025**
- **KS2 Multiplication Table Check 2025**
- **Key Stage 2 Wizard 2025**



If you are a Junior School, you will need to import KS1 Wizard, Yr1 Phonics Wizard and Yr2 Phonics Wizard to have historical data for your Yr3 pupils, which is contained within the CTF from your Infant School.

Appendix E Adding a Destination for Results

1. Select **Tools** | **Other Schools**.



The 'Find School' interface includes a toolbar with buttons for New, Search, Open, Print, Browse, Next, and Previous. Below the toolbar are input fields for 'School Name' and 'School Purpose' (with a dropdown menu showing '<Any>'). At the bottom, there is a table with columns: School Name, School Address, LA, and School No.

2. Click on the **New** button.

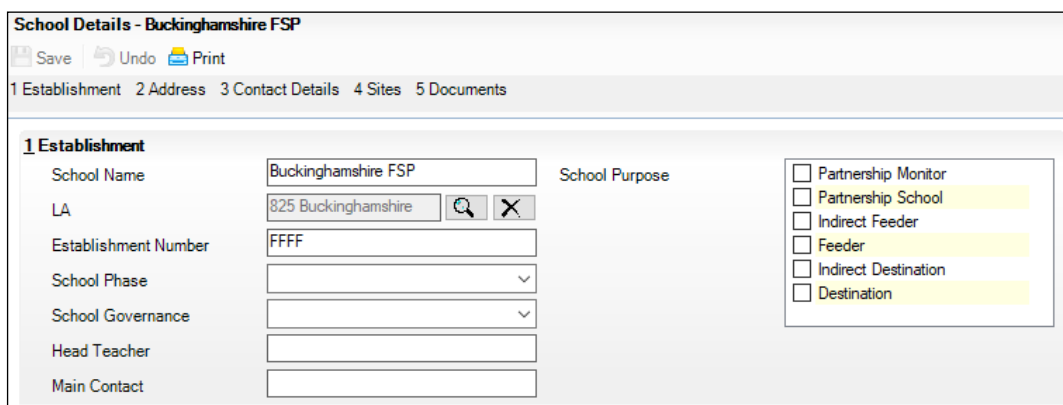
3. Enter details as follows:

School Name	LA	Establishment Number
Buckinghamshire FSP	825	FFFF
Buckinghamshire Phonics Screening	825	PPPP
Buckinghamshire KS1	825	KKKK
Buckinghamshire KS2	825	LLLL



NOTE: To add the LA number:

- Click on the browser  button
- Click on search
- Double click **Buckinghamshire 825**



The 'School Details - Buckinghamshire FSP' form has a toolbar with Save, Undo, and Print buttons. Below the toolbar are tabs for Establishment, Address, Contact Details, Sites, and Documents. The '1 Establishment' tab is active, showing fields for School Name (Buckinghamshire FSP), LA (825 Buckinghamshire), Establishment Number (FFFF), School Phase, School Governance, Head Teacher, and Main Contact. To the right, under 'School Purpose', there is a list of checkboxes: Partnership Monitor, Partnership School, Indirect Feeder, Feeder, Indirect Destination, and Destination. The 'Partnership School', 'Feeder', and 'Destination' options are highlighted in yellow.

4. **Save.**

5. Close the screen.

