

# **Phonics Screening Check Data Collection Summer 2025**

## **Guidance Notes for Schools**

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## 1. Reporting phonics screening check results to the LA

The phonics screening check takes place during week beginning Monday 9th June. If a child is absent that week, schools have until Friday 20th June to administer the check.

The following data items should be submitted for all Year 1 pupils, plus any Year 2 pupils who did not meet the expected standard at the Summer 2025 Phonics check:

- surname, forename, gender, date of birth, UPN, NC Year Group.
- a 'phonics mark' between 0-40
- one of the following outcome codes:

Description	Phonics outcome code
Pupil took the check and met the expected standard	Wa
Pupil took the check and did not meet the required standard	Wt
Pupil was absent	A
Headteacher decided it was not appropriate for pupil to take the check	D
Pupil left the school	L
Check subject to maladministration	Q

DfE will announce the threshold mark on Monday 23rd June (i.e., after the testing period ends), therefore your software may not show the correct outcome (e.g., this may default to Wt for any pupil whose score is below 40 or be based on an earlier year's threshold mark). However, this field will show the correct value for each child when we submit your data to the DfE.

## 2. Key dates

The deadline for data submission to LAs is **Friday 20th June 2025**.

To ensure all data cleansing and checking can be completed we would request that you submit your data to us as early as possible during June. This will also allow us to monitor data quality and assist you with any queries.

## 3. Creating your return

Schools should record their phonics check result for each pupil on their assessment software, for example Target Tracker, SIMS Assessment Manager, etc. Your software will allow you to create an export file to send to the LA.

Any queries regarding the creation of the export file should be referred to your software provider.

## 4. Data checking reports

Once we have received and processed your phonics data, we will send you details of the results we hold prior to submitting them to the DfE. This will give schools a final opportunity to check their data and to notify us of any amendments.

## 5. Reporting results to parents

Once you have entered the phonics check result for each pupil into your assessment software you will be able to produce the pupil and school level reports for parents. The school level data should include the comparative national results for 2024, together with your school's results for 2025.

## 6. Returning data to the LA using egress

Schools should use [egress](#) to send their phonics screening check data (for all Year 1 pupils, plus any Year 2 pupils who did not meet the expected standard at the Summer 2024 Phonics check) securely to the LA.

Use the Browse function to find the phonics XML file stored on your computer in your chosen location. The file name will be in one of the following formats:

**881SSSS\_PHO\_881LLLL\_NUM.XML or**  
**881SSSS\_CTF\_881LLLL\_NUM.XML**

where:

**SSSS** is the school DfE number.

**NUM** is a file extension number (such as 001, 002 or 100, 101), which increases each time a phonics file is created.

To check that you have located the most recent version, hover over the file name with your cursor to see 'date modified'.

Once the file has been located, attach the file to the email and send securely to [charlie.watson@slough.gov.uk](mailto:charlie.watson@slough.gov.uk)

We will process and validate your data return to ensure that there are no data discrepancies. We will upload a series of useful reports via [Perspective Lite](#) for you to verify that the data to be submitted to the DfE is aligned with your schools/settings own records

## 7. Useful links

Refer to the [DfE Phonics screening check administration guidance](#).

## 8. Contact us

Please submit enquiries by email to: [charlie.watson@slough.gov.uk](mailto:charlie.watson@slough.gov.uk)