To be undertaken by the Integris Administrator

Stage 4 contains the following steps:

1. **Check Y1 Phonics data for the return**
2. **Create Y1 Phonics return file for submission to the LA**
3. **Create Y2 Re-Check Phonics return file**
4. **Unzip downloaded Phonics return files downloaded from Integris**
5. **Send files via Anycomms or S2S to LA**

1. Check/Approve the Y1 Phonics data for the return

When the teacher(s) have completed and checked the data entered for each pupil, please check the following:

1.1 Go to **Assessment > Markbooks > My Markbooks** > select the **NC Phonics Check 2025** markbook for **Year 1** and click  to open it.

>> Are all the pupils listed those for whom you wish to submit Y1 Phonics data?

1.2 Check: Phonics marks are entered into the Marks column as expected. Where a pupil has been absent (A) or disapplied (D) from the check, then an A or D value should be entered into the Outcomes column and a blank left in Mark column.

Pupils should not take the check if any of the following apply:

1. they have shown no understanding of grapheme-phoneme correspondences
2. they have not completed the first year of the KS1 English programme of study
3. they have recently moved to the country and are unable to understand letters and sounds in English
4. they use British Sign Language or other sign-supported communication, such as communication boards, to spell out individual letters
5. they are mute, or selectively mute
6. they have been absent during the check window – if a pupil does not take the check during this period and returns to school after **Friday 20th June**, they must be recorded as absent

Pupils who move schools

If a pupil arrives at your school just before or during phonics screening check week (beginning **Mon 12th June**) the pupil should still attempt the check unless they have no understanding of grapheme-phoneme correspondences.

Pupil absence during the phonics screening check week

If a pupil is absent during the check week, you can administer the check up to **Friday 20th June**. Any pupil who is absent from school for this entire period (**Mon 9th – Fri 20th June**) should be recorded as Absent (A) when submitting the results data for the check. Pupils must only attempt the phonics screening check once during the check window.

2. Create Y1 Phonics Check return file

2.1 Go to **Administration** > **Import & Export** > **Key Stage Exports** > **Phonics Export (2025) >** click **Next>>** button (*bottom left of screen*)
*You should see that the **Export students to** is set to your home LA code i.e. 823/LLLL (Central Beds) or 822/LLLL (Bedford Bor)*

2.2 Click the **Add Student** + icon (top right of screen) to display the Student Search window

2.3 In the ***Year Group*** field select **Year 1** and click **Find** > click **Select** and click **Yes** at the prompt
All your Year 1 pupils in the Current Roll should now be listed.

2.4 **Please take note**: are there any pupils who have left your school that were included in the screen check that should be included in the return? You can add these pupils from the Former Roll – simply click + and change the ***Roll Status*** to **Former Roll** and find the pupil(s) so that they are included in the list.
If there are pupils who joined after **20th June**, then remove them from the list by selecting their name and clicking the **Bin** icon.

2.5 When you are ready, click **Next>>** and the system will now perform certain validation checks.
The check will look for missing data, Current Key Stage and Phonics Check Year (see Stage 1).

2.6 On the final screen, scroll down to reveal details of any errors found – these need to be corrected before you can proceed with the export. If errors exist, note them and click **Finish**. *See *** troubleshooting*.

2.7 If successful, on the export summary screen, **check the correct number of pupils is included** in the export file and any pupil numbers that could not be exported**.** If these numbers are incorrect, click **Finish** and go back either to check the data entered or check the pupils selected in the previous steps.

2.8 **Make a note of the export file name**. It will be something like 823dddd_**PHO**_823LLLL_**001**.ZIP (where dddd=your school's DfE number) [or 822dddd_**PHO**_822LLLL_**001**.ZIP if a BBC school)
Do not change this filename!

2.9 Now click **Download now** and click **Save**.
Select the folder where you wish to save your **PHO** file in and click **Save** again (eg: create a folder called Phonics return). You will now see a download complete message.

2.10 Click **Close** and **Finish**

You can now create a separate Phonics return file for your Year 2 re-check pupils

3. Create Y2 Re-Check Phonics return file

3.1 Go to **Administration** > **Import & Export** > **Key Stage Exports** > **Phonics Export (2025) >** click **Next>>** button (bottom left of screen)
*You should see that the **Export students to** is set to your home LA code i.e. 823/LLLL (Central Beds) or 822/LLLL (Bedford Bor)*

3.2 Click the **Add Student** + icon (top right of screen) to display the Student Search window and select **Year 2** and click **Find**

3.3 Using your list of identified pupils eligible for Y2 Phonics re-checking, now select the relevant pupils to add to the list for the CTF return.
Remember that any pupils who have left from/after 20th June that were included in the re-check need to be selected from the Former Roll at this point!

3.4 When you are ready, click **Next>>** and the system will now perform certain validation checks.

3.5 On the final screen, scroll down to reveal details of any errors found – these need to be corrected before you can proceed with the export. If errors exist, make a note of them and click **Finish.** *If you are unable to*

resolve the error(s), please contact CBICT!

3.6 **Make a note of the export file name**. It will be something like 823dddd_**PHO**_823LLLL_**002**.ZIP (where dddd=your school's DfE number) [or 822dddd_**PHO**_822LLLL_**002**.ZIP if a BBC school)

3.7 Now click **Download now** and click **Save**.
*You can save this file in the same folder as the Phonics return file for Year 1 pupils. Do not change this filename! Note: this will be a **zipped** file.*

You will now see a download complete message.

3.8 Click **Close** and **Finish**

4. Unzip downloaded Phonics return files

4.1 Minimise your Integris screen and locate and open the folder where you saved the zipped return files (refer to the file name you noted down in step 2.8 and 3.6 above).

4.2 Right click on the filename 823dddd_PHO_823LLLL_001.zip
[or 822dddd_PHO_822LLLL_001.zip for BBC schools] (where dddd=your school's DfE number) and select **Extract All** or **Extract to here** or **Extract to..**

If using Extract All > click Next > Next > Finish. A new folder called 823dddd_PHO_823LLLL_001 will appear. Open this folder to see the xml file.
If using Extract to here > click Extract. A new folder called 823dddd_PHO_823LLLL_001 will appear. Open this folder to see the xml file.
If using Extract to….. > select the folder you want the file to be saved to > click Extract

4.3 You should now see listed in the folder you have selected to save the 823dddd_PHO_823LLLL_001.XML file (where dddd=your school's DfE number). [or 822dddd_PHO_822LLLL_001.XML file for BBC schools]

4.4 Repeat this step for the Year 2 Re-Checks return file.

You are now ready to send this return file to the LA

5. Send Phonics return to the LA

5.1 Logon to Anycomms+ and select the **Upload File to a Service** option on the Home menu
5.2 Click **Browse** and select the **823dddd_PHO_823LLLL_001.XML** file **(please do NOT attach the zip file!!)**
5.3 Select **Y1 Phonics Return** option for File Type *(if available)* > select **Performance Group** under Service *(if available)* and enter in the Description box **Y1 Phonics Return**.
5.4 Then click **Upload File**
5.5 Repeat same steps to upload Year 2 Phonics Re-check file.

<u>If using S2S,</u> leave the filenames as they are (**822dddd_PHO_822LLLL_001.xml)** and send it via S2S (via the DfE Sign-in gateway)

****** troubleshooting for Year 1**
If a new starter pupil is included in your list of pupils for the return, check to make sure that that Phonics settings are correct and that data exists for the pupil – you can do this by going to **General > Student Details**. Find the pupil record and click on their ***Key Stage*** tab > click **Edit**. Set ***Current Key Stage*** field (*top right)* to **Key Stage 1 if required.** Click on the ***KS1*** link to view the Phonics data outcomes at the bottom of the screen. Ensure that the Phonics Mark and Outcome boxes have data entered with the Year showing as 2025 > click **Save**. Go back to step 2.1 to re-start the Create Y1 Phonics check return.