



Dear local authority (LA),

I am writing to remind you that a number of year 2 pupils in your LA are required to take the phonics screening check in 2024. A list of the schools, including the number of year 2 pupils expected to take the phonics screening check, is provided in the attachment to this email.

As you may be aware, pupils who have not reached the expected standard for phonics decoding at the end of year 1 should receive extra support from their school to ensure they can improve their phonics decoding skills. They are then required to retake the screening check in year 2.

If a pupil was disapplied from the check in year 1, headteachers should consider if that disapplication is still relevant. If the disapplication remains relevant the pupil should be returned as disapplied again in year 2.

**What is included on the list:**

The list contains an indicative number of year 2 pupils by school who we would expect to take the phonics screening check in 2024. This includes year 2 pupils who did not meet the expected standard for phonics decoding or were absent or disapplied from the check in year 1. Also included are year 2 pupils whose results were annulled or missing or who have not taken the check for other reasons. Please note that this data is based on pupils in the 2023 phonics return and does not take into account any pupils who have changed schools since then.

**What action is needed:**

LAs should share this information with schools and use it to validate returns, bearing in mind that numbers should only be taken as indicative.

Schools must return check outcomes for all eligible year 2 pupils, along with those for their year 1 cohort, to their LA. LAs will submit all phonics check results data to the Department for Education via COLLECT.

Please note that you should only return data for year 2 pupils who are required to take the check in 2024. Do not resubmit marks and outcomes relating to previous years.

**How schools can check which year 2 pupils should retake the check:**

In most cases schools should be aware which year 2 pupils need to take the check. If unsure, they can use the 'Searchable data' function of the Get Information About Pupils (GIAP) website to search for those pupils by their Unique Pupil Number (UPN). Pupils who do not need to take the check again will be indicated by a phonics

outcome of 'Wa' (meaning they have demonstrated they are working at the expected standard).

Users wanting to access GIAP now first need to login to [DfE Sign-in](#) and GIAP will appear as an option.

If a school is unsure if a pupil should take the check again and a search of GIAP finds no data for the pupil they may wish to contact the pupil's previous school directly.

For queries on data collection please contact us using the [Service request form](#).

Data Operations Service Desk

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