

To: Headteachers of Primary and Special Schools

Phone: 01772 531555

Email: pst@lancashire.gov.uk

Our ref: LSIS/MT/EW/CM/JB

Date: 24 April 2025

Dear Headteacher

Year 1 Phonics Screening Check; screening check start times and monitoring visits; response needed by 16 May 2025

I am writing to remind you of the arrangements for monitoring the Phonics Screening Check in 2025 (for Y1 pupils and for Y2 pupils eligible for the screening check).

The [check administration guidance](#) has now been published on GOV.UK. This link contains several useful materials, including sample versions of the check, a training video and information about monitoring. You may also wish to ensure that the appropriate members of staff are aware of this web link. Instructions for scoring the phonics check will be included with the check materials. These will be sent to schools between Monday 19 May 2025 and Friday 23 May 2025 and should not be opened until the check week. The threshold mark will not be included in the guidance. It will be available on GOV.UK on Monday 23 June 2025.

Phonics results must be submitted to the Local Authority. The deadline for completing this for 2025 is **Friday 27 June**. As this is an extremely busy data collection time, I would encourage the submission of results in advance of this date and as such the date of Tuesday 24 June has been set as a soft deadline.

Schools do not need to wait for the threshold mark to be released to submit their data.

Monitoring

As you are no doubt aware, local authorities are required to conduct unannounced monitoring visits to 10% of schools. Monitoring visits are to be conducted to ensure the check is administered in accordance with the DfE requirements. Visits can take place before, during and after the check week, which commences Monday 09 June.

In Lancashire, visits will be undertaken by LA Advisers and LA Consultants. All such LA representatives will carry appropriate identification; if in doubt, schools may check the identity of a visitor by telephoning the Assessment Support Team on 01772 531555 or via email at pst@lancashire.gov.uk

LA representatives are expected to, where possible, observe a small number of children taking the check together with monitoring the security of the check materials.

Lancashire County Council
PO Box 100, County Hall, Preston, PR1 0LD



The monitoring visitor will not judge the teacher's scoring, although they may discuss how they should score the check and provide advice based upon the content of the check administrator's guidance and the training video.

The monitor is required to consider the following:

- Delivery note available and confirmation that the consignment was checked on arrival
- Materials stored securely
- Appropriate staff administering the check
- Administrators have received appropriate training to administer the check
- The room where the check is administered is appropriate

And if appropriate;

- Unopened check pack storage
- Phonics check administration observed (between 2-5 children).
- Completed mark sheets viewed
- Data collated for reporting

Therefore, I do need to ask Headteachers to indicate the planned start times of the phonics screening checks; this is so that monitors can arrive before the first check of each session, introduce themselves to the teacher, and be positioned in the room where the checks are to take place, before the session starts. Monitors will be fully aware of the need to be as unobtrusive as possible and will aim to complete this in a sensitive manner appropriate to the age group concerned, whilst fulfilling DfE requirements.

A MS Form has been designed to enable schools to indicate multiple sessions during the week, as teachers may wish to spread their check sessions over several mornings/afternoons for example. A box has been provided for each day of the screening check week. Please enter the time at which the teacher intends to start with the first child for that session. Multiple sessions start times can be listed for each date (for example, you may have a session starting at 09:00 and another session starting at 11:15)

6. Please enter the start time of your phonics screening check session(s) on Monday 09 June 2025:
(multiple start times can be entered)
NOTE: please record start times in 24 hour format (e.g. 09:00 for 9am) Please **enter 00:00** if no checks will be carried out on this date *

Enter your answer

7. Please enter the start time of your phonics screening check session(s) on Tuesday 10 June 2025:
(multiple start times can be entered)
NOTE: please record start times in 24 hour format (e.g. 09:00 for 9am) Please **enter 00:00** if no checks will be carried out on this date *

Enter your answer

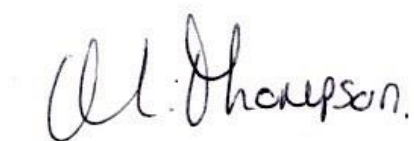
Please remember all children should take the check in **w/c 09 June**. The second week of the check is for any children who were absent during that first week.

I would be very grateful if the MS Form below could be completed and returned to the Assessment Support Team **by Friday 16 May**.

[Click here to submit your Phonics Screening dates and times](#)

I hope you find this information helpful.

Yours sincerely

A handwritten signature in black ink that reads "Mike Thompson". The signature is written in a cursive style with a large 'M' and 'T'.

Mike Thompson
Assessment Support Team Co-ordinator

Cc Primary Advisers
Website