

Phonics Screen Check Year 1 & Year 2 Pupils

SIMS Approved
Support
Unit

Staffordshire Schools

Summer 2025



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Phonics Screening Check Year 1 & 2 Staffordshire Schools

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PLEASE NOTE: You will need to ensure that you have at least SIMS version **7.216** before the wizard will be available.

Submission Guidance

You should not wait until thresholds are known before submitting phonics results to the LA. This should be done as soon as possible after completion of the checks and no later than **Wednesday 18 June 2025**.

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Stage 1 Checking the Wizards are available

Following the upgrade to **SIMS 7.222** the appropriate Phonics wizards should be available to use, however, in some schools they may be missing. Use the notes below to check that the wizards are there and if not follow the guidance to import them.

1. Login to SIMS.
2. Select **Tools | Performance | Assessment | Wizard Manager**.
3. The list of wizards will appear. To display the full name of the Phonics wizards hover over the line between the Name and the Edit Date headers until arrows appear. Then click and hold the mouse and move to the right. This should expand the Name column.
4. If the wizards **Year 1 Phonics Screening Wizard 2025** and **Year 2 Phonics Screening Wizard 2025** are displayed in the list, then move to **Stage 2 Creating User-Defined Groups**. If either of the wizards are **not** in the list, then continue with the notes below which will guide you through importing the wizards.
5. Select **Routines | Data In | Assessment | Import**.



6. Click on the browse button and navigate to the folder **C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager**.

NOTE: - At school it may read **Program Files (x86)** instead of **Program Files**. Some schools may not have access to the C Drive to be able to find the files, if this is the case then please raise a support call for your **Technical** support team.

NOTE: - **SIMS Connected schools** can import the Assessment Wizards from **S:\SIMS\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager**.

7. Highlight the file **Year 1 Phonics Screening Wizard 2025.xml** and click on 'Open'.
8. Click 'Finish' and confirm that you wish to proceed.
9. Once the import is complete an activity log will appear, click 'Close'.
10. You will now need to import the **Year 2 Phonics Screening Wizard 2024**.
11. Select **Routines | Data In | Assessment | Import**.

12. Click on the browse button and navigate to the folder **C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager**.
13. Highlight the file **Year 2 Phonics Screening Wizard 2024.xml** and click on **Open**.
14. Click **'Finish'** and confirm that you wish to proceed.
15. Once the import is complete an activity log will appear, click **'Close'**.

Stage 2 Creating a User-Defined Group

The creation of a user defined group allows only the students to be submitted to be included, for example, students who have left who need to be included or those who have recently arrived who need to be excluded.

1. Select **Focus | Groups | Assessment Defined Groups** within SIMS.
2. Once the group browser appears, click '**Search**' to see if the group has already been created. If not, click '**New**' and a blank record will appear.
3. Insert a suitable description **Year 1 Phonics 2025** and short name for the group e.g. **Y1PHON2025**.
4. From the drop-down list, set the Active State to '**Active**'.

1 Group Details

Group Description	<input type="text" value="Year 1 Phonics 2025"/>	Active State	<input type="text" value="Active"/>
Short Name	<input type="text" value="Y1PHON2025"/>	Current Main Supervisor	<input type="text" value=""/> 
Notes	<input type="text"/>		
Include in Discover	<input type="checkbox"/>		

5. Move down the screen to the '**Membership**' area.
6. Click on  against **Effective Date Range** and choose **Whole Year**.

SIMS Select Effective Date Range

Academic Year 2024/2025

Today to end of year {28/03/2025 - 01/09/2025}

 Whole year {02/09/2024 - 01/09/2025}

 Custom dates

 From 

 To 

OK Cancel

7. Click '**OK**'.

8. Click on the **'Action'** button and choose **'Add Member'**.

2 Membership

Effective Date Range: 02 Sep 2024 - 01 Sep 2025 [Search] Academic Year: Academic Year 2024/2025 [Dropdown]

Cursor Day: <None> Selected Member: [Text Box]

Cursor Date: <None> Selected Membership: [Text Box]

[Zoom] [Action...]

9. The **'Select Members'** screen will appear.

10. Choose the **Group Type** which should be **'National Curriculum Year'**.

11. You may need to adjust the **Effective Date** to include students who may no longer be on roll at the school.

12. Next choose the Group by clicking on the **Browser** Button.

Select Members

Search [Search Icon] Links [Dropdown] Help [Icon]

Surname [Text Box] Forename [Text Box] Role: Student [Dropdown]

Group Type: [Dropdown] Group: [Text Box] [Search] [Close] Effective Date: 28/03/2025 [Calendar]

Name [Table Header] Gender Year and Reg Group Current Group

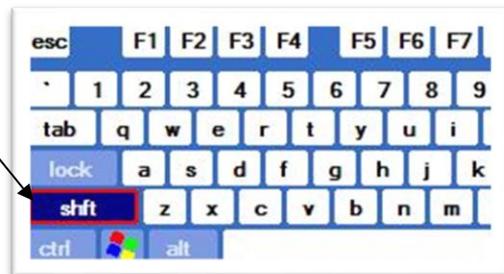
[OK] [Cancel]

13. Highlight **Curriculum Year 1** and click **'OK'**.

14. To populate the list with students, click the **'Search'** button.

15. Highlight all students.

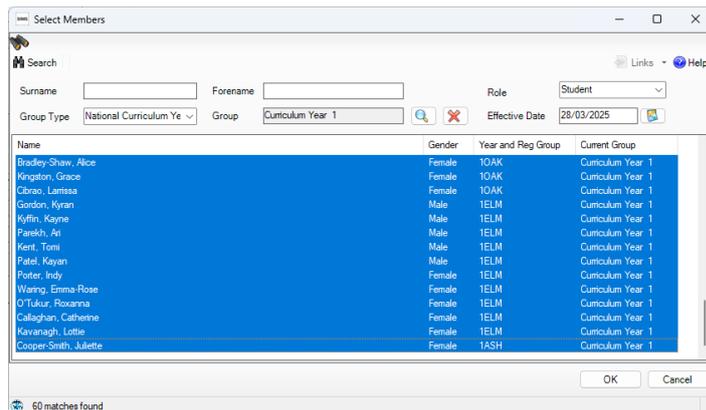
To highlight blocks of students, hold down the **'Shift'** key on the keyboard and click on the first student then the last. This will highlight in blue all those students in between.



To highlight individual students, hold down the **'Ctrl'** key on the keyboard and click the individuals you want to select.



16. Once the students have been highlighted click on 'OK'.



2 Membership

Effective Date Range: 02 Sep 2024 - 01 Sep 2025 Academic Year: Academic Year 2024/2025

Cursor Day: Monday Selected Member: Adesina, Kyra - 1ASH

Cursor Date: 06 Jan 2025 Selected Membership: <None>

Zoom Action...

Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Adesina, Kyra - 1ASH												
Barnes, Luke - 1ASH												
Beinon, Rhys - 1PINE												
Blake, Antony - 10AK												
Bradley-Shaw, Alice - 10AK												
Bronislaw, Natalia - 1PINE												
Callaghan, Catherine - 1ELM												
Carlston, Eliza - 1PINE												
Chao, Bai - 10AK												
Chatterjee, Yazmina - 1PINE												
Cibrao, Larrissa - 10AK												

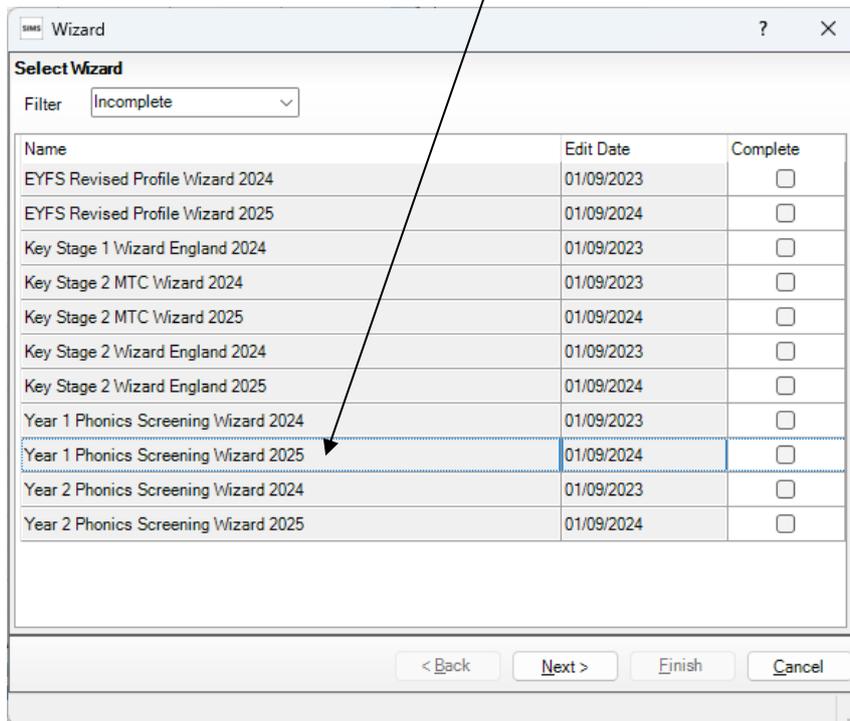
17. Once the students have been added click 'Save' at the top of the screen.

It won't be necessary to create a group for those students who are required to take the test again.

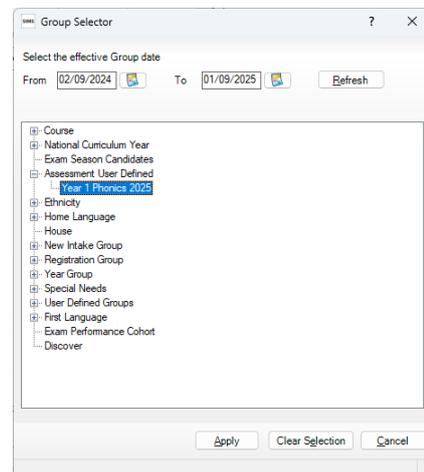
18. Close the 'Maintain User Defined Groups' window.

Stage 3 Recording Phonics Screening for Year 1 pupils

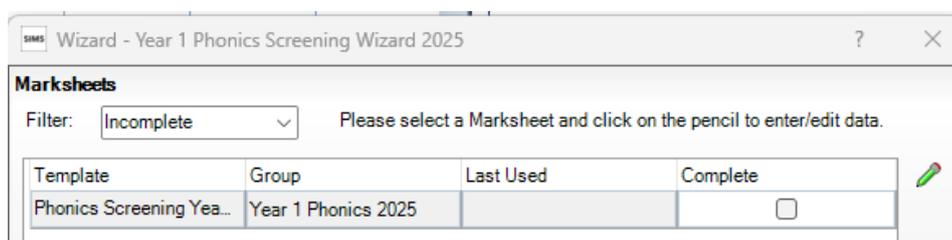
1. Select **Tools | Performance | Assessment | Wizard Manager** from the menu bar within SIMS.
2. Highlight the **Year 1 Phonics Screening Wizard 2025** so that it has a faint blue line around it (don't click the Complete box) and click 'Next'. Remember you may need to expand the column.



3. Click on the **Group Browser** button  and click on the + by **Assessment User Defined**. Highlight **Year 1 Phonics 2025** and click on 'Apply'.



4. Click 'Next' to move to the marksheet.



- To enter the Teacher Assessments, highlight **Phonics Screening Year 1 2025** and click on the **Edit Marksheet** button .
- The marksheet consists of 4 columns, the first column holds the threshold score. If you know the threshold score, (it will be released by the DfE on the **Monday 23rd June 2025**), then it can be entered.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Date Check
ABBAS, Latif				
ACKTON, Simon				
ANDREWS, Meili				
ANDREWS, Melissa				
BHANDARI, Firoz				
BLAKEMORE, Vincent				
BOCETTI, Mateo				
BORDET, Petra				
CARTWRIGHT, Oliver				
CHERN, Chynna				
CHIDIADI, Igbo				
CLARKE, Courtney				
CONNELL, Joseph				
COOK, Jeimaine				

- In the column entitled **'Mark for Phonics Check Year 1'** a value of between **0** and **40** can be entered.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Date Check
ABBAS, Latif		16		
ACKTON, Simon		22		
ANDREWS, Meili		31		
ANDREWS, Melissa		32		
BHANDARI, Firoz		28		
BLAKEMORE, Vincent		25		
BOCETTI, Mateo		25		
BORDET, Petra		29		
CARTWRIGHT, Oliver		30		
CHERN, Chynna		32		
CHIDIADI, Igbo		36		
CLARKE, Courtney		40		
CONNELL, Joseph		31		
COOK, Jeimaine		30		
DERI, Aeron		28		
DWIGHT, Elizabeth		29		
EDMUND, Olivia		32		
ELIS, Wil		32		
ELLIS, Mark				
FLEMING, Kathryn				

- If the threshold score is known, then right mouse click over the top of the column entitled **'Threshold Score'** and choose **'Select Grade for Column'**. If the score is not known then there will be an opportunity to enter it later in the notes, when generating the reports.

NOTE – If a student has been disapplied, is absent, has left or there has been maladministration of the test then leave the '**Mark for**' column **blank** and manually type in one of the following codes into the '**Grade for**' column:

- D = Disapplied
- A = Absent
- L = Left
- Q = Maladministration

Mark for Phonics Check Year 1	Grade for Phonics Check Year 1
12	
15	
14	
	A
23	D
26	
24	

At this point it will not automatically generate the '**Grade for**' column and populate with a score as a Wt or Wa as we won't yet know the threshold score until **Monday 23rd June 2025**. The DfE state that the threshold will be published on the www.gov.uk website but doesn't specify exactly where.

Until you have the threshold score you won't be able to print out the reports to send to parents.

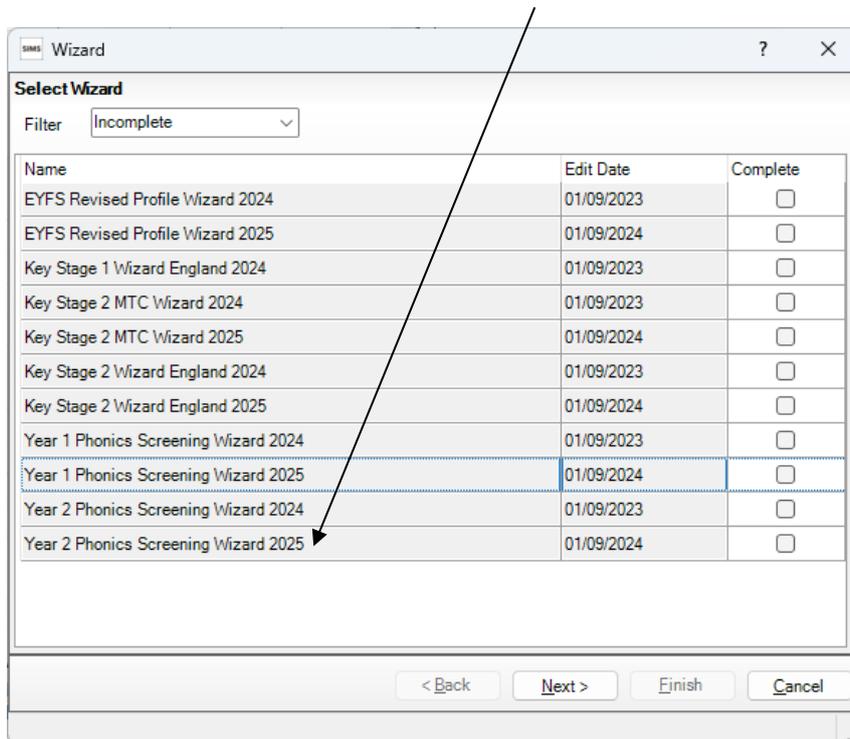
9. Once you have entered the data click on '**Save**' at the top of the marksheet and close the marksheet to return to the wizard.

10. Now close the wizard.

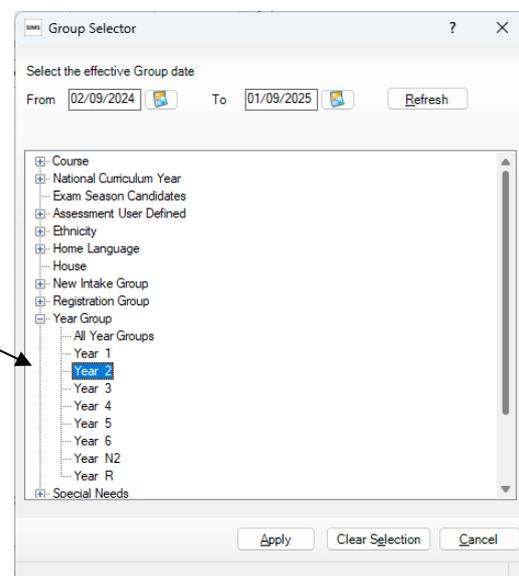
Stage 4 Recording Phonics Screening for Year 2 pupils

In addition to recording Phonics Screening for Year 1, there is also a requirement to record and submit for pupils in Year 2 who didn't take the check in Year 1 because they were absent, were working below the standard of the check or had recently arrived in the country and couldn't speak confidently in English, any pupil who didn't reach the expected standard in year 1 and any pupils who entered the schooling system in year 2.

1. Select **Tools | Performance | Assessment | Wizard Manager** from the menu bar within SIMS.
2. Highlight the **Year 2 Phonics Screening Wizard 2025** so that it has a faint blue line around it (**don't click the Complete box**) and click 'Next'. Remember you may need to expand the column.



3. Click on the **Group Browser** button  and click on the + by **Year Group**. Highlight **Year 2** and click on 'Apply'.



- Click **'Next'** to move to the marksheet.
- To enter the Teacher Assessments, highlight **Phonics Screening Year 2 2025** and click on the **Edit Marksheet** button .
- Click the **'Calculate'** button on the marksheet.

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?
ADITYA, Zayon		34	Wa						Ok!	Ok!
ANDREWS, Izabel		33	Wa						Ok!	Ok!
ARMITAGE, Elise		36	Wa						Ok!	Ok!
ATKINS, Austin		34	Wa						Ok!	Ok!
BASIR, Saeed		31	Wt		Yes				Missing	Ok!
BLACKWELL, Meghan		29	Wt		Yes				Missing	Ok!
CARLTON, Fintan		32	Wa						Ok!	Ok!
CARTER, April		33	Wa						Ok!	Ok!
CASTER, Adam		37	Wa						Ok!	Ok!
CHANA, Riya		24	Wt		Yes				Missing	Ok!
CHAVA, Arjun		27	Wt		Yes				Missing	Ok!
COLE, Saffron		36	Wa						Ok!	Ok!
EASTON, Jack		34	Wa						Ok!	Ok!
EVANS, Tomos		35	Wa						Ok!	Ok!
FREEMAN, Lois		33	Wa						Ok!	Ok!
GOODWIN, Blyn		34	Wa						Ok!	Ok!
GRAYSON, Hugh		36	Wa						Ok!	Ok!

- The students that are required to be retested will have a **'Yes'** in the column entitled **'Year 2 Check Required?'**
- Enter data for the pupils who have taken the test again in the **'Mark for'** column and click **'Save'**.

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?
ADITYA, Zayon		34	Wa						Ok!	Ok!
ANDREWS, Izabel		33	Wa						Ok!	Ok!
ARMITAGE, Elise		36	Wa						Ok!	Ok!
ATKINS, Austin		34	Wa						Ok!	Ok!
BASIR, Saeed		31	Wt		Yes		32		Missing	Ok!
BLACKWELL, Meghan		29	Wt		Yes		32		Missing	Ok!
CARLTON, Fintan		32	Wa						Ok!	Ok!
CARTER, April		33	Wa						Ok!	Ok!
CASTER, Adam		37	Wa						Ok!	Ok!
CHANA, Riya		24	Wt		Yes		29		Missing	Ok!
CHAVA, Arjun		27	Wt		Yes		31		Missing	Ok!
COLE, Saffron		36	Wa						Ok!	Ok!
EASTON, Jack		34	Wa						Ok!	Ok!

9. If the threshold score is known, then enter it in the ‘**Threshold Score**’ column for those students who are being tested again. If the score is not known, then there will be an opportunity to enter it later in the notes when generating the reports.

NOTE – If a student has been disapplied, is absent, has left or there has been maladministration of the test then leave the ‘**Mark for**’ column blank and manually type in one of the following codes into the ‘**Grade for**’ column:

- D = Disapplied
- A = Absent
- L = Left
- Q – Maladministration

Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Missing Required Year 2?	Invalid Year 2 Result?
36	Wa	.	Ok!	Ok!
		.	Ok!	Ok!
		.	Ok!	Ok!
		.	Ok!	Ok!
	A	.	Ok!	Not Requir
		.	Ok!	Ok!
	I	.	Ok!	Not Requir

10. Click ‘**Save**’ and close the marksheet.

At this point it will not automatically generate the ‘**Grade for**’ column and populate with a score as a Wt or Wa as we won’t yet know the threshold score until **Monday 23rd June 2025**. The DfE state that the threshold will be published on the www.gov.uk website but doesn’t specify exactly where.

Until you have the threshold score you won’t be able to print out the reports to send to parents.

Stage 5 Creating the Phonics Screening Y1 Data File

1. Select **Tools | Performance | Assessment | Wizard Manager** from the menu bar within SIMS. Highlight the **Year 1 Phonics Screening Wizard 2025** so that it has a faint blue line around it (don't click the Complete box) and click **'Next'**. Remember you may need to expand the column. Click **'Next'**, **'Next'** and **'Next'**.
2. This screen displays the individual reports that can be sent to parents, we will cover this later in the notes so click **'Next'**.
3. The **'Results for export'** screen is displayed.

Results for export

Aspect	Result Set
<input checked="" type="checkbox"/> Phonics Screening Check Grade	Phonics Check Year 1
<input checked="" type="checkbox"/> Phonics Screening Check Mark	Phonics Check Year 1
<input checked="" type="checkbox"/> Phonics Screening Threshold Year 1	Phonics Check Year 1

Membership Dates for Group : Year 1 Phonics 2025

From To Refresh

Students

Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/> Adesina	Kyra	23/03/2019	ASH
<input checked="" type="checkbox"/> Bames	Luke	01/11/2018	ASH
<input checked="" type="checkbox"/> Beinon	Rhys	03/03/2019	PINE
<input checked="" type="checkbox"/> Blake	Antony	08/04/2019	OAK
<input checked="" type="checkbox"/> Bradley-Shaw	Alice	02/08/2018	OAK

< Back Next > Finish Cancel

4. The list of students in the bottom part of the screen should all have a tick against them.
5. Click the export button, top right of the screen .
6. Navigate to **F:\SIMS\EntrustSFT** where F is the drive SIMS is located.

Save As

F:\SIMS\EntrustSFT

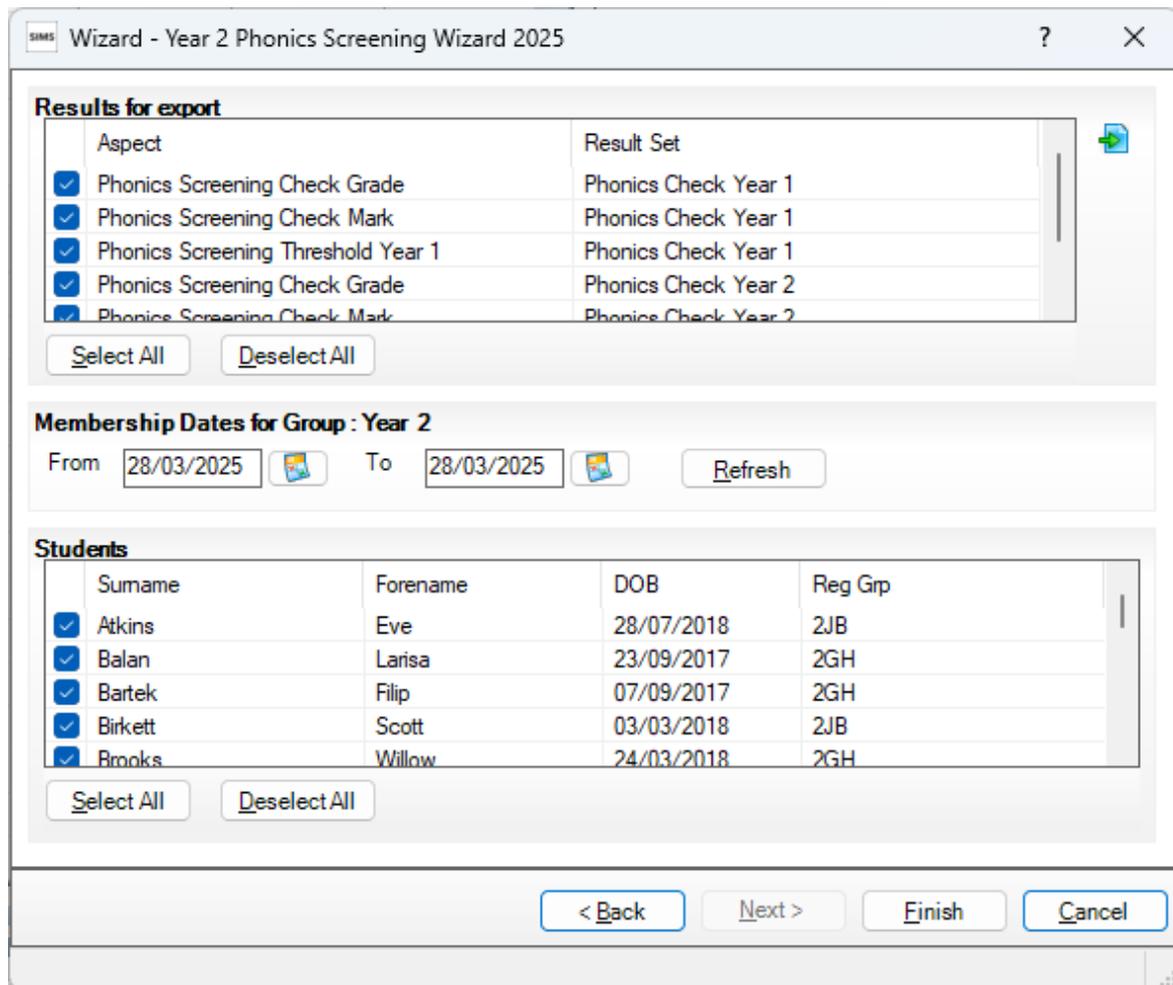
Search EntrustSFT

Organise New folder

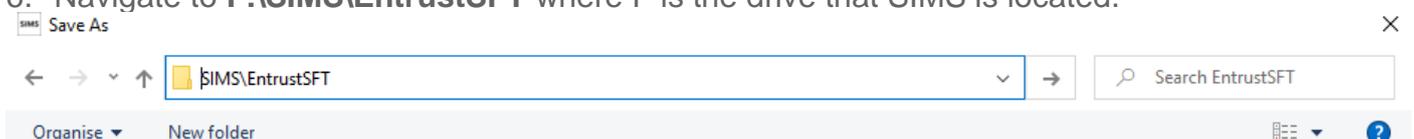
7. In the file name box type **Y1-NNNN-2025** (where **NNNN** is the school **DfE** number) e.g. if my school number is 3333 the file name would be Y1-3333-2025. Click '**Save**'.
8. Click the '**Finish**' button. Close the wizard.

Stage 6 Creating the Phonics Screening Y2 Data File

1. Select **Tools | Performance | Assessment | Wizard Manager** from the menu bar within SIMS. Highlight the **Year 2 Phonics Screening Wizard 2025** so that it has a faint blue line around it (**don't click the Complete box**) and click **'Next'**. Remember you may need to expand the column. Click **'Next'**, **'Next'** and **'Next'**.
2. This screen displays the individual reports that should be sent to parents, we will cover this later in the notes so click **'Next'**.
3. The **'Results for export'** screen is displayed.



4. The list of students in the bottom part of the screen should all have a tick against them. The wizard will only export results for those children whose Phonics data has been rechecked.
5. Click the export button, top right of the screen .
6. Navigate to **F:\SIMS\EntrustSFT** where F is the drive that SIMS is located.



7. In the file name box type **Y2-NNNN-2025** (where **NNNN** is the school **DfE** number) e.g. if my school number is 3333 the file name would be Y2-3333-2025. Click '**Save**'.

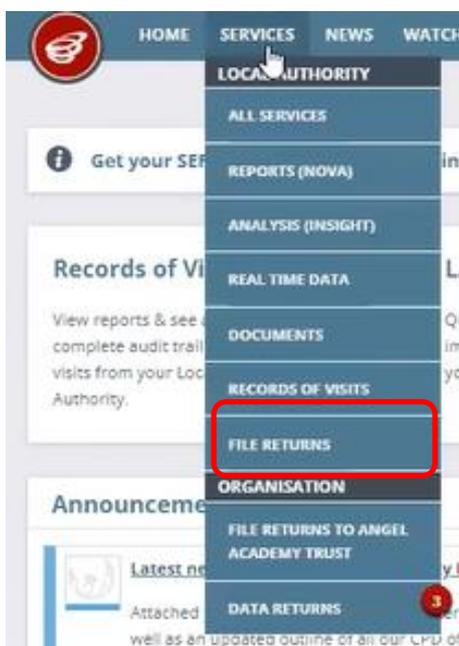
8. Click the '**Finish**' button.

Stage 7 Returning Foundation Stage Profile via Perspective Lite

IMPORTANT

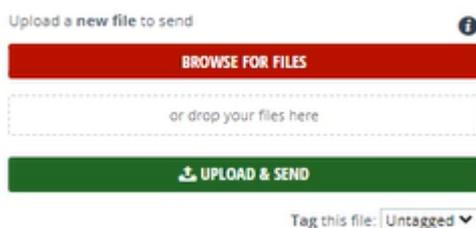
The final date for the submission of the file is **Wednesday 18th June 2025**.

1. Log into the site using the link to the secure website <https://perspective.angelsolutions.co.uk/> and enter your user credentials.
2. From your **Home** screen, choose **Services** from the top ribbon, and then **File Returns to Local Authority**.



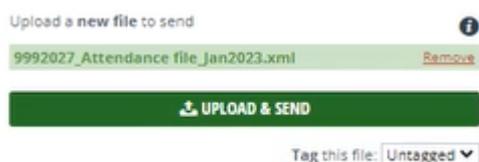
Please note – if you cannot see any of the following options, please work with your head teacher to check the privileges on your user account. You need to have **LA/org documents** set to **Action**.

3. In the top right you choose **Browse For Files**.



This will then open your windows explorer, here you can navigate to the file(s) that you wish to share with the Schools Data Team.

- Choose your file and click **Open**, the file will then appear in the top corner.



- Next you need to add a **Tag**. This assists the Schools Data Team to identify what type of file you are sending to us. **It is important that a Tag is added to each file you send.**

Click the **tag** dropdown menu and choose the appropriate file type.



- Once your file is attached and a tag is selected, you can now click **Upload & Send**. This will then securely send the file to the Schools Data Team.



- Ensure that you complete the **Permission to Check** form and return it to the Schools Data Team.

IMPORTANT INFORMATION – Headteacher’s Declaration / Permission to Check Forms

Please note that you are required to submit a **Permission to Check** form to the Schools Data Team for each of your assessment submissions. The form can be found at <https://www.staffordshire.gov.uk/secure/Schools/SLN-Homepage.aspx> under Home – Schools - School Administration and Management - Data Support - Key Stage Data Collection. However, this does NOT replace and is in addition to the requirement to submit a **Headteacher Declaration Form (HDF)** via the Primary Assessment Gateway.

Note about resubmitting your data

Although you should make every effort to ensure that your first submission is accurate, occasionally it may be necessary to submit a second file. If you do need to submit a second file then please ensure:

- a new file is created with a different name e.g. **Y1-3333-2025v2** or **Y2-3333-2025v2**
- you will need to submit a new **Permission to Check** form

Proceed to **Stage 8** once the threshold score is known, to enter the threshold and produce reports to parents.

Stage 8 Printing the Reports

Once the marks have been entered and the Threshold Score known the reports to parents can be printed.

Creating Year 1 Phonics Screening Reports

1. Select **Tools | Performance | Assessment | Wizard Manager** from the menu bar within SIMS.
2. Highlight the **Year 1 Phonics Screening Wizard 2025** so that it has a faint blue line around it (**don't click the Complete box**) and click **'Next'**. Remember you may need to expand the column.
3. Click **'Next'** and the marksheet list will show.

Before the reports for Year 1 can be printed, we need to flood fill the marksheet with the threshold score.

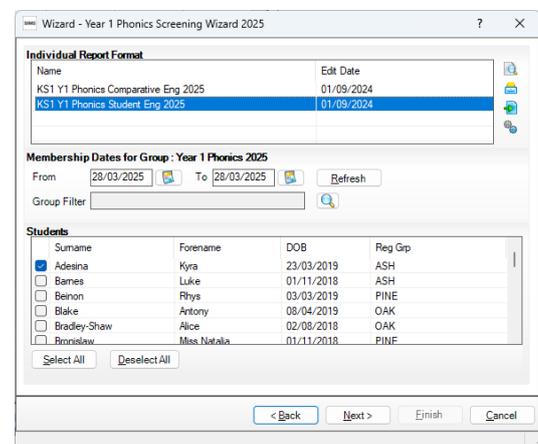
4. Highlight the marksheet **Phonics Screening Year 1 2025** and click on the  icon on the right of the screen.
5. Once the marksheet has opened, locate the column entitled **'Threshold Score'** and right mouse click over the top of the column heading.
6. From the menu list choose **'Select Grade for Column'** and a list of values will display. Highlight the appropriate score and click **'OK'**. The value should fill the column.
7. Click **'Calculate'** on the marksheet and the **'Grade for'** column will populate.
8. Click **'Save'** and close the marksheet.
9. Click **'Next'** on the wizard.
10. The **'Individual Report Format'** screen should show.

11. Highlight the **KS1 Y1 Phonics Student Eng 2025** report and the first student (lower part of the screen) will have a tick against their name.

12. Preview how the report will look by clicking the  button, top right of the screen. The report will generate into Word.

13. Check that the report has populated for the student.

14. Close the Word preview and you are returned to the Wizard



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 Phonics 2025

From: 28/03/2025 To: 28/03/2025 Refresh

Group Filter

Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Adeina Kyra	23/03/2019	ASH
<input type="checkbox"/>	Barnes Luke	01/11/2018	ASH
<input type="checkbox"/>	Beinn Rhys	03/03/2019	PINE
<input type="checkbox"/>	Blake Antony	08/04/2019	OAK
<input type="checkbox"/>	Bradley-Shaw Alice	02/08/2018	OAK
<input type="checkbox"/>	Bronislaw Miss Natalia	01/11/2018	PINE

Select All Deselect All < Back Next > Finish Cancel

15. To print the whole year group, ensure that you click '**Select All**', to tick all students.

16. Now click on the '**Print**' icon  on the top right of the screen.

17. A separate report should now be printed for each student.

If you get the following error when accessing an individual report '**Cannot Locate Base Template**' or '**Cannot Download the Base Template File**', it is likely that you have Word open. Close all Word documents. Open **Task Manager** on the affected workstation and locate '**Winword.exe**'. End this process and then navigate to the route of the individual report in SIMS.

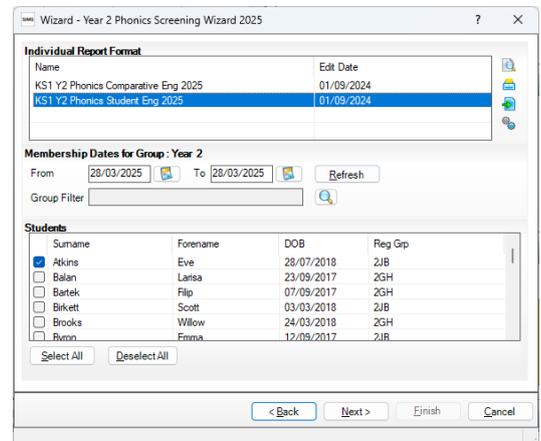
18. Reports can be uploaded to the **Linked Documents** area of the student record by clicking .

19. You may wish to print a copy of the **KS1 Y1 Phonics Comparative Eng 2025** as this compares school results 2025 against national results for 2024. The report is the same for each student.

20. Once complete, click '**Cancel**' and the wizard will close.

Creating Year 2 Phonics Screening Reports

1. Select **Tools | Performance | Assessment | Wizard Manager** from the menu bar within SIMS.
2. Highlight the **Year 2 Phonics Screening Wizard 2025** so that it has a faint blue line around it (don't click the Complete box) and click **'Next'**. Remember you may need to expand the column.
3. Highlight the marksheet entitled **Phonics Screening Year 2 2025** and then click on the  icon to the right of the screen.
4. Once the marksheet has opened, locate the column entitled **'Threshold Score'** and right mouse click over the top of the column heading.
5. From the menu list choose **'Select Grade for Column'** and a list of values will display. Highlight the appropriate score and click **'OK'**. The value should fill the column.
6. Click on the **'Calculate'** button and the **'Grade for'** column should populate.
7. Click **'Save'** and close the marksheet. Click on **'Next'**.
8. The **'Individual Report Format'** screen should show.
9. Highlight the **KS1 Y2 Phonics Student Eng 2025** report and the first student (lower part of the screen) will have a tick against their name.
10. Click **'Deselect All'** and place a tick against those children in Year 2 who have been retested.
11. Now click on the **'Print'** icon  on the top right of the screen



Name	Edit Date
KS1 Y2 Phonics Comparative Eng 2025	01/09/2024
KS1 Y2 Phonics Student Eng 2025	01/09/2024

Membership Dates for Group: Year 2

From: 28/03/2025 To: 28/03/2025 Refresh

Group Filter

Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/> Atkins	Eve	28/07/2018	2JB
<input type="checkbox"/> Balan	Larsa	23/09/2017	2GH
<input type="checkbox"/> Bartek	Filip	07/09/2017	2GH
<input type="checkbox"/> Birkett	Scott	03/03/2018	2JB
<input type="checkbox"/> Brooks	Willow	24/03/2018	2GH
<input type="checkbox"/> Rivin	Frima	12/09/2017	2JB

Select All Deselect All

< Back Next > Finish Cancel

12. A separate report should now be printed for each pupil.

If you get the following error when accessing an individual report **'Cannot Locate Base Template'** or **'Cannot Download the Base Template File'**, it is likely that you have Word open. Close all Word documents. Open **Task Manager** on the affected workstation and locate **'Winword.exe'**. End this process and then navigate to the route of the individual report in SIMS.

13. Reports can be uploaded to the **Linked Documents** area of the student record by clicking .
14. You may wish to print a copy of the **KS1 Y2 Phonics Comparative Eng 2025** as this compares school results 2025 against national results for 2024. The report is the same for each student.
15. Once complete, click **'Cancel'** to close the wizard.

Contact Details

If you have any questions or would like further support: Schools subscribing to Entrust can contact the Service Desk on 0333 300 1900 – edtech@entrust-ed.co.uk or visit the Entrust Support Portal, support.entrust-ed.co.uk

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