



# 2023 Phonics Check Early Results Service upload guidance



V1.0

June 2023

# Important - before you begin

You will need to have Administration permissions to access this service

MAT Administrators uploading on behalf of their schools can now do this in bulk - please refer to Appendix A in this guide

## Service opens on Monday 12<sup>th</sup> June

The file upload function will be available and enabled up until 12noon on Friday 21st July 2023.

Submission windows	Reports available by
<b>Window 1:</b> Monday 12 <sup>th</sup> June to 12noon Friday 7 <sup>th</sup> July	Friday 14 <sup>th</sup> July
<b>Window 2:</b> Monday 10 <sup>th</sup> July to 12noon Friday 21 <sup>st</sup> July	Friday 28 <sup>th</sup> July

**NOTE:** Please ensure you upload the Phonics results Common Transfer File, CTF (.XML) that you provide to your LA containing 2023 outcomes. There is no need to generate an additional file.

**Please be aware that this submission to FFT does NOT replace the statutory requirement to make a formal submission of Phonics Check results to your LA. FFT does NOT send your file to your LA.**

## Further help and support

If you need any further help, support or advice then please contact our support team. We can take you through the process step-by-step or help with any individual issues.

Email: [support@fft.org.uk](mailto:support@fft.org.uk)

Telephone: 01446 776 262 (option 2)

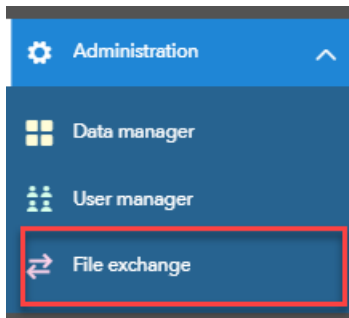
Monday - Thursday: 9am - 4.30pm

Friday: 9am to 4pm

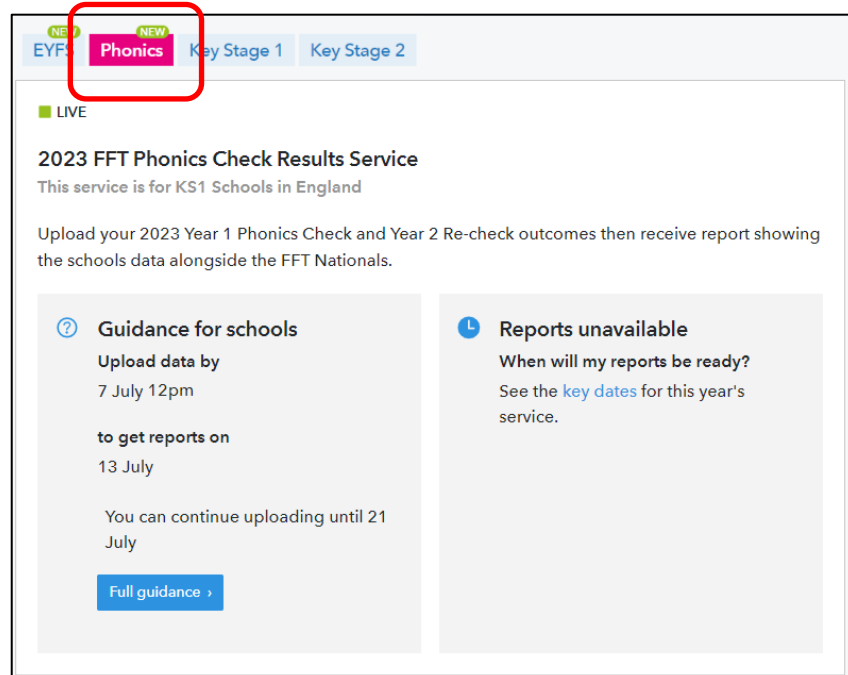
Or use the 'Chat with an Expert' facility on the Aspire log-in page

# Taking part in the 2023 Phonics Results Service

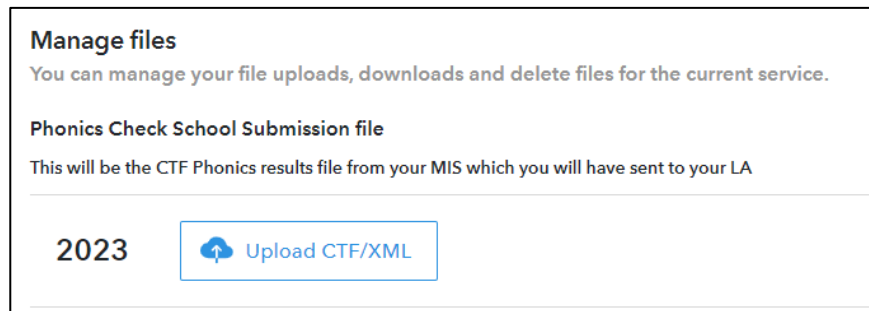
1. From your MIS, locate the 2023 Phonics file you provide to your LA - this will be a Common Transfer File, CTF (.XML) file.
2. The file will have the following format 'XXXYYYY\_PHO\_XXXLLLL\_ABC' where XXX is your Local Authority's number and YYYY your school DfE number. Additional digits (ABC) may be included at the end, which are values set by your Management Information System (MIS). Refer to your MIS supplier's guidance to locate this file.
3. Log into FFT Aspire <https://fftaspire.org>
4. From the side navigation menu; go to 'Administration' then 'File exchange'



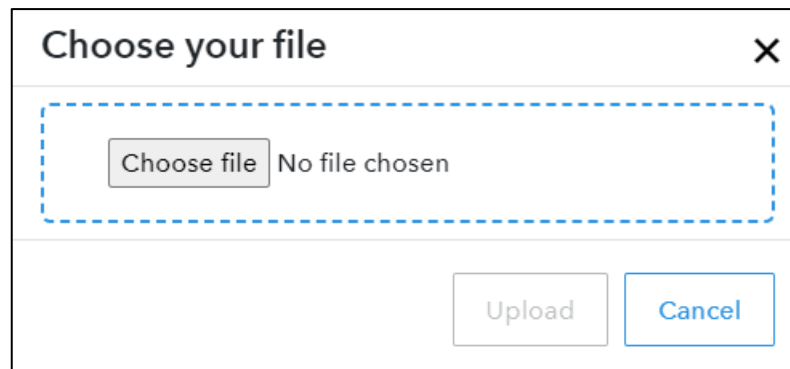
5. This will take you through to the File Exchange area within Aspire
6. Choose the 'Phonics' tab



- On the right of the screen, you will see an area where you can upload the Phonics Common Transfer File, CTF (.XML) results file. Select the 'Upload CTF/XML' option.

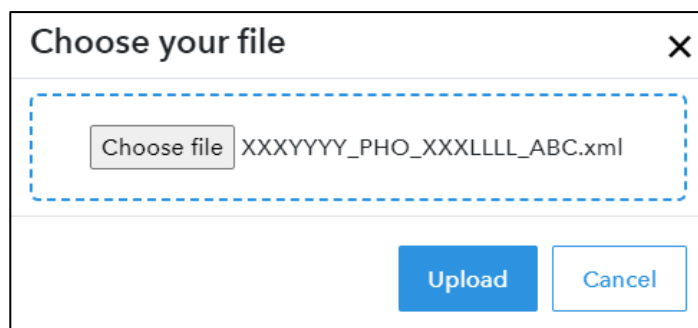


- Click on 'Choose file'



The file will have the following format 'XXXYYYY\_PHO\_XXXLLLL\_ABC' where XXX is your Local Authority's number and YYYY your school DfE number. Additional digits (ABC) may be included at the end, which are values set by your MIS.

- Navigate to the location of your Phonics Common Transfer File, CTF (.XML) results file from your MIS and select 'open' then click 'Upload'.  
**Refer to your MIS supplier's guidance as to where this file is located.**



10. If the upload was successful, the below message will display:

**File upload status**

✔ **File uploaded successfully**

If you need to make any changes to the template you can repeat the upload process and it will overwrite the file.

11. If there are any errors with the upload file, you will be alerted. Please address the errors within your MIS (you will need to consult your MIS supplier’s guidance) and reupload.

**File upload status**  
Please check and correct any validation errors identified below.

✖ **File upload error**

## Upload history

The Upload history section is a chronological list of each attempted upload to the Phonics Early Results service by your school.

**File upload history**  
These are all the files uploaded by your organisation.

Organisation All ▾
Status All ▾
Year All ▾
Service All ▾

Name	Manage	User	Date ⓘ	Status	
1234567_PHO_123		SchoolAdmin@SchoolA.com	01/07/2023	<span style="color: green;">✔</span>	
1234567_PHO_123A		MATAdmin@ABCTrust	28/06/2023	<span style="border: 1px solid #007bff; border-radius: 50%; padding: 2px 5px;">✔</span>	

**Name** - Filename reference for the uploaded file.







**Manage** - Download previously uploaded files or Delete an uploaded file. Uploaded files can only be deleted only by the user who uploaded to the service.

**User** - Identifies the Aspire user who uploaded the CTF file.

**Date** - The date and time which the file upload attempt was made. This is shown in chronological order with most recent file at the top of the list. A tick is shown to identify which file is being processed and used for the school's report.

**Status** - This shows the status of the uploaded files. See below.

**File upload history icons:**

Icon	Description	Action
	Download	Download your submitted file
	Successful	A report will be generated from this data on the published date
	Overwritten	This file has been overwritten so reports will no longer be generated from its data
	Processing	Report generation is in progress for this file
	Upload error	This file contains errors and will not be used to generate a report/ there is an error in the report creation process View the error(s) in the file upload details
	Delete upload	This will delete the upload file from the file history; any reports generated from this data will be removed

**NOTE:** You will be able to upload these files until 12noon on the final day of the service window and FFT will use the latest successfully uploaded file to generate Phonics reports from the data provided.

The first reports will be available by the 14th July.

Schools who are part of a Trust will be able to see if their MAT Administrator colleague has uploaded a file on their behalf. See Appendix A

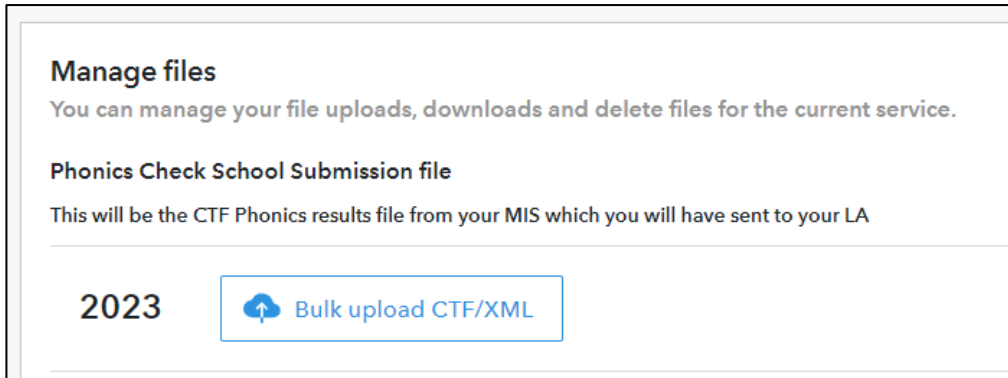
It is the latest successful file FFT receives by the close of the upload window that is used to generate reports. Please ensure you meet the published deadlines.

## Appendix A - MAT Administrators

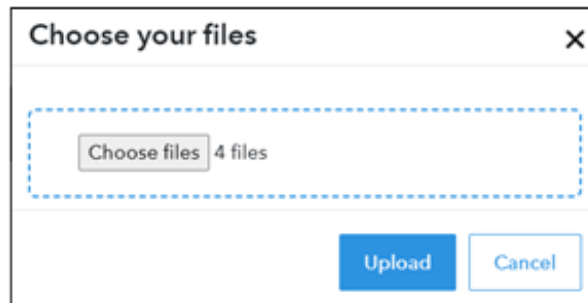
This section is for MAT Administrators uploading on behalf of their schools.

1. You will need to have a copy of all of the Phonics Common Transfer Files, CTF (.XML) from each of your schools' Management Information System (MIS).

Select the 'Bulk upload' option.



2. Navigate to the location of the schools' Phonics Common Transfer Files, CTF. Here you will be able to select multiple files to upload; (hold down the shift key) select 'open' then click 'Upload'.



3. If there are any errors with the upload files, you will be alerted and provided with information on the errors

**NOTE:** You will be able to upload these files until 12noon on the final day of the service window and FFT will use the latest successfully uploaded file to generate Phonics reports from the data provided.





The first reports will be available by the 14th July.

## File upload history

The upload history section is a chronological list of each attempted upload to the Phonics Early Results service.

A school Administrator will be able to see when their MAT has uploaded their data file on their behalf.

Likewise, should a school user upload a later file, this will be visible by the MAT Administrator and will overwrite any previous version.

File upload history					Organisation	Status	Year	Service
These are all the files uploaded by your organisation.					All ▾	All ▾	All ▾	All ▾
Name	Manage	User	Date	Status				
1234567_PHO_123		SchoolAdmin@SchoolA.com	01/07/2023					
1234567_PHO_123A		MATAdmin@ABCTrust	28/06/2023					

**Name** - Filename reference for the uploaded file.



**Manage** - Download previously uploaded files or Delete an uploaded file. Uploaded files can only be deleted only by the user who uploaded to the service.

**User** - Identifies the Aspire user who uploaded the .CTF file.





**Date** - The date and time which the file upload attempt was made. This is shown in chronological order with most recent file at the top of the list. A tick is shown to identify which file is being processed and used for the school's report.

**Status** - This shows the status of the uploaded files. See below.

### File upload history icon:

Icon	Description	Action
	Download	Download your submitted file
	Successful	A report will be generated from this data on the published date



	Overwritten	This file has been overwritten so reports will no longer be generated from its data
	Processing	Report generation is in progress for this file
	Upload error	This file contains errors and will not be used to generate a report/ there is an error in the report creation process View the error(s) in the file upload details
	Delete upload	This will delete the upload file from the file history; any reports generated from this data will be removed

File Upload history details can be filtered by **Organisation; File Status; Year (of the service)** and **Service (type)**.

## Appendix B - FAQ

1. What data do I need to submit?

We require your statutory 2023 Phonics Common Transfer Files, CTF (.XML) file that you will provide to your LA which has been generated by your Management Information System (MIS). No other file type can be accepted for the Phonics Early Results Service. Refer to your MIS supplier's guidance to locate this file.

This service does not replace your statutory return to the LA. FFT does not pass this file onto your LA.

2. What about pupils who are in Year 2 who have taken the Phonics Re-check this year?

The file you submit to us will include these pupils as well as current Year 1.

3. Can I edit the file before submitting?

There is no need to edit the file before submitting

4. Can I resubmit my data during the upload window?

Yes. Note that it is the final successful file we have received by the deadline that we will process.

5. Can my MAT load my files on my behalf?

Yes, your MAT Administrator can upload school files on your behalf. Your 'File Upload history' pane will show the details of who uploaded files and when this was. - see Appendix A

6. As a MAT Administrator can I upload a mixture of files from each service together?

Each Early Results Service uses a different file type; it is therefore only possible to upload to each service separately.