

pupiltracker

USER GUIDE V2.5

2018

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Getting Started

Thank you for subscribing to the Lancashire Pupil Tracker. This document will guide you through the process of adding children and their attainment data to your account, as well as guiding you through the analysis reports that can subsequently be generated.

Lancashire Pupil Tracker Terminology

Entering - starting to demonstrate some of the features of this age band;

Developing - typically operating securely within this age band, although this is not necessarily consistent;

Secure - typical behaviour which is thoroughly embedded.

Secure (Greater Depth) – broadening of the Secure judgement. This judgement will not count as an additional term of progress.

Coming soon to your Pupil Tracker:

Here are a few of the updates that will be happening over the coming months...

- Mass custom edit/entry of Interventions
- Nursery years not tethered to academic year
- Indicators added to Tracker

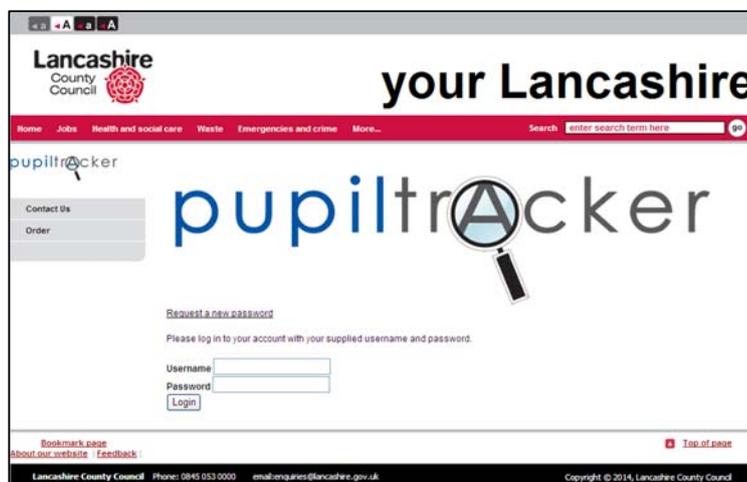
Getting Started

Access to the site

This is the Pupil Tracker Login page. This page can be accessed by entering the following url:

www.lancashire.gov.uk/pupiltracker
or by searching for the website using a search engine such as Google or Bing and typing the words 'Lancashire Pupil Tracker'.

The username and password will be issued to the user in two separate emails shortly after the Tracker has been ordered.



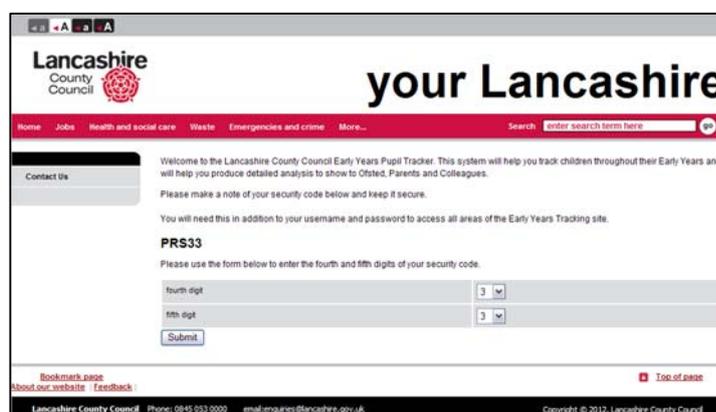
The screenshot shows the Lancashire County Council website header with the logo and 'your Lancashire' tagline. Below the header is a navigation menu with links for Home, Jobs, Health and social care, Waste, Emergencies and crime, and More... A search bar is located on the right. The main content area features the 'pupiltracker' logo with a magnifying glass icon. Below the logo, there is a 'Request a new password' link and a login form with fields for 'Username' and 'Password', and a 'Login' button. The footer contains contact information for Lancashire County Council, including a phone number (0845 053 0000) and an email address (email.enquiries@lancashire.gov.uk), along with a copyright notice for 2014.

Your password will be generated by the Cerberus password system, which will allow you to keep control of your own password electronically when either updating or resetting.

It is important to remember that sensitive pupil level information is held on this system. You should not share your password to this site with any third party.

Security code screen

An extra level of security is built into the login process. When you login to the website for the very first time you will be presented with a five digit security code. You must take a record of this code, because you will be asked for it every time you enter the website.



The screenshot shows the Lancashire County Council website header and navigation menu. The main content area displays a welcome message: 'Welcome to the Lancashire County Council Early Years Pupil Tracker. This system will help you track children throughout their Early Years and will help you produce detailed analysis to show to Ofsted, Parents and Colleagues.' Below this, it instructs the user to 'Please make a note of your security code below and keep it secure.' The security code is shown as 'PRS33'. The user is then asked to 'Please use the form below to enter the fourth and fifth digits of your security code.' There are two input fields: 'fourth digit' with a dropdown menu showing '3' and 'fifth digit' with a dropdown menu showing '3'. A 'Submit' button is located below the fields. The footer contains the same contact information and copyright notice as the previous screenshot.

If you have followed the guidance above and you still cannot login please contact the Pupil Tracker Team on 01772 531555 or pst@lancashire.gov.uk

N.B. The Pupil Tracker website has been optimised for use in Google Chrome and is also fully compatible with Internet Explorer 10, IE11, Edge, Apple Safari and Mozilla Firefox.

Getting Started

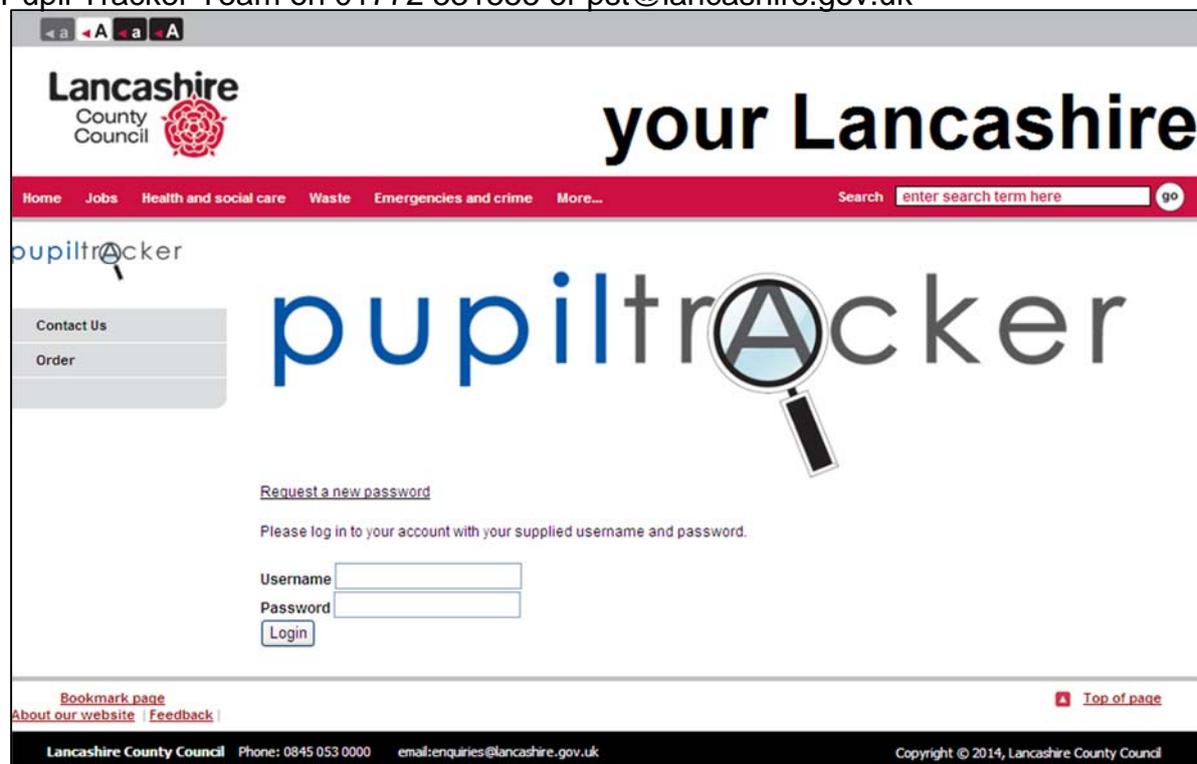
Login problems

If you cannot login to the Pupil Tracker website it might be due to one of the following:

- Not subscribed. To subscribe to the Pupil Tracker website please visit the Pupil Tracker login page and select 'Order now' or telephone the Pupil Tracker helpline.
- Entering an incorrect or outdated security code on the security code screen. If you are unsure of your account security code please enquire with your Headteacher before asking the Pupil Tracker team to reset the code.
- Google Chrome (or other) has saved an old password for the Tracker. You should click on the key icon in the top right-hand corner of your browser to manage passwords.
- Selecting the Lancashire County Council staff login link while already logged in. On certain pages of the Tracker LCC staff can use a login link in the top right hand corner of the page. Pupil Tracker users do not need to select this link at any point. If you can see this link you are already logged in to the site.

It is also advisable that 'Cookies' are enabled within you Internet Browser when visiting the Pupil Tracker website.

If you have followed the guidance above and you still cannot login please contact the Pupil Tracker Team on 01772 531555 or pst@lancashire.gov.uk



The screenshot shows the Lancashire County Council website header with the logo and the slogan "your Lancashire". Below the header is a navigation menu with links for Home, Jobs, Health and social care, Waste, Emergencies and crime, and More... A search bar is located on the right side of the menu. The main content area features the "pupiltracker" logo, which includes a magnifying glass over the letter 'A'. To the left of the logo is a sidebar with "Contact Us" and "Order" buttons. Below the logo, there is a link for "Request a new password" and a prompt: "Please log in to your account with your supplied username and password." The login form consists of two input fields: "Username" and "Password", followed by a "Login" button. At the bottom of the page, there are links for "Bookmark page", "About our website", and "Feedback", along with a "Top of page" button. The footer contains the Lancashire County Council contact information and a copyright notice for 2014.

Please note: As part of Lancashire County Council's network security policy a user will be logged out of their account after 20 minutes of inactivity.

Version 2.5

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Getting Started

Navigating the homepage

The Pupil Tracker homepage is your gateway to this strategic analysis tool:

The screenshot shows the Pupil Tracker homepage. On the left is a navigation menu with the following items: Home, Pupils, User Guide, Support Materials, Reports, Admin Functions, LA Reports, User, Contact Us, Pupil Tracker news/order, PIVATS news/order, and Logout. The main content area features the 'pupiltracker' logo with a magnifying glass over the 'A', the 'PIVATS' logo, a welcome message, a scrolling news headline, and a 'LATEST NEWS' section. The 'LATEST NEWS' section has two columns: one for 20 October 2017 and one for 24 October 2017. A blue arrow points from the 'Pupil Tracker news/order' menu item to the news section.

Welcome to the Lancashire County Council Pupil Tracker. This system will help you track and monitor children's progress throughout the Early Years, key stage one and key stage two and will help you to produce detailed analysis to facilitate any actions and interventions needed to ensure every child fulfils their potential.

50% of your Reception cohort (6/12 pupils) are reaching the expected attainment for Writing
[Hide Scrolling Text](#)

LATEST NEWS

20 October 2017	24 October 2017
Lancashire Schools - your 2017/18 Reception cohorts have now been uploaded from the pupil census. You can access these children now through the 'Pupils' page.	Pupil Tracker Updates Now Live! 25/10/17 New Pupil Tracker Progress Plotter Spreadsheet available for download on the 'Support Materials' page. 24/10/17 Main updates include (amongst others) 'Greater Depth' across all areas of the site, mass entry of early years assessments and mass edit of pupil details. Work now commences on further large scale developments to the site, so please watch this space.

[Download KLIPS for English and Maths here](#)

At the homepage you can access the latest Pupil Tracker News, before navigating around the website.

Options for navigating from the homepage (and all pages) run down the left hand side of the screen, starting with pupils – finishing with logout. These pages will be explored in more depth throughout the remainder of this user guide.

Lancashire KLIPS for English and maths are available for subscribing schools by clicking on the link at the foot of the homepage.

The scrolling headline of news is a feature on the homepage that calculates the percentage of your children that are reaching the expected attainment in the latest term. The scrolling headline of news can be viewed by simply accessing the homepage.

Search for pupils

The pupil selection list is the hub for finding children, their assessments, submissions and their interventions. To access the pupil selection list please select 'Pupils' from the left hand menu and you will be immediately directed to the page. To find your children you must select the year group that you are trying to access from the options at the top of the page:

Please be aware – if there is a space before or after a name or UPN it will return a blank search result even if the child is on the database

You can only search on name or UPN if you have selected the child's correct current year

Once you have selected the year group you can now make your search (if you wish to search for an individual child you can enter their surname, UPN and/or class, but none of these are mandatory). **Once you have selected your options you must click on 'Search and Save selection'** – this option allows you to navigate away from the page, but when you return it will still display the same list that you have just created. Alternatively you can just select 'Search' for a one-time-only list. So if you have just entered data for a year 3 child, but then gone on to save a search for your year 4 children – remember your year 3's have not been deleted, you will just have to search again.

Duplicate pupils

This icon indicates that the relevant child has a duplicate assessment

Assessment List

Pupil Name HANNAH HARRIER

This pupil has the following duplicate assessments:

- 2x assessments for Spring 2 - Year 2

If you click on the child with duplicates' book icon it will then give you a pinpoint location of the duplicate assessments, as illustrated in the image to the left

Add pupils

This page allows you to add pupils to your account and thus your pupil selection list. It is extremely important to enter each pupil's Unique Pupil Number (UPN) correctly, because once this is entered it is locked and cannot be changed. If you belong to a private nursery please contact the Early Years Tracker team and we will provide you with unique in-house UPNs for use within the Tracker.

Add Pupil Details

Details

Establishment Name	88800 - LANCASHIRE LA
Unique Pupil Number	<input type="text"/>
Surname	<input type="text"/>
Forename	<input type="text"/>
Date of Birth	<input type="text"/> (dd/mm/yyyy)
Class	<input type="text"/>
Year Override	-- No override --
Gender	<input type="text"/>
Postcode	<input type="text"/> eg: AB12 3CD or PR1 2JE
Ethnicity	<input type="text"/>
Gifted & Talented	<input type="checkbox"/> Notes <input type="text"/>
Special Educational Needs	No <input type="text"/> Notes <input type="text"/>
Options	<input type="checkbox"/> English as an Additional Language <input type="checkbox"/> Free School Meals <input type="checkbox"/> Ever6 <input type="checkbox"/> PIVATS <input type="checkbox"/> Disadvantaged <input type="checkbox"/> Pupil Premium <input type="checkbox"/> FEE2
Custom (Optional)	<input type="checkbox"/> Custom 1 <input type="checkbox"/> Custom 2 <input type="checkbox"/> Custom 3 <input type="checkbox"/> Custom 4 <input type="checkbox"/> Custom 5 <input type="checkbox"/> Custom 6
Notes	<input type="text"/>
Archive Pupil?	<input type="checkbox"/>

To create a UPN for a child please visit the following guidance page of the DfE website:
<https://www.gov.uk/government/publications/unique-pupil-numbers>

Add pupils continued...

You can enter as much contextual data for your children as the Tracker will allow, however, a child will not feature within a report filtered on (e.g) Free School Meals if the child's Free School Meals status has not been entered. Certain fields such as UPN are mandatory when adding a pupil. If you have not entered information into a mandatory field a red error message will be displayed at the top of the page when you click save and the record will not have been stored.

You can also use this page to update a pupil's details if they change or if they were previously unknown.

To save changes on this page just click on the 'save' button at the foot of the page.

N.B. (If your school is in Lancashire) each year your account will be automatically populated with your new reception cohort from your school census.

This large pupil upload will only take place once a year – please note some children will not feature on the Autumn census, so will have to be added by the user, either on the 'Add pupils' page or using the 'Pupil upload' feature.

Additional contextual fields

Options	<input type="checkbox"/> English as an Additional Language
	<input type="checkbox"/> Free School Meals
	<input type="checkbox"/> Ever6
	<input type="checkbox"/> PIVATS
	<input type="checkbox"/> Disadvantaged
	<input type="checkbox"/> Pupil Premium
	<input type="checkbox"/> FEE2
Custom (Optional)	<input type="checkbox"/> Custom 1
	<input type="checkbox"/> Custom 2
	<input type="checkbox"/> Custom 3
	<input type="checkbox"/> Custom 4
	<input type="checkbox"/> Custom 5
	<input type="checkbox"/> Custom 6
Notes	<input type="text"/>
Archive Pupil?	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

There are a comprehensive set of contextual options to record your pupils against and there are also six custom fields. To rename any of the six custom fields please contact the Pupil Tracker team.

Edit multiple pupils

This page allows a user to edit the contextual details of multiple children in one sitting – without having to access each individual's record separately.

To begin please search for a cohort of children by year group, class, UPN and/or name.

Surname UPN Class Year

Pupil List

Name	Gender	Class	Ethnicity	Special Educational Needs	Gifted & Talented	English as an Additional Language	Free School Meals	Ever6	PIVATS	Custom 1	Custom 2	Custom 3	Custom 4	Custom 5	Custom 6	Disadvantaged	Pupil Premium 2	Fee 2	Name
MIDDLE MAISY	Female	Class 9	Other Mixed	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MIDDLE MAISY
MIDDLE MARCO	Male	Class 10	Mixed White and Asian	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MIDDLE MARCO
MIDDLE MAX	Male	Class 11	Mixed White and Black/African	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MIDDLE MAX
MIDDLE MELANIE	Female	Class 12	Mixed White and Black Caribbean	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MIDDLE MELANIE

- Home
- Pupils
- Add Pupils
- Edit Multiple Pupils
- Phonics submission
- Submit Early Learning Goals
- Interventions
- Mass Entry Key Stage
- Mass Entry Early Years
- KS4 Submission
- User Guide
- Support Materials
- Reports
- Admin Functions
- LA Reports
- User
- Contact Us
- Pupil Tracker newsletter
- PIVATS newsletter
- Logout

Once the search has returned your chosen results you can enter all of the cohort's contextual details using the tick boxes to the right, before clicking 'save'.

Add assessments

This page explains how to add individual assessments. To find out how to 'Mass Enter' please visit the following section.

Once a pupil has been added to your account you can then start to add assessments for that pupil. From the 'Pupil Selection List' or 'Assessment List' pages you can select the Add assessment icon (which looks like a plus sign), this will redirect you to the page below, having pre-populated the pupil name and assessment date (the assessment date can be changed):

A user will also be able to record a comment up to 100 characters long at the top of a new assessment. If there are any errors within the assessment (such as the date being in the incorrect format) you will receive a red error message at the top of the page upon clicking save and the assessment will not be stored.

Using the 'Pre Yr1 Ent' will automatically lock the 'Current judgement' box as it should be blank for these.

Cloning assessments - you can 'clone' a child's latest assessment, hopefully saving a lot of time. The cloning process will create a brand new assessment, but will automatically copy across the child's judgements from their previous assessment, ready for you to edit where necessary. Please note – the system will create a new assessment from the last assessment added, not the last assessment date. The system cannot work out the Term automatically for you – this must be altered by the user.

Add assessments continued...

Tip: Use the dropdown lists at the top of each column to flood fill an age band and/or stage.

Fill in as many or as few of the progress measures for each strand/subject as you like (any blank fields can be updated at a later date). Once you have completed all of the fields required just select the 'save' button.

All saved assessments will then be added to the pupil's assessment list, which can be accessed through the 'Pupils' page.

To edit an assessment is easy. Just click on the  icon next to the chosen assessment in the child's assessment list and you will be able to edit an assessment in exactly the same way as adding a new one.

Deleting an assessment. PLEASE BE AWARE ONCE YOU DELETE AN ASSESSMENT IT IS GONE FOR GOOD AND THE PUPIL TRACKER TEAM CANNOT RETRIEVE IT FOR YOU. To delete an assessment is easy, just click on the 'Edit Assessment' button of a saved assessment from the assessment list and select the 'Delete' button at the foot of the page. You will then receive a confirmation message that you will have to click ok on to confirm your deletion. You can also click 'Delete' on the assessment you want to remove on the 'Assessment List'.

Mass entry of early years assessments

Please search for a cohort at the top of the page – if children already have an assessment for that year and term they will be missing from your results.

Class Year Term
 Establishment Name

Mass Entry List

Subject (Autofill will update all pages of pupils not just currently displayed ones.)	Q0000000010066 HECTOR HIGH	Q0000000010069 HENRY HIGH	Q0000000010033 HOLLY HIGH	Q0000000010063 HORATIO HIGH
Prime Areas				
Listening and attention	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Understanding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Speaking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Communication and Language overall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Moving and handling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Health and self-care	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Physical Development overall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Self-confidence and self-awareness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Managing feelings and behaviour	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Making relationships	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personal, Social & Emotional Development overall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Specific areas				
Reading	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Writing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Literacy overall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Numbers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shape, space and measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maths overall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
People and communities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The world	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Understanding the World overall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exploring & using media & materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Being imaginative	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expressive Arts and Design overall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To flood fill a row with a judgement please use the boxes to the left – then make any tweaks to individuals on the right. You can work through your children four at a time by clicking 'Next' or you can show all children on screen by clicking 'Show All'. To return to four per page please click 'Paginate'. Once you are happy simply click 'create assessments' to add these assessments. Once added – any edits should be made individually.

Mass entry of key stage 1 or 2 assessments

This is a time saving method for adding assessments. This method allows a mass entry of assessments by year.

To access Mass Entry select 'Pupils' from the left tool bar and the new 'Mass Entry' option should show below it in dark grey. Click here to access.

The screenshot shows the PupilTracker PIVATS interface. At the top, there are filters for Class (Select Class), Year (Year 5), and Term (Summer). Below these is the Establishment Name (88800 - LANCASHIRE LA) and a Search button. The main heading is 'Mass Entry List'. On the left, a navigation menu includes options like Home, Pupils, Add Pupils, Edit Multiple Pupils, Phonics submission, Submit Early Learning Goals, Interventions, Mass Entry Key Stage (highlighted in red), Mass Entry Early Years, and KS1 Submission. The main table has columns for Name, Reading, Writing, Maths, Science, and RE. Each column has a dropdown menu. A red arrow points from the 'Mass Entry Key Stage' menu item to the 'Reading' column dropdown.

Name	Reading	Writing	Maths	Science	RE
HIGH HECTOR	Year 5 - Secur	Year 5 - Secur	Year 5 - Secur	Year 6 - Secur	Year 5 - Secur
HIGH HENRY	Year 5 - Secur	Year 5 - Secur	Year 5 - Secur	Year 6 - Secur	Year 5 - Secur
HIGH HOLLY	Year 5 - Secur	Year 5 - Secur	Year 5 - Secur	Year 6 - Secur	Year 5 - Secur
HIGH HORATIO	Year 5 - Secur	Year 5 - Secur	Year 5 - Secur	Year 6 - Secur	Year 5 - Secur
LOW LAURENCE	Year 5 - Secur	Year 5 - Secur	Year 5 - Secur	Year 6 - Secur	Year 5 - Secur

Select the year group of the children that you want to add assessments for and a list of the pupils will be generated. It will automatically populate the assessments based on what is expected for that year and term. For example if you select Year 3 and Spring it will automatically put the children to 'Year 3 – Developing'.

From here you can change any individual pupils you require or you can use the drop down at the top of the column to change all of the pupils if they are above or below what is expected.

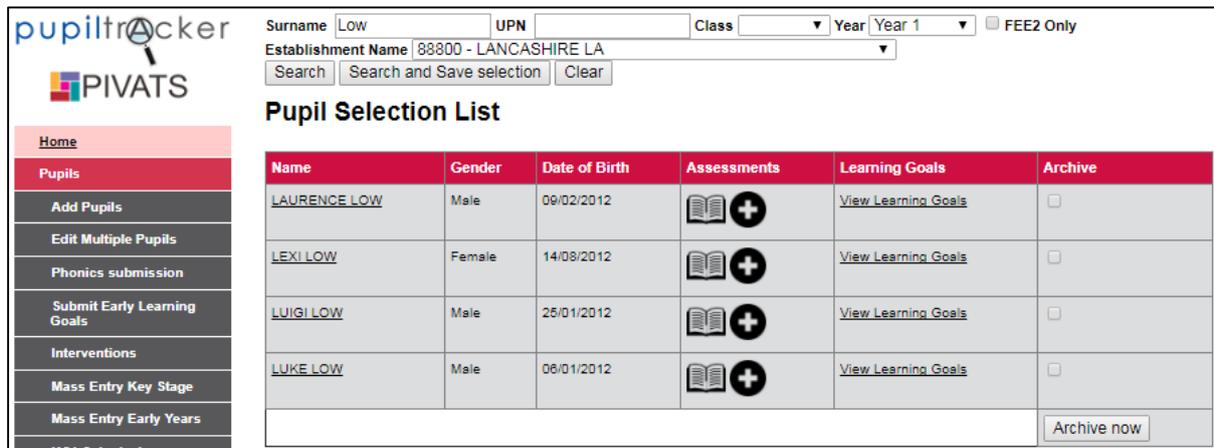
The screenshot shows the PupilTracker PIVATS interface. At the top, there are filters for Class (Select Class), Year (Year 5), and Term (Summer). Below these is the Establishment Name (88800 - LANCASHIRE LA) and a Search button. The main heading is 'Mass Entry List'. On the left, a navigation menu includes options like Home, Pupils, Add Pupils, Edit Multiple Pupils, Phonics submission, Submit Early Learning Goals, Interventions, Mass Entry Key Stage (highlighted in red), Mass Entry Early Years, and KS1 Submission. The main table has columns for Name, Reading, Writing, Maths, Science, and RE. Each column has a dropdown menu. The 'Writing' column dropdown menu is open, showing options like 'Year 1 - Entering', 'Year 1 - Developing', 'Year 1 - Secure', 'Year 1 - Secure (Greater Depth)', 'Year 2 - Entering', 'Year 2 - Developing', 'Year 2 - Secure', 'Year 2 - Secure (Greater Depth)', 'Year 3 - Entering', and 'Year 3 - Developing'.

Name	Reading	Writing	Maths	Science	RE
HIGH HECTOR	Year 5 - Secur	Year 1 - Entering	Year 5 - Secur	Year 6 - Secur	
HIGH HENRY	Year 5 - Secur	Year 1 - Developing	Year 5 - Secur	Year 6 - Secur	
HIGH HOLLY	Year 5 - Secur	Year 1 - Secure	Year 5 - Secur	Year 6 - Secur	
HIGH HORATIO	Year 5 - Secur	Year 1 - Secure (Greater Depth)	Year 5 - Secur	Year 6 - Secur	
LOW LAURENCE	Year 5 - Secur	Year 2 - Entering	Year 5 - Secur	Year 6 - Secur	
		Year 2 - Developing	Year 5 - Secur	Year 6 - Secur	
		Year 2 - Secure	Year 5 - Secur	Year 6 - Secur	
		Year 2 - Secure (Greater Depth)	Year 5 - Secur	Year 6 - Secur	
		Year 3 - Entering	Year 5 - Secur	Year 6 - Secur	
		Year 3 - Developing	Year 5 - Secur	Year 6 - Secur	
		Year 3 - Secure	Year 5 - Secur	Year 6 - Secur	

Once all of the assessments have been added as required click the create assessments button and all of the assessments will be saved and added to the pupils' assessment lists.

Pupil selection list / archive pupils

Once a number of pupils and assessments have been added to your account, your **pupil selection list** will start to look like this:



The screenshot shows the 'Pupil Selection List' interface. At the top, there are search filters for Surname (Low), UPN, Class, Year (Year 1), and FEE2 Only. The Establishment Name is 88800 - LANCASHIRE LA. Below the filters is a table with the following data:

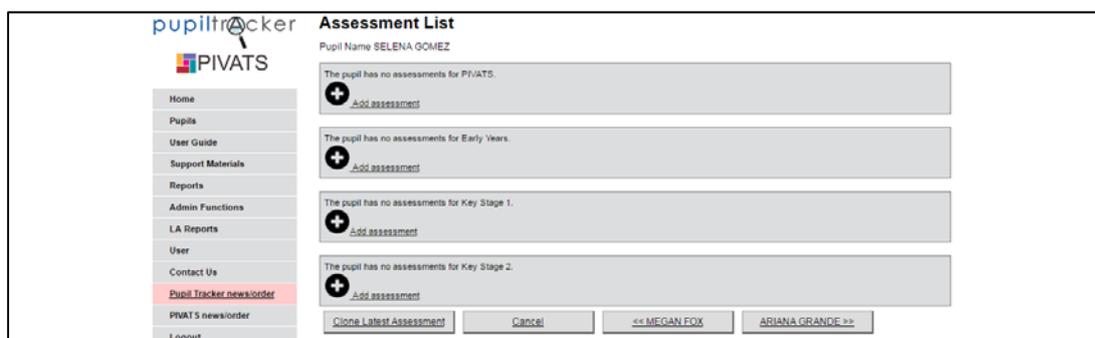
Name	Gender	Date of Birth	Assessments	Learning Goals	Archive
LAURENCE LOW	Male	09/02/2012		View Learning Goals	<input type="checkbox"/>
LEXI LOW	Female	14/08/2012		View Learning Goals	<input type="checkbox"/>
LUIGI LOW	Male	25/01/2012		View Learning Goals	<input type="checkbox"/>
LUKE LOW	Male	06/01/2012		View Learning Goals	<input type="checkbox"/>

At the bottom right of the table is an 'Archive now' button. On the left side, there is a navigation menu with options like Home, Pupils, Add Pupils, Edit Multiple Pupils, Phonics submission, Submit Early Learning Goals, Interventions, Mass Entry Key Stage, Mass Entry Early Years, and M4 Submission.

Archiving children

If you wish to remove children (who have left your school/setting) from your account you can do so by 'Archiving' a child. From the pupil selection list click the selection box to the right of your chosen pupil under the heading 'Archive'. You can tick as many or as few children at a time as you wish. Once you have selected your child(ren) just click the 'Archive Now' button at the bottom of the column. Please be aware that once archived only a member of the pupil tracker team can retrieve these children for you.

The 'next pupil' button(s). When you have searched on the 'pupils' page and saved your selection you can click on a child's assessments as normal, however, every time you save an assessment the next page will have the names of the children directly before and after the current child (in the saved selection), as illustrated below:



The screenshot shows the 'Assessment List' for a pupil named SELENA GOMEZ. The page displays four assessment categories, each with a message that the pupil has no assessments and an 'Add assessment' button:

- The pupil has no assessments for PIVATS.
- The pupil has no assessments for Early Years.
- The pupil has no assessments for Key Stage 1.
- The pupil has no assessments for Key Stage 2.

At the bottom, there are navigation buttons: 'Clone Latest Assessment', 'Cancel', '<< MEGAN FOX', and 'ARIANA GRANDE >>'. On the left side, there is a navigation menu with options like Home, Pupils, User Guide, Support Materials, Reports, Admin Functions, LA Reports, User, Contact Us, Pupil Tracker news/order, PIVATS news/order, and Logout.

By clicking on one of these names it will direct you immediately to that child's assessments.

Upload pupils

If you are external to Lancashire or if you are an independent school and you would like to populate your account with a batch of pupils without having to enter each one manually, you can do so by downloading the pupil upload template from the support materials page on the website or by emailing the Pupil Tracker team with your request. This template can then be populated with your pupil data by copy & pasting from a Management Information System. When your pupil information has been added, the template must be saved as a .csv file. Now that your template has been populated and saved it will need to be uploaded to the website.

A	B	C	D	E	F	G	H	I	J	K	
1	UPN	Surname	Forename	DOB	Gender	Postcode	FSM	Ethnic code	English as additional language	SEN	LCCNo
2			dd/mm/yyyy	M or F		Allow Y, N or blank		Allow Y, N or blank	Allow SEN_K, SEN_E, S	For office use only	
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

To upload your pupils you should contact the Pupil Tracker Team by email or telephone so that we can arrange for secure transfer of the children.

Email: pst@lancashire.gov.uk

Telephone: 01772 531555

Download pupils

As a way of finding out which class and contextual groups your children are assigned to you can request a pupil download by contacting the Pupil Tracker Team.

Reports: General report features and queries

- Group report denominators - All group reports use children with relevant assessments as the denominator. The denominator is not set by total children, children have to have an assessment (in the relevant time period/term) to be added to the denominator or they will be excluded from the report.
- Report Parameters – Group report parameters all feature a fairly standard layout:

<< Reports Menu

Run for a particular school? 8880 LANCASHIRE LA

Aspects Reading

Current Year Birth

Class All classes

Term Of Birth All

Special Educational Needs All

Gifted & Talented Yes No All

Ever 6 Yes No All

Custom 1 Yes No All

Custom 3 Yes No All

Custom 5 Yes No All

English as an Additional Language (EAL) Yes No All

Gender Male Female All

Ethnicity All

Free School Meals Yes No All

Pupil Premium Yes No All

Custom 2 Yes No All

Custom 4 Yes No All

Custom 6 Yes No All

Disadvantaged Yes No All

FEE2 Yes No All

Run

The majority of group reports on the system give a user the facility to filter by any of the contextual options selected for your pupils.

The Early Years group reports have recently been updated with date range boxes, rather than being fixed to academic years.

Hopefully this will give Early Years users the termly flexibility that they require.

pupiltracker PIVATS Reports

Pupil Summary Chart

<< Reports Menu

Run for a particular school? 8882200 INGOL COMMUNITY PRIMARY SCHOOL

Reception or Nursery Birth Nursery 1 Nursery 2 Reception All

Assessment Date From 08/05/2017

Assessment Date To

Class

Term Of Birth

Special Educational Needs

Gifted & Talented Yes No All

Ever 6 Yes No All

Custom 1 Yes No All

Custom 3 Yes No All

Custom 5 Yes No All

Custom 6 Yes No All

English as an Additional Language (EAL) Yes No All

Disadvantaged Yes No All

Gender Male Female All

FEE2 Yes No All

Ethnicity All

Heading to appear on report (optional)

Hide school name in header

Run

May 2018

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Reports: Pupil Summary Chart (Early Years)

This report can be generated by selecting 'Reports' from the left-hand menu, followed by 'Pupil Summary Report' from the reports list. There are a number of contextual filters that can be selected prior to running your report including 'Free School Meals', 'SEN' and Academic Year. Once you have chosen the contextual filters that you would like to apply you can add an optional report heading and then you should select 'Run':

Please note – this report will only display results from assessments at 'Entry', 'Autumn 2', 'Spring 2' and 'Summer 2'. Do not add more than one assessment for each half term or this chart will display incorrect figures over 100%.

Once produced - this chart will display the percentage of your selected pupils who are working at each of the age bands per term:

School Name:	8880 KEY SCHOOLS PROJECTS	Academic year:	2013 - 2014	Class:	Class 1							
Year:	All	SEN:	Both	Pupil number:	8							
Prime Areas		22 - 36 months			30 - 50 months			40 - 60+ months				
	Entry	Autumn	Spring	Summer	Entry	Autumn	Spring	Summer	Entry	Autumn	Spring	Summer
Listening and attention	17%	17%	17%	0%	50%	50%	33%	17%	33%	33%	50%	83%
Understanding	17%	17%	17%	0%	50%	50%	33%	17%	33%	33%	50%	83%
Speaking	17%	17%	17%	0%	50%	50%	33%	17%	33%	33%	50%	83%
Communication and Language overall	17%	17%	17%	0%	33%	33%	17%	17%	50%	50%	67%	83%
Moving and handling	17%	17%	0%	0%	33%	33%	33%	33%	50%	50%	67%	67%
Health and self-care	17%	17%	0%	0%	33%	33%	33%	33%	50%	50%	67%	67%
Physical Development overall	17%	17%	0%	0%	33%	33%	33%	33%	50%	50%	67%	67%
Self-confidence and self-awareness	17%	17%	17%	0%	50%	50%	50%	17%	33%	33%	33%	83%
Managing feelings and behaviour	17%	17%	0%	0%	50%	50%	67%	17%	33%	33%	33%	83%
Making relationships	17%	17%	0%	0%	50%	50%	67%	17%	33%	33%	33%	83%
Personal, Social & Emotional Development overall	17%	17%	0%	0%	50%	50%	67%	17%	33%	33%	33%	83%
Specific Areas		22 - 36 months			30 - 50 months			40 - 60+ months				
Reading	33%	33%	0%	0%	33%	33%	50%	33%	33%	33%	50%	67%
Writing	33%	33%	17%	0%	33%	33%	50%	33%	33%	33%	33%	67%
Literacy overall	33%	33%	17%	0%	33%	33%	50%	33%	33%	33%	33%	67%
Numbers	33%	33%	17%	17%	33%	33%	50%	17%	33%	33%	33%	67%
Shape, space and measure	33%	33%	17%	17%	33%	33%	50%	17%	33%	33%	33%	67%
Maths overall	33%	33%	17%	17%	33%	33%	50%	17%	33%	33%	33%	67%
People and communities	33%	33%	17%	17%	50%	50%	33%	0%	17%	17%	50%	83%
The world	33%	33%	17%	17%	33%	33%	33%	0%	33%	33%	50%	83%
Technology	33%	33%	33%	17%	33%	33%	17%	17%	33%	33%	50%	67%
Understanding the World overall	33%	33%	17%	17%	33%	33%	33%	17%	33%	33%	50%	67%
Exploring & using media & materials	33%	33%	17%	0%	33%	33%	33%	17%	33%	33%	50%	83%
Being imaginative	33%	33%	17%	0%	33%	33%	50%	17%	33%	33%	33%	83%
Expressive Arts and Design overall	33%	33%	17%	0%	33%	33%	50%	17%	33%	33%	33%	83%

Reports: Early Learning Goals Data download (Early Years)

This report will display a summary of all of the children on your account in the chosen reception year that have a completed/partially completed Early Learning Goals page.

The report will display whether each child is Emerging (1), Expected (2), Exceeding (3) or Not assessed in each of the 17 aspects. This summary also displays additional helpful information such as UPN, Gender and Date of Birth, as well as a points total at the end.

Running this report is straight forward – please select the 'Reports' page from the left hand menu, followed by 'Early Learning Goals Data Download'. Now just select the year, class and whether you would like to display the report within the internet browser or alternatively as a spreadsheet. Following your choice you should just select 'Run':

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Sch Name	LA No	Sch No	URN	Child's Surname	Child's Forename	UPN	Gender	Date of Birth	Home Postcode	Listening & attention	Understanding	Speaking	Moving & handling	Health & self-care	Se confi
1																
2	FICTICIOUS CoFe	888	9999		BARNES	JOHN	N999999999995	M	03/04/2008	PR1 3JT	3	3	3	3	3	
3	FICTICIOUS CoFe	888	9999		DUCK	DONALD	N999999999994	M	12/12/2007	PR1 3JT	1	2	3	3	2	
4	FICTICIOUS CoFe	888	9999		WHEELS	SHEILA	A999999999999	F	01/01/2008	PR1 3JT	2	2	3	0	1	

The screenshot shows the PupilTracker Reports interface. On the left is a navigation menu with options like Home, Pupils, User Guide, Support Materials, Reports (selected), Saved reports, Admin Functions, LA Reports, User, and Contact Us. The main area is titled 'Reports' and 'Early Learning Goals Data Download'. It includes a form with the following fields: 'Run for a particular school?' (8880 LANCASHIRE LA), 'Year' (Year 2), 'Class' (All classes), and 'Preferred Output' (Screen selected). A 'Run' button is visible. Below the form is a table with the following data:

Sch Name	LEA No	Sch No	URN	Child's Surname	Child's Forename	UPN	Gender	Date of Birth	Home Postcode	Listening and attention	Understanding	Speaking	Moving and handling	Health and self-care
LANCASHIRE LA	888	0		HIGH	HANNAH	Q000000000820	F	16/09/2011	PR1 0LD	2	2	2	2	2
LANCASHIRE	888	0		HIGH	HECTOR	Q000000000850	M	22/09/2010	PR1 0LD	2	2	2	2	2

If you do decide to export this report to Microsoft Office you can then remove or hide columns at your leisure without it affecting the data stored within your Tracker.

* Please note – relevant software (such as Microsoft Excel) must be installed to view this report outside of your internet browser as a spreadsheet.

Reports: Full Report (Early Years)

This report will display the amount & percentage of children in each Year Group who have hit Entering in Autumn, Developing in Spring or Secure in Summer for their latest assessment in that academic year. Filters can be added to highlight where certain groups have not achieved a custom percentage.

To run this report please select 'Full Report' from the reports menu. First select the academic year and term. You can now decide if you would like to apply any contextual filters. Finally select what percentages above or below you would like to flag up on the report and for which years (multiple years can be chosen). Then click 'Run' to display the report:

Show as blue if KS1 under expected (%)	<input type="text" value="65"/>
Show as green if KS1 in line with or above expected (%)	<input type="text" value="80"/>
Years to include in report	<input type="checkbox"/> Birth <input type="checkbox"/> M1 <input type="checkbox"/> N2 <input checked="" type="checkbox"/> Reception <input type="checkbox"/> KS1 <input type="checkbox"/> KS2

In this example we want to flag under 65% and above 80%

School Name: 00 PUPIL ACCESS
Term: Autumn 2014 - 2015

Nursery 2 , Blue = 65% or below and Green = 70% or above

Nursery 2 30-50 Ent-Sec or Above	Whole Class Pupils : 3	FSM Pupils :	Non FSM Pupils : 3	Male Pupils : 2	Female Pupils : 1	Pupils :	Pupils :
Reading	67 %		67 %	50 %	100 %		
Writing	67 %		67 %	50 %	100 %		
Being imaginative	67 %		67 %	50 %	100 %		
Exploring & using media & materials	67 %		67 %	50 %	100 %		
Health and self-care	67 %		67 %	50 %	100 %		
Listening and attention	67 %		67 %	50 %	100 %		
Making relationships	67 %		67 %	50 %	100 %		
Managing feelings and behaviour	67 %		67 %	50 %	100 %		
Moving and handling	67 %		67 %	50 %	100 %		
Numbers	67 %		67 %	50 %	100 %		
People and communities	67 %		67 %	50 %	100 %		
Self-confidence and self-awareness	67 %		67 %	50 %	100 %		
Shape, space and measure					100 %		
Speaking					100 %		
Technology					100 %		
The world					100 %		
Understanding					100 %		

Under chosen % so highlighted blue

Over chosen % so highlighted green

Between chosen % so stays grey

Shows all 17 aspects for Early Years Assessments and the % achieving expected or higher in select term. Split different categories (All, FSM, Gender, Summer Born Children and Interventions).

Reports: Progression Report (Early Years)

This report will display the progression of children for either current Year 1 or current Year 2. The data is shown across all contextual groups and you can filter the data to show children within the bottom % based off the Early Learning Goal score they achieved.

To run this report please select 'Early Years Progression Report' from the reports menu. First select the academic year and aspect. You can now decide if you would like to apply any contextual filters. Finally select the Below Percentage Score for Early Learning Goals. Then click 'Run' to display the report:

Early Learning Goals Score

Lowest 80% ▾

Run

School Name: 8880 PUPIL ACCESS Subject: Reading

Year: Year 1 and Year 2

Group	Children who make up lowest 80% of ELGs	Year 1			Year 2		
		% Year 1 Entering Autumn	% Year 1 Developing Spring	% Year 1 Secure Summer	% Year 2 Entering Autumn	% Year 2 Developing Spring	% Year 2 Secure Summer
All Children	View	25%	50%	75%	50%	100%	75%
Summer Born	View	25%	50%	75%	50%	100%	75%
Male	View	33.33%	33.33%	66.67%	66.67%	100%	100%
Female	View	0%	100%	100%	0%	100%	0%
Not FSM	View	25%	50%	75%	50%	100%	75%
Not SEN	View	25%	50%	75%	30%	100%	75%
Not EAL	View	25%	50%	75%	50%	100%	75%
Not Ever6	View	33.33%	66.67%	66.67%	66.67%	100%	66.67%
Extended abs	View	0%	100%	100%	100%	100%	100%
Not Extended abs	View	33.33%	33.33%	66.67%	33.33%	100%	66.67%
Joined late	View	0%	100%	100%	100%	100%	100%
Not Joined late	View	33.33%	33.33%	66.67%	33.33%	100%	66.67%
Custom3	View	0%	100%	100%	100%	100%	100%
Not Custom3	View	33.33%	33.33%	66.67%	33.33%	100%	66.67%

Send to Print

Display Save options

Hover over 'View' to show the children within that category

Select the % for 'Lowest' Early Learning goals cohort that you want to show. If you use this filter it will give you the ability to show the progression of children at various ability cohorts from the end of Early Years

Reports: Individual Report (All phase)

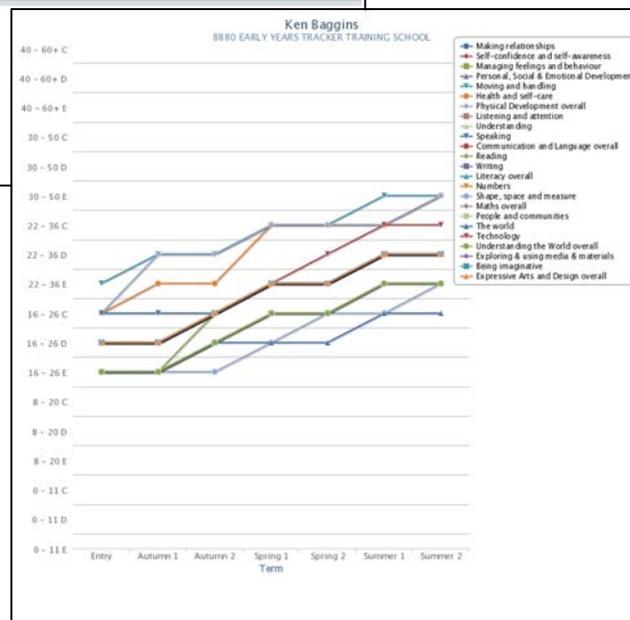
The Individual Pupil Report can be run by clicking on 'Reports' from the left-hand menu, followed by 'Individual Pupil Report' from the reports list. Now you just need to select a pupil and a year. Once you have made your choice you should add your own personalised report heading if you wish and then select 'Run':

The screenshot shows the 'Reports' section of the PupilTracker software. On the left is a navigation menu with options: Home, Pupils, User Guide, Support Materials, Reports (highlighted), Saved reports, Admin Functions, LA Reports, User, Contact Us, Order, and Logout. The main area is titled 'Individual Pupil report' and contains the following fields:

- 'Run for a particular school?': 00 PUPIL ACCESS
- 'Please select a pupil:': Dropdown menu showing 'ETOO, SAMANTHA'
- 'Reception or Nursery': Radio buttons for Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5 (selected), and Year 6.
- 'Heading to appear on report (optional)': Text input field.
- 'Run' button.

Only the subjects tracked will be displayed on this report

Once the report has been generated you can interact with it by turning on and off any aspects that you please, and you can also hover over the plot marks on the graph to display the progress within an aspect. There is also a new 'expected' plot line that can be toggled on and off.



If you are struggling to print or run the Individual Pupil Report it is possible that you are receiving the following message:



If you are receiving this message please select 'No' and the website should then allow you to run this report.

Reports: Flagging report (Early Years)

This report will display the amount and percentage of each of your children who are showing typical development at the end of the Nursery year or at the start of Reception year.

This report allows you to compare as many or as few groups from the selection list as you like – from Free School Meals to Boys to SEN.

Flagging report

Run for a particular school?	00 PUPIL ACCESS
Reception or Nursery	<input type="radio"/> Nursery <input checked="" type="radio"/> Reception
Class	All classes ▼
Comparison filter	<input checked="" type="checkbox"/> Free School Meals <input checked="" type="checkbox"/> Special Educational Needs <input checked="" type="checkbox"/> Custom group <input checked="" type="checkbox"/> English as an Additional Language (EAL) <input checked="" type="checkbox"/> Boys <input checked="" type="checkbox"/> Girls
Working at expectations or below expectations	<input type="radio"/> At <input checked="" type="radio"/> Below
Academic Year	1st September 2013 to 31st August 2014 ▼
Heading to appear on report (optional)	

Academic year:2013 - 2014	Reception: Entry Assessments													
	All Pupils		Boys		Girls		FSM		SEN		Custom		EAL	
Prime Areas	Number of pupils and percentage of pupils													
Listening and attention	4	57%	0	0%	4	80%	0	0%	1	100%	0	0%	0	0%
Understanding	4	57%	0	0%	4	80%	0	0%	1	100%	0	0%	0	0%
Speaking	4	57%	1	50%	3	60%	0	0%	0	0%	0	0%	0	0%
Communication and Language overall	3	43%	0	0%	3	60%	0	0%	0	0%	0	0%	0	0%
Moving and handling	3	43%	0	0%	3	60%	0	0%	0	0%	0	0%	0	0%
Health and self-care	3	43%	0	0%	3	60%	0	0%	0	0%	0	0%	0	0%
Physical Development overall	3	43%	0	0%	3	60%	0	0%	0	0%	0	0%	0	0%
Self-confidence and self-awareness	4	57%	1	50%	3	60%	0	0%	0	0%	0	0%	0	0%
Managing feelings and behaviour	4	57%	1	50%	3	60%	0	0%	0	0%	0	0%	0	0%
Making relationships	4	57%	1	50%	3	60%	0	0%	0	0%	0	0%	0	0%
Personal, Social & Emotional Development overall	4	57%	1	50%	3	60%	0	0%	0	0%	0	0%	0	0%
	All Pupils		Boys		Girls		FSM		SEN		Custom		EAL	
Specific Areas	Number of pupils and percentage of pupils													
Reading	4	57%	0	0%	4	80%	0	0%	1	100%	0	0%	0	0%
Writing	4	57%	0	0%	4	80%	0	0%	1	100%	0	0%	0	0%
Literacy overall	4	57%	0	0%	4	80%	0	0%	1	100%	0	0%	0	0%
Numbers	4	57%	0	0%	4	80%	0	0%	1	100%	0	0%	0	0%
Shape, space and measure	4	57%	0	0%	4	80%	0	0%	1	100%	0	0%	0	0%
Maths overall	4	57%	0	0%	4	80%	0	0%	1	100%	0	0%	0	0%
People and communities	5	71%	1	50%	4	80%	0	0%	1	100%	0	0%	0	0%
The world	4	57%	0	0%	4	80%	0	0%	1	100%	0	0%	0	0%
Technology	4	57%	0	0%	4	80%	0	0%	1	100%	0	0%	0	0%
Understanding the World overall	4	57%	0	0%	4	80%	0	0%	1	100%	0	0%	0	0%
Exploring & using media & materials	4	57%	1	50%	3	60%	0	0%	0	0%	0	0%	0	0%
Being imaginative	4	57%	1	50%	3	60%	0	0%	0	0%	0	0%	0	0%
Expressive Arts and Design overall	4	57%	1	50%	3	60%	0	0%	0	0%	0	0%	0	0%

This report displays the number and percentage of pupils who are working BELOW 40-60+ months in Reception year Entry assessments.

To run this report please select the 'Flagging report'.

Now you should select whether you would like to run the report for nursery or reception children, and then select which groups you would like to display on the report.

Finally you should select whether you would like to display the number of pupils working 'at' the typical development level or 'below' it, and filter on your chosen academic year before clicking 'run'.

If you select the 'working at' option - the Nursery report will display the number and percentage of children working at or above the 30-50 months age band in Summer assessments. The Reception report

will display the number & percentage of children who are working at or above the 40-60 months age band in Entry assessments. This will be reversed if you select 'working below'.

Reports: All aspect report (Early Years)

This report can be run by following similar directions to the Individual Pupil Report. Firstly click on 'Reports' from the left-hand menu, followed by 'All Aspect Report' from the reports list. Now you just need to select a pupil and a year. Once you have made your choice you can add your own personalised report heading if you wish and then select 'Run':

All Aspect Report

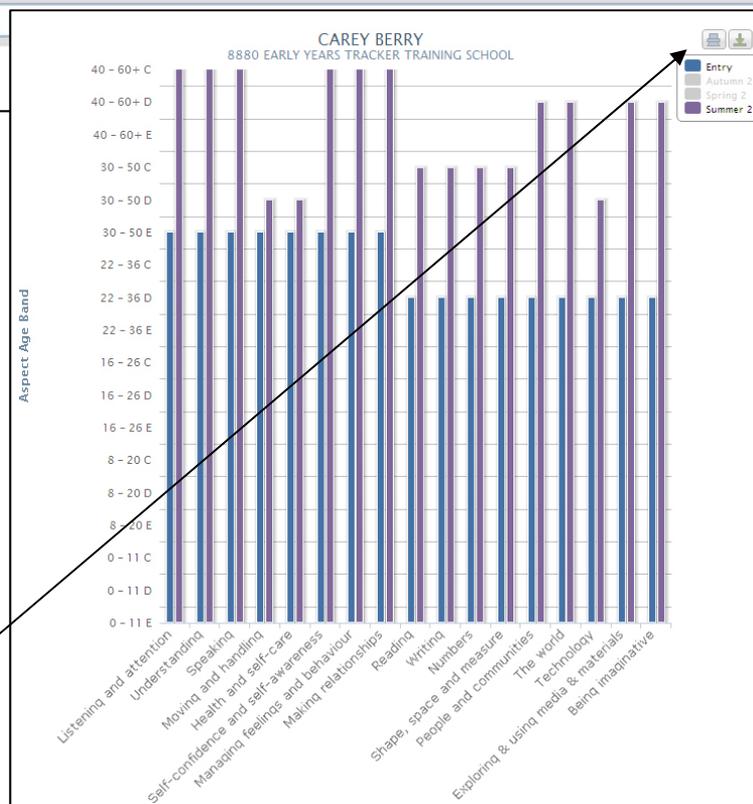
Run for a particular school? 00 PUPIL ACCESS

Please select a pupil: BALOTELLI, MARIANNE

Reception or Nursery Nursery Reception

Heading to appear on report (optional)

Once the report has been generated you can interact with it by turning on and off any aspects that you please, and you can also hover over the plot marks on the graph to display the progress within an aspect. There are also two additional icons in the top right hand corner that allow you to either print the chart OR export the chart as an image or a pdf.



Finally one other time saving feature that is incorporated into both the All aspect report and the Individual Pupil Report is the 'Toggle all subjects' button. This will allow a user to turn all aspects/subjects on or off at the click of a button. 'Toggle all subjects' can be found above the two print & export icons described above.

Reports: Yearly Summary sheet (Early Years)

This report will display your children's assessments as coloured blocks (the colours relate to the age band that they have achieved).

To run this report please select 'Yearly Summary Sheet' from the reports menu. You can now decide if you would like to apply any contextual filters. Once you have chosen your options the final stage is to choose an academic year, before hitting run. You should now receive a report similar to the one below that displays each child's attainment in the given term, colour coded by age band:

Yearly Summary Sheet

Run for a particular school?	00 PUPIL ACCESS
Reception or Nursery	<input type="radio"/> Nursery <input checked="" type="radio"/> Reception <input type="radio"/> All
Class	All classes
Free School Meals	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Special Educational Needs	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Custom 1	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Late Arrival C2	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Custom 3	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
English as an Additional Language (EAL)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Gender	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> All
Term	Entry
Academic Year	1st September 2014 to 31st August 2015

School Name: 00 PUPIL ACCESS
Academic year: 2014 - 2015
pupiltracker

Year: Reception Entry - All classes

	Listening and attention	Understanding	Speaking	Communication and Language overall	Moving and handling	Health and self-care	Physical Development overall	Self-confidence and self-awareness	Managing feeling	Making relationships	Personal	Reading	Writing	Literacy overall	Numbers	Shape	Maths overall	People and communities	The world	Technology	Understanding the World overall	Exploring & using media & materials	Being imaginative	Expressive Arts and Design overall
RAY ANISTON	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT
MARIANNE BALOTELLI	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT
STEPHANIE NAISMITH	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT	ENT
Colour code	0-11 Months			08-20 Months			16-26 Months			22-36 Months			30-50 Months			40-60+ Months								

If subject titles do not show on any report please click on 'settings' within your internet browser and ensure that zoom is set to 100%

Reports: Narrative report (Early Years)

This report allows a user to display an individual child's Early Learning Goals in narrative form. To run the report just select a pupil, decide whether you would like to add a heading and then click 'run'. You can also add a comment to this report prior to printing. Once your report is ready with comment included just click on the printer icon in the top right-hand corner of the page to print the report or to convert it to PDF (once clicked you will be presented with options to print or convert). This report will also indicate whether each child has made the Good Level of Development (GLD).

Reports

Early Learning Goals Narrative Report

Run for a particular school?	8880 GENERAL OFFICE
Please select a pupil:	BERRY, CAREY
Heading to appear on report (optional)	



Prime Areas

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the Listening and attention aspect.

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the Understanding aspect.

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the Speaking aspect.

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the Moving and handling aspect.

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the Health and self-care aspect.

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the Self-confidence and self-awareness aspect.

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the Managing feelings and behaviour aspect.

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the Making relationships aspect.

Specific areas

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the Reading aspect.

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the Writing aspect.

At the end of academic year 2013/14, CAREY BERRY was Expected in the Numbers aspect.

At the end of academic year 2013/14, CAREY BERRY was Expected in the Shape, space and measure aspect.

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the People and communities aspect.

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the The world aspect.

At the end of academic year 2013/14, CAREY BERRY was Expected in the Technology aspect.

At the end of academic year 2013/14, CAREY BERRY was Expected in the Exploring & using media & materials aspect.

At the end of academic year 2013/14, CAREY BERRY was Exceeding in the Being imaginative aspect.

CAREY BERRY made a Good Level of Development in 2013/14

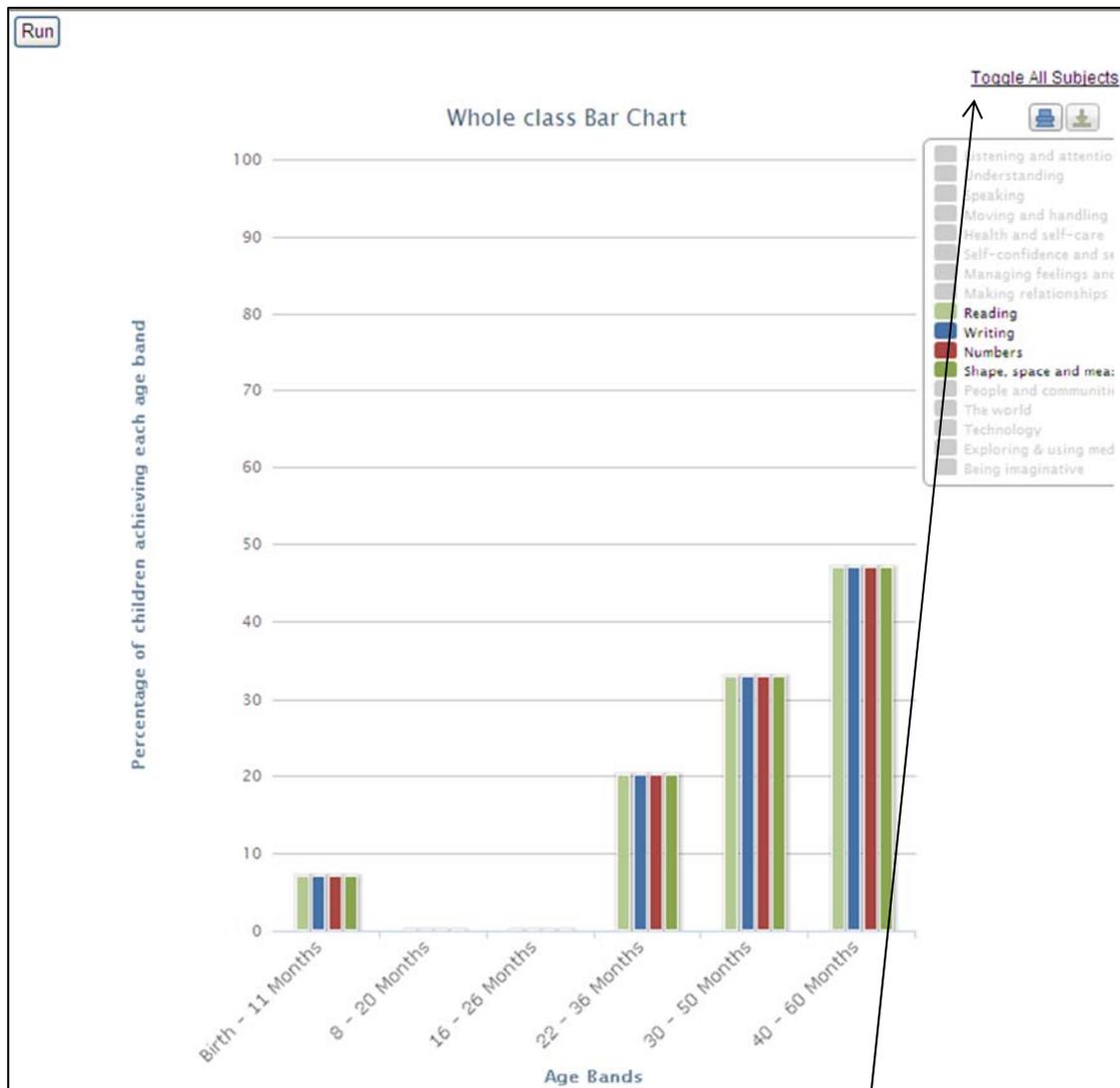
N.B. Children are defined by the DFE as having reached a good level of development at the end of the EYFS if they achieve at least the expected level in **all of**:

- the early learning goals in the prime areas of learning (personal, social and emotional development; physical development; and communication and language) **and**;
- the early learning goals in the specific areas of mathematics and literacy.

Notes:

Reports: Whole class bar chart (Early Years)

This chart will display the percentage of children working at each aged band per term. The chart is filterable on year group, class, FSM, SEN, custom, EAL, gender and academic year. Once you have made your selections just hit run and you will be presented with your chart.

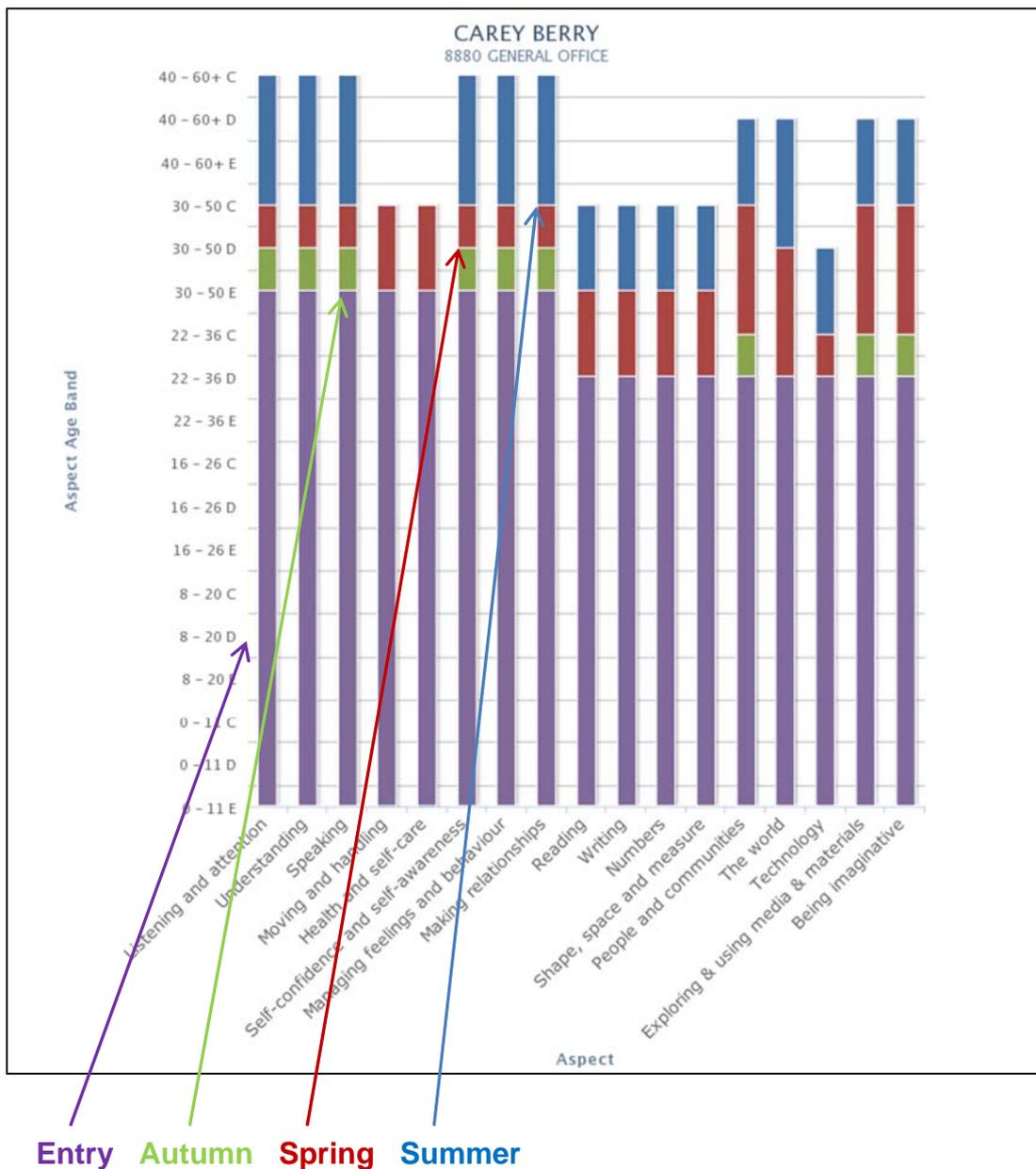


To quickly print or save this chart as an image or PDF just click on one of the two icons beneath 'Toggle All Subjects.'

To quickly turn all subjects on or off on this report – just click 'Toggle All Subjects'. This option is also available on the 'All aspect report' and the 'Individual pupil report'.

Reports: Termly update chart (Early Years)

This report is for individual children – just select your child, decide which year of their data you would like to display, add a heading if you wish and then click ‘run’. This chart displays a child’s current attainment within a year group and divides the bars up into different colours to illustrate which term each steps were achieved in.



Reports: Cohort Attainment Table (Early Years)

This report will display the percentage of children currently working at each age band for all subjects for each term.

To run this report please select 'Early Years Cohort Attainment Table' from the reports menu. First select the academic year, Reception or Nursery and term. You can now decide if you would like to apply any contextual filters. Then click 'Run' to display the report:

School Name: 8880 LANCASHIRE LA			Academic year: 2017 - 2018			All classes											
Year: Reception			SEN:			Pupil number: 12											
Development	Communication and Language			Physical Development		Personal, Social & Emotional Development overall			Literacy		Maths		Understanding the World			Expressive Arts and Design	
	Listening and attention	Understanding	Speaking	Moving and handling	Health and self-care	Making relationships	Self-confidence and self-awareness	Managing feelings and behaviour	Reading	Writing	Numbers	Shape, space and measure	People and communities	The World	Technology	Exploring & using media & materials	Being imaginative
30-50 Months Entering	3 (25%)		2 (16.7%)	3 (25%)	1 (8.3%)	3 (25%)	1 (8.3%)		2 (16.7%)	2 (16.7%)	2 (16.7%)	2 (16.7%)	4 (33.3%)		2 (16.7%)	2 (16.7%)	4 (33.3%)
30-50 Months Developing	1 (8.3%)	2 (16.7%)	2 (16.7%)	3 (25%)	3 (25%)	1 (8.3%)	3 (25%)	4 (33.3%)	2 (16.7%)	2 (16.7%)	1 (8.3%)	2 (16.7%)		4 (33.3%)	2 (16.7%)	2 (16.7%)	
30-50 Months Secure		3 (25%)				2 (16.7%)	2 (16.7%)	2 (16.7%)	1 (8.3%)	1 (8.3%)	2 (16.7%)	1 (8.3%)					
30-50 Months Secure (Greater Depth)	2 (16.7%)	1 (8.3%)	2 (16.7%)	2 (16.7%)	2 (16.7%)				1 (8.3%)	1 (8.3%)	1 (8.3%)	1 (8.3%)	2 (16.7%)	2 (16.7%)	2 (16.7%)	2 (16.7%)	2 (16.7%)
40-60+ Months Entering	4 (33.3%)	4 (33.3%)	4 (33.3%)	4 (33.3%)	4 (33.3%)	4 (33.3%)	4 (33.3%)	4 (33.3%)	4 (33.3%)	4 (33.3%)	8 (50%)	8 (50%)	8 (50%)	8 (50%)	8 (50%)	8 (50%)	8 (50%)
40-60+ Months Developing	2 (16.7%)	2 (16.7%)	2 (16.7%)	2 (16.7%)	2 (16.7%)	2 (16.7%)	2 (16.7%)	2 (16.7%)	2 (16.7%)	2 (16.7%)							
40-60+ Months Secure																	
40-60+ Months Secure (Greater Depth)																	

Total Pupils

In this example for 'Speaking', of the 12 children 2 were assessed at "30-50 months Entering" whilst another 2 were assessed at "40-60+ months Developing".

Reports: Classic Tracker report (All phase)

This report allows you to track a child's entire Pupil Tracker career, colour coding their attainment to the relevant age band and indicating which termly stage they are working at.

Classic Tracker Report

<< Reports Menu

Run for a particular school? 8880 LANCASHIRE LA

Aspects Reading

Current Year Year 2

Class All classes

Term Of Birth All

Special Educational Needs All

Gifted & Talented Yes No All

Ever 6 Yes No All

Custom 1 Yes No All

Custom 3 Yes No All

Custom 5 Yes No All

English as an Additional Language (EAL) Yes No All

Gender Male Female All

Ethnicity All

Stage Early Years Key stage 1 Key stage 2 Show Pupil names

Free School Meals Yes No All

Pupil Premium Yes No All

Custom 2 Yes No All

Custom 4 Yes No All

Custom 6 Yes No All

Disadvantaged Yes No All

FEE2 Yes No All

Run

School Name: 8880 LANCASHIRE LA Subject: Reading

Year: Year 2

Pupil				Nursery			Reception			GLD	Year 1			Year 2			Year 3			Year 4			Year 5			Year 6			Year 8			
	Surname	Forename	Class	Expected attainment	Aut2	Spr2	Sum2	Aut2	Spr2	Sum2		Aut	Spr	Sum	Aut	Spr	Sum															
HIGH	HANNAH	1	Y							Yes		GD	ENT	DEV																		
HIGH	HECTOR	2	Y							Yes		ENT	DEV	BEC																		
HIGH	HORATIO	4	Y							No		GD	ENT	DEV																		
LOW	LAURENCE	5	N							Yes		ENT	DEV	BEC																		
LOW	LEXI	6	N							Yes		DEV	BEC	ENT																		
LOW	LUKE	8	N							No		DEV	BEC	ENT																		
MIDDLE	MAIBY	9	Y							Yes		BEC	ENT	DEV																		
MIDDLE	MARCO	10	Y							Yes		GD	ENT	DEV																		
MIDDLE	MELANIE	12	Y							No		BEC	ENT	DEV																		

Send to Print | Display Save options

'Show Pupil Name' check box enables user to add and remove pupil names on the report allowing for confidentiality when printing or showing to Governors.

This column will indicate if a child is reaching the expected attainment in their latest term, indicating a Y or an N. This column will display whether a child is on PIVATS by displaying a P.

This report will display children marked as PIVATS, but will not display PIVATS assessments.

For those children working at 'Greater Depth' a 'GD' will be displayed in the relevant cell.

To run this report a user should select the chosen aspect, year group and class, followed by any contextual filters they wish to utilise. Once selections have been made a user should click run to display their report.

Reports: Yearly Progression Report (Key Stage 1 and Key Stage 2)

This report displays the yearly progression of pupils and colour codes them based on their proximity to the 'expected' attainment of each given term.

To run this report please select 'Yearly Progression Report' from the reports menu. First select the academic year, aspect and Year. You can now decide if you would like to apply any contextual filters. Then click 'Run' to display the report:

Report is colour coded, green if the pupil is on track or above expectations and blue if the pupil is below expectation.

Displays if the pupil is On Track/Above/Below based on their most recent assessment

LANCASHIRE LA

1st September 2017 to 31st August 2018

Aspects: Reading

Current Year: Year 6

Class: All classes

Term Of Birth: All

Special Educational Needs: All

Gifted & Talented: Yes No All

Ever 6: Yes No All

Custom 1: Yes No All

Custom 3: Yes No All

Custom 5: Yes No All

English as an Additional Language (EAL): Yes No All

Gender: Male Female All

Ethnicity: All

Free School Meals: Yes No All

Pupil Premium: Yes No All

Custom 2: Yes No All

Custom 4: Yes No All

Custom 6: Yes No All

Disadvantaged: Yes No All

FEE2: Yes No All

School Name: 8880 LANCASHIRE LA Subject: Reading pupiltracker

Year: Year 6

Period of time assessment judgement made	YR6 Autumn	YR6 Spring	YR6 Summer	Currently
HORATIO HIGH	Year 6 Entering	Year 6 Developing		On track
HOLLY HIGH	Year 6 Secure	Year 6 Entering		1 terms below expectations
HECTOR HIGH	Year 6 Developing	Year 6 Secure		1 terms above expectations
HANNAH HIGH	Year 6 Entering	Year 6 Developing		On track
LAURENCE LOW	Year 6 Secure	Year 6 Secure (Greater Depth)		2 terms below expectations
LEXI LOW	Year 6 Developing	Year 6 Secure		2 terms below expectations
LUIGI LOW	Year 6 Entering	Year 6 Developing		On track
LUKE LOW	Year 6 Secure	Year 6 Secure (Greater Depth)		2 terms below expectations
MAX MIDDLE	Year 6 Secure	Year 6 Secure (Greater Depth)		2 terms below expectations
MARCO MIDDLE	Year 6 Entering	Year 6 Developing		On track
MAIBY MIDDLE	Year 6 Entering	Year 6 Developing		On track
MELANIE MIDDLE	Year 6 Entering	Year 6 Developing		On track

Click the 'Hide Colour' button to remove the colours from the report.

Shows what the pupil was assessed at for the selected aspect in the term.

Reports: Full Report (Key Stage 1 and Key Stage 2)

This report will display the amount & percentage of children in each Year Group who have hit Entering in Autumn, Developing in Spring or Secure in Summer for their latest assessment in that academic year. Filters can be added to highlight where certain groups have not achieved a custom percentage.

To run this report please select 'Full Report' from the reports menu. First select the academic year and term. You can now decide if you would like to apply any contextual filters. Finally select what percentages above or below you would like to flag up on the report and for which years (multiple years can be chosen). Then click 'Run' to display the report:

Show as blue if KS1 under expected (%)	<input type="text" value="65"/>
Show as green if KS1 in line with or above expected (%)	<input type="text" value="80"/>
Years to include in report	<input type="checkbox"/> Birth <input type="checkbox"/> N1 <input type="checkbox"/> N2 <input type="checkbox"/> Reception <input checked="" type="checkbox"/> KS1 <input type="checkbox"/> KS2

Shows the core subjects and the % achieving expected or higher in the selected term. Split different categories (All, FSM, Gender, Summer Born Children and Interventions). In this example the green highlights all groups that achieved over 80% and blue highlights groups that were under 65%. The grey is any between 65% and 80%.

School Name: 00 PUPIL ACCESS
Term: Autumn 2011 - 2012

Year 1 , Blue = 65% or below and Green = 80% or above

Y1 1 Ent - 1 Sec or Above	Whole Class Pupils : 8	FSM Pupils :	Non FSM Pupils : 8	Male Pupils : 4	Female Pupils : 4	Summer Born Pupils : 1	Intervention Pupils :
Reading	50 %		50 %	75 %	25 %	100 %	
Writing	50 %		50 %	75 %	25 %	100 %	
Maths	38 %		38 %	50 %	25 %	100 %	
Science	50 %		50 %	75 %	25 %	100 %	
RE	13 %		13 %	25 %	0 %	0 %	

Year 2 , Blue = 65% or below and Green = 80% or above

Y2 2 Ent - 2 Sec or Above	Whole Class Pupils : 7	FSM Pupils : 2	Non FSM Pupils : 5	Male Pupils : 2	Female Pupils : 5	Summer Born Pupils :	Intervention Pupils : 1
Reading	57 %	100 %	40 %	50 %	60 %		0 %
Writing	57 %	100 %	40 %	50 %	60 %		0 %
Maths	57 %	100 %	40 %	50 %	60 %		0 %
Science	57 %	100 %	40 %	50 %	60 %		0 %
RE	57 %	100 %	40 %	50 %	60 %		0 %

Percentage under 65 so highlighted blue

Percentage over 80 so highlighted green

Percentage between 65 and 80 so stays as grey

Reports: Expected Groups Report (Key Stage 1 and Key Stage 2)

This report will display the percentage of children in the selected year who are expected or above within the selected term. It shows percentage for the current year and the percentage for the same term within previous years. The data is split into groups with the option to see which children belong to each group.

To run this report please select 'Expected Groups Report' from the reports menu. First select the academic year, term, year and aspect. Next you can set a 'Benchmark' to further limit the children selected. The benchmark allows you to limit by children who were below or *on track* in a certain year. Then click 'Run' to display the report:

Benchmark on this example will show the children who were On Track at the end of year 1. The benchmark filter is a really important option – try clicking on the dropdown menu to check which choices are available

Run for a particular school?	8880 PUPIL ACCESS
Aspects	Reading ▼
Academic Year	1st September 2015 to 31st August 2016 ▼
Years	Year 2 ▼
Terms	Autumn ▼
Benchmark	Ontrack YR1 ▼
<input type="button" value="Run"/>	
School Name: 8880 PUPIL ACCESS Subject: Reading	
Year: Year 2	

Group	Children	YR1 Expected	YR2 Expected
All Children	View	25%	50%
Summer Born	View	25%	50%
Male	View	33.33%	66.67%
Not FSM	View	25%	50%
Not SEN	View	25%	50%
Not EAL	View	25%	50%
Not Ever6	View	33.33%	66.67%
Extended abs	View	0%	100%
Not Extended abs	View	33.33%	33.33%
Joined late	View	0%	100%
Not Joined late	View	33.33%	33.33%
Custom3	View	0%	100%
Not Custom3	View	33.33%	33.33%

This report will only show groups where there are children who have made the expected attainment in the given timeframe so if no SEN children have expected attainment there will not be a line for SEN on the report.

Column displays where the current Year 2 pupils were in the equivalent term in Year 1

Column displays where the current Year 2 pupils are at in the selected term.

Reports: 'On track' report (Key Stage 1 and Key Stage 2)

This report takes the form of a table - displaying the percentage of your children who are achieving the expected attainment, are below the expected attainment, are above the expected attainment and that are on an intervention in reading, writing, maths and science in any given term:

School Name: 00 PUPIL ACCESS		pupiltracker				
Term: Spring 2014 - 2015						
Current Year	Expected Progress	Below	Ontrack	Ahead	Intervention	Num Pupils
Year 1	Reading	14.29% View	85.71% View	0%	0%	7
	Writing	14.29% View	85.71% View	0%	0%	7
	Maths	14.29% View	85.71% View	0%	0%	7
	Science	14.29% View	85.71% View	0%	0%	
Year 2	Reading	0%	66.67% View	33.33% View	0%	
	Writing	0%	66.67% View	33.33% View	0%	
	Maths	0%	66.67% View	33.33% View	0%	
	Science	0%	66.67% View	33.33% View	0%	
Year 3	Reading	50% View	0%	50% View	0%	
	Writing	50% View	0%	50% View	0%	
	Maths	50% View	0%	50% View	0%	2
	Science	50% View	0%	50% View	0%	2
Year 4	Reading	50% View	25% View	25% View	12.5% View	8
	Writing	50% View	25% View	25% View	12.5% View	8
	Maths	62.5% View	12.5% View	25% View	12.5% View	8
	Science	50% View	25% View	25% View	12.5% View	8
Year 5	Reading	50% View	50% View	12.5% View	0%	8
	Writing	50% View	50% View	12.5% View	0%	8
	Maths	50% View	50% View	12.5% View	0%	8
	Science	50% View	50% View	12.5% View	0%	8
Year 6	Reading	NA	NA	NA	NA	NA

This report will only count your children that have assessments, not the total children in the cohort

'View' option lets you see the pupils who make up each group by hovering your cursor here.

To run this report please select the academic year and the term, followed by any contextual filters you wish to apply and then select 'Run'.

A user can also select whether to view pupil names or not (this option affects how the report prints).

Full Narrative report (Key Stage 1 and Key Stage 2)

This report will allow you to view the percentage of your children who have made up to three terms of progress in (for instance) a given academic year.

School Name: 00 PUPIL ACCESS	Subject: Reading	pupiltracker
Year 1		
In year 1 14% of our children made at least 3 terms of progress, equivalent to a year's progress		
In year 1 71% of our children made at least 2 terms of progress		
In year 1 85% of our children made at least 1 terms of progress		
In year 1 0% of our children did not make progress		
Year 2		
In year 2 0% of our children made at least 3 terms of progress, equivalent to a year's progress		
In year 2 100% of our children made at least 2 terms of progress		
In year 2 100% of our children made at least 1 terms of progress		
In year 2 0% of our children did not make progress		
Year 3		
In year 3 33% of our children made at least 3 terms of progress, equivalent to a year's progress		
In year 3 66% of our children made at least 2 terms of progress		
In year 3 66% of our children made at least 1 terms of progress		
In year 3 33% of our children did not make progress		
Year 4		
In year 4 0% of our children made at least 3 terms of progress, equivalent to a year's progress		
In year 4 66% of our children made at least 2 terms of progress		
In year 4 66% of our children made at least 1 terms of progress		
In year 4 33% of our children did not make progress		
Year 5		
In year 5 0% of our children made at least 3 terms of progress, equivalent to a year's progress		
In year 5 100% of our children made at least 2 terms of progress		
In year 5 100% of our children made at least 1 terms of progress		
In year 5 0% of our children did not make progress		
Year 6		
In year 6 33% of our children made at least 3 terms of progress, equivalent to a year's progress		
In year 6 100% of our children made at least 2 terms of progress		
In year 6 100% of our children made at least 1 terms of progress		
In year 6 0% of our children did not make progress		
<input type="button" value="Send to Print"/>		
<input type="button" value="Save report"/>		

To run this report a user should select their chosen timeframe to run the report in between, followed by the subject/aspect and the class. Once these have been selected you should then choose any of the contextual filters you wish to employ and click on 'Run'. It is advisable to run this report from Summer to Summer to make sure that the Autumn assessment is counted as progress and not as the benchmark.

Please note that 'Secure (Greater Depth)' is not counted as a term of progress – it is a broadening of the 'Secure' judgement.

Reports: Pupil Progress Summary (Key Stage 1 and Key Stage 2)

This report will display the amount of children who have made progress (and how much progress) over a given academic year. To calculate progress this report will use a benchmark of the previous Summer's assessment (where available) or the Autumn assessment of the current year:

Reports

Pupil Progress Summary KS1 + KS2

Run for a particular school?	00 PUPIL ACCESS
Aspects	Reading ▼
Academic Year	2014 ▼

To calculate progress this report will use a benchmark of the previous Summer's assessment (where available) or the Autumn assessment of the current year.

School Name: 00 PUPIL ACCESS Academic year: 2014 pupiltracker

Aspect: Reading

Year	No Progress	1 Term Progress	2 Term Progress	3 Term Progress	4+ Term Progress
Year 1	7	0	0	0	0
Year 2	0	0	0	3	0
Year 3	1	0	0	2	0
Year 4	0	0	1	2	0
Year 5	0	0	1	1	0
Year 6	0	0	0	3	0

To run this report please select the subject and the academic year and click on 'run'. As with all group reports a user can select 'display save options' at the bottom of the report to save this view in one of ten save slots.

Please note that 'Secure (Greater Depth)' is not counted as a term of progress – it is a broadening of the 'Secure' judgement.

Reports: Early Years Progression to Key Stage 1 Report (Key Stage 1)

This report will display the termly progression of Key Stage 1 children since their Early Learning Goals. It shows the Percentage who were Entering/Developing/Secure in the appropriate term for either Year 1 or both Year 1 & 2.

To run this report please select 'Early Years Progression to Key Stage 1 Report' from the reports menu. First select the academic year, aspect and Year (either 1 or 2). You can now decide if you would like to apply any contextual filters. Then click 'Run' to display the report

Early Learning Goals Score

Lowest 60% ▼

School Name: 8880 PUPIL ACCESS
Subject: Reading
pupiltracker

Year: Year 1 and Year 2

Group	Children who make up lowest 100% of ELGs	Year 1			Year 2		
		% Year 1 Entering Autumn	% Year 1 Developing Spring	% Year 1 Secure Summer	% Year 2 Entering Autumn	% Year 2 Developing Spring	% Year 2 Secure Summer
All Children	View	25%	50%	75%	50%	100%	75%
Summer Born	View	25%	50%	75%	50%	100%	75%
Male	View	33.33%	33.33%	66.67%	66.67%	100%	100%
Female	View	0%	100%	100%	0%	100%	0%
Not FSM	View	25%	50%	75%	50%	100%	75%
Not SEN	View	25%	50%	75%	50%	100%	75%
Not EAL	View	25%	50%	75%	50%	100%	75%
Not Ever6	View	33.33%	66.67%	66.67%	66.67%	100%	66.67%
Extended abs	View	0%	100%	100%	100%	100%	100%
Not Extended abs	View	33.33%	33.33%	66.67%	33.33%	100%	66.67%
Joined late	View	0%	100%	100%	100%	100%	100%
Not Joined late	View	33.33%	33.33%	66.67%	33.33%	100%	66.67%
Custom3	View	0%	100%	100%	100%	100%	100%
Not Custom3	View	33.33%	33.33%	66.67%	33.33%	100%	66.67%

You can also filter the children based on the bracket they come under for their Early Learning Goals Score.

Data split into groups.

Hover over 'View' to see children within that group.

As this example has selected Year 2 it displays both Year 1 & Year 2 data. The percentages are based off if the children met or surpassed the expected attainment for the term.

Reports: Overall Attainment by Term (Key Stage 1 and Key Stage 2)

This report allows a user to view the percentage of a year group that have reached Entering, Developing, Secure and Secure (Greater Depth) within each age band for each term. For instance this example report has been run for Year 2, and shows that in Autumn Reading 42% children were on track (working at Year 2 Entering), 50% of children were below (working at Year 1 Developing or Secure) and 8% of children were above (working at Year 2 Developing):

School Name: 8880 LANCASHIRE LA		pupiltracker											
Year: Year 2		Autumn Assessments				Spring Assessments				Summer Assessments			
Aspect	Year Group	ENT	DEV	SEC	GD	ENT	DEV	SEC	GD	ENT	DEV	SEC	GD
Reading	Working at Year 1	0 %	8 %	42 %	0 %	0 %	0 %	8 %	17 %	0 %	0 %	0 %	0 %
	Working at Year 2	42 %	8 %	0 %	0 %	17 %	42 %	8 %	0 %	0 %	0 %	0 %	0 %
Writing	Working at Year 1	0 %	17 %	33 %	8 %	0 %	0 %	17 %	17 %	0 %	0 %	0 %	0 %
	Working at Year 2	33 %	8 %	0 %	0 %	17 %	33 %	8 %	0 %	0 %	0 %	0 %	0 %
Maths	Working at Year 1	0 %	0 %	33 %	17 %	0 %	0 %	0 %	17 %	0 %	0 %	0 %	0 %
	Working at Year 2	33 %	17 %	0 %	0 %	33 %	25 %	17 %	0 %	0 %	0 %	0 %	0 %
Science	Working at Year 1	0 %	0 %	33 %	17 %	0 %	0 %	0 %	17 %	0 %	0 %	0 %	0 %
	Working at Year 2	42 %	8 %	0 %	0 %	33 %	33 %	8 %	0 %	0 %	0 %	0 %	0 %
Art & Design	Working at Year 2	8 %	0 %	0 %	0 %	0 %	8 %	0 %	0 %	0 %	0 %	0 %	0 %
Computing	Working at Year 2	8 %	0 %	0 %	0 %	0 %	8 %	0 %	0 %	0 %	0 %	0 %	0 %
Design & Technology	Working at Year 2	8 %	0 %	0 %	0 %	0 %	8 %	0 %	0 %	0 %	0 %	0 %	0 %
Geography	Working at Year 2	8 %	0 %	0 %	0 %	0 %	8 %	0 %	0 %	0 %	0 %	0 %	0 %
History	Working at Year 2	8 %	0 %	0 %	0 %	0 %	8 %	0 %	0 %	0 %	0 %	0 %	0 %
Languages	Working at Year 2	8 %	0 %	0 %	0 %	0 %	8 %	0 %	0 %	0 %	0 %	0 %	0 %
Music	Working at Year 2	8 %	0 %	0 %	0 %	0 %	8 %	0 %	0 %	0 %	0 %	0 %	0 %
Physical Education	Working at Year 2	8 %	0 %	0 %	0 %	0 %	8 %	0 %	0 %	0 %	0 %	0 %	0 %
RE	Working at Year 1	0 %	17 %	17 %	17 %	0 %	0 %	17 %	8 %	0 %	0 %	0 %	0 %
	Working at Year 2	50 %	0 %	0 %	0 %	25 %	42 %	0 %	0 %	0 %	0 %	0 %	0 %
		Autumn Assessments				Spring Assessments				Summer Assessments			
Aspect	Year group	ENT	DEV	SEC	GD	ENT	DEV	SEC	GD	ENT	DEV	SEC	GD

Send to Print Display Save options

To run this report you should select an academic year and then a year group. Once you have made this selection you should apply any contextual filters that you wish and then click on 'Run'.

The report will only show subjects and years that you have data recorded for.

Reports: Overall Current Attainment (Key Stage 1 and Key Stage 2)

This report allows a user to view as many or as few year groups as required and their attainment in percentage form.

Run for a particular school?	8880 LANCASHIRE LA	
Academic Year	1st September 2017 to 31st August 2018	
Term	Autumn	
Year group	<input checked="" type="checkbox"/> Year 1 <input checked="" type="checkbox"/> Year 2 <input checked="" type="checkbox"/> Year 3 <input checked="" type="checkbox"/> Year 4 <input checked="" type="checkbox"/> Year 5 <input checked="" type="checkbox"/> Year 6	
Class	All classes	
Term Of Birth	All	
Special Educational Needs	All	
Gifted & Talented	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Free School Meals
Ever 6	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Pupil Premium
Custom 1	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Custom 2
Custom 3	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Custom 4
Custom 5	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Custom 6
English as an Additional Language (EAL)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Disadvantaged
Gender	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> All	FEE2
Ethnicity	All	
Run		

In this example the user has selected to display all year groups and the attainment percentage of all Autumn assessments. As a rough guide - what you should be hoping to see is a diagonal concentration of figures that work from the top left hand corner to the bottom right hand corner of each subject mini table.

School Name: 8880 LANCASHIRE LA		pupiltracker																								
Year: Year 8		Working at Year 1 Expectation				Working at Year 2 Expectation				Working at Year 3 Expectation				Working at Year 4 Expectation				Working at Year 5 Expectation				Working at Year 6 Expectation				
Aspect	Year Group	ENT	DEV	SEC	GD	ENT	DEV	SEC	GD	ENT	DEV	SEC	GD	ENT	DEV	SEC	GD	ENT	DEV	SEC	GD	ENT	DEV	SEC	GD	
Reading	Year 1	87%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
	Year 2	0%	8%	42%	0%	42%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
	Year 3	0%	0%	0%	0%	0%	8%	42%	0%	33%	17%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	Year 4	0%	0%	0%	0%	0%	0%	0%	0%	0%	17%	17%	8%	33%	17%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	Year 5	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	17%	33%	0%	33%	8%	8%	0%	0%	0%	0%	0%	0%
	Year 6	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	8%	33%	0%	50%	8%	0%	0%	0%
	1	87%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	2	0%	17%	33%	8%	33%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	3	0%	0%	0%	0%	0%	0%	42%	0%	42%	17%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	4	0%	0%	0%	0%	0%	0%	0%	0%	0%	17%	17%	8%	33%	17%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	5	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	17%	33%	0%	33%	8%	8%	0%	0%	0%	0%	0%	
	6	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	8%	33%	0%	50%	8%	0%	0%	
	1	88%	33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	2	0%	0%	33%	17%	33%	17%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	3	0%	0%	0%	0%	0%	17%	25%	0%	33%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	4	0%	0%	0%	0%	0%	0%	0%	0%	0%	8%	17%	0%	42%	25%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	5	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	17%	33%	0%	33%	8%	8%	0%	0%	0%	0%	0%	
	6	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	17%	25%	0%	58%	0%	0%	0%	

The header refers to assessments:

This is the actual year group of the selected children:

Remember – in terms of the Pupil Tracker we class 'Expected'/'On Track' as being Entering (or beyond) in your current year group (or beyond) in Autumn, Developing (or beyond) in your current year group (or beyond) in Spring, Secure in your current year group (or beyond) in Summer.

To run this report you should select an academic year and a term, and then select which year groups within that academic year that you would like to display. Once you have made these selections you should apply any contextual filters that you wish and then click on 'Run'.

The report will only show subjects and years that you have data recorded for.

Reports: Full Data Download (Key Stage 1 and Key Stage 2)

If for any reason you need to extract all of your data from within the Pupil Tracker then you can do so by running this report. Simply click on the current year group required, the key stage of data that you wish to extract for that year group and then select 'Run':

Reports

Full Data Download

Run for a particular school?	00 PUPIL ACCESS
Current Year group	<input type="radio"/> Nursery 1 <input type="radio"/> Nursery 2 <input type="radio"/> Reception <input checked="" type="radio"/> Year 1 <input type="radio"/> Year 2 <input type="radio"/> Year 3 <input type="radio"/> Year 4 <input type="radio"/> Year 5 <input type="radio"/> Year 6
Key stage	<input type="radio"/> Early Years <input checked="" type="radio"/> Key Stage 1 <input type="radio"/> Key Stage 2

UPN	Forenames	Surname	DOB	Date of Assessment	Year of Assessment	Term of Assessment	Aspect	Working at	Judgement
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	Writing		Pre YR1 Ent
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	Reading		Pre YR1 Ent
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	Maths		Pre YR1 Ent
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	Science		Pre YR1 Ent
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	RE		Pre YR1 Ent
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	Computing		Pre YR1 Ent
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	Geography		Pre YR1 Ent
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	History		Pre YR1 Ent
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	Languages		Pre YR1 Ent
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	Design & Technology		Pre YR1 Ent
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	Art & Design		Pre YR1 Ent
N000000002365	KAREN	OSBOURNE	13/05/2009	02/11/2014	Year 1	Autumn 2	Physical		Pre YR1 Ent

Users can export this directly to Excel through the click of a button.

Reports: Closing the Gap Report (Key Stage 1 and Key Stage 2)

This report will allow a user to see whether children who have been working below expectations are making accelerated progress to get back on track.

Reports

Closing the Gap report

<< Reports Menu

Run for a particular school?	00 PUPIL ACCESS
Aspects	Reading
Current Year	Year 6
Expected Year	Not Expected in Year 1
Class	All classes
Term Of Birth	All
Special Educational Needs	All
Free School Meals	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Ever 6	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Extended Abs	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Late Arrival	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Custom 3	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
English as an Additional Language (EAL)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Gender	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> All

To run this report you must

1. Choose the current year group that you wish to view (in this example we have chosen year 6)
2. Choose the year in which the children were not reaching the expected attainment (on this occasion we have chosen year 1)

As always you can then select any contextual filters and then select 'Run'.

00 PUPIL ACCESS
Pupils in Year 6
Not Expected at Year 1

Pupil	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
PHILLIPA COUPEMHO	Below	Below	Below	Below	Below	On Track
SYLVIA DYSTON	Below	Below	Below	Below	Below	On Track
PETER ORA	Below	Below	Below	Below	Below	On Track

The report will display each child who was working 'below' in the chosen year and will colour code (by year) any subsequent progress. There is a grey 'expected' (at end of year) line that dissects the chart for each year.

This report can also be run to show the progress of children who *have* been making the expected attainment.

Reports: Cohort Attainment Table (Key Stage 1 and Key Stage 2)

This report will display the percentage of children currently working at each age band for all subjects for each term.

To run this report please select 'KS1/KS2 Cohort Attainment Table' from the reports menu. First select the academic year, term and Year. You can now decide if you would like to apply any contextual filters. Then click 'Run' to display the report:

School Name: 8880 LANCASHIRE LA		Academic year: 2017 - 2018		All classes									
Year: Year 6		SEN:		Pupil number: 12									
Development	Subjects												
	Reading	Writing	Maths	Science	RE	Computing	Geography	Physical Education	Art & Design	Design & Technology	Languages	History	Music
Year 5 Entering													
Year 5 Developing	1 (8.3%)	1 (8.3%)	2 (16.6%)	1 (8.3%)	1 (8.3%)								
Year 5 Secure	4 (33.3%)	4 (33.3%)	3 (25%)	4 (33.3%)	3 (25%)								
Year 5 Secure (Greater Depth)													
Year 6 Entering	6 (50%)	6 (50%)	7 (58.3%)	7 (58.3%)	8 (66.6%)								
Year 6 Developing	1 (8.3%)	1 (8.3%)											
Year 6 Secure													
Year 6 Secure (Greater Depth)													

Total Pupils

Send to Print Display Save options

In this example for 'Writing', of the 12 children 1 was assessed at "Year 5 Developing", 4 at "Year 5 Secure", 6 at "Year 6 Entering" and 1 at "Year 6 Developing".

Reports: Audit Report (Key Stage 1 and Key Stage 2)

This report allows a user to keep track of any pupil details and/or assessments recorded for each child. This report can be run for all children or groups of children. The full report is printable, as are individual children. This reports works hand in hand with the 'Edit Multiple Pupils' function.

<input type="button" value="Print All"/>		<< Back To Report Filters	
Pupil Details		Assessment List	
Unique Pupil Number	Q00000001031	Pupil Name	
Surname	MIDDLE	Early Years Assessments	
Forenames	MARCO	<input type="button" value="No Assessments Found"/>	
Date of Birth	05/10/2005	Key Stage 1	
Term Of Birth		<input type="button" value="No Assessments Found"/>	
Class	Class 7	Key Stage 2	
Year	Year 7	<input type="button" value="No Assessments Found"/>	
Gender	M	PIVATS	
Postcode		<input type="button" value="No Assessments Found"/>	
Ethnicity	White British	<input type="button" value="Print"/>	
SpecialEducationalNeeds?	No		
English as an Additional Language?	False		
Free School Meals?	True		
Ever6	True		
Gifted & Talented	True		
PIVATS	True		
Challenge	False		
Extended Abs	False		
Late Arrival	False		
Custom 3	False		
Custom 4	False		
Custom 5	False		
Custom 6	False		
Disadvantaged	False		
Pupil Premium	False		
FEE2	False		
Notes			
Last Updated	25/10/2017		
Pupil Details		Assessment List	
Unique Pupil Number	Q00000001029	Pupil Name	
Surname	LOW	Early Years Assessments	
Forenames	LUIGI	<input type="button" value="No Assessments Found"/>	
Date of Birth	03/11/2005	Key Stage 1	
Term Of Birth		<input type="button" value="No Assessments Found"/>	
Class	Class 7	Key Stage 2	
Year	Year 7	<input type="button" value="No Assessments Found"/>	
Gender	M	PIVATS	
Postcode		<input type="button" value="No Assessments Found"/>	
Ethnicity	White British	<input type="button" value="Print"/>	
SpecialEducationalNeeds?	No		
English as an Additional Language?	False		
Free School Meals?	True		
Ever6	True		
Gifted & Talented	False		
PIVATS	True		
Challenge	False		
Extended Abs	False		
Late Arrival	False		
Custom 3	False		

Reports: Core Report (Key Stage 1 and Key Stage 2)

This report will show individual, percentage and number of children attaining Reading, Writing and Maths combined. It will colour code an individual's results where they are above, on track or below.

Run for a particular school?	8880 LANCASHIRE LA		
Current Year	Year 4 ▾		
Class	All classes ▾		
Term	Autumn ▾		
Ethnicity	All ▾		
Special Educational Needs	All ▾		
Gifted & Talented	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Free School Meals	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Ever 6	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Pupil Premium	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Custom 1	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Custom 2	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Custom 3	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Custom 4	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Custom 5	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Custom 6	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
English as an Additional Language (EAL)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Disadvantaged	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Gender	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> All	FEE2	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Ethnicity	All ▾		

Run

School Name: 8880 LANCASHIRE LA	Term: Autumn	pupiltracker		
Year: Year 4	Context :			
Cohort	7/12	7/12	8/12	8/12
Percentage Expected	68.33%	68.33%	75.00%	60.00%
Name	Reading	Writing	Maths	RWM Combined
HECTOR HIGH	✓ YR4 DEV	✓ YR4 DEV	✓ YR4 DEV	✓
HENRY HIGH	✓ YR4 DEV	✓ YR4 DEV	✓ YR4 ENT	✓
HOLLY HIGH	✗ YR3 SEC	✗ YR3 SEC	✓ YR4 ENT	✗
HORATIO HIGH	✓ YR4 ENT	✓ YR4 ENT	✓ YR4 DEV	✓
LAURENCE LOW	✓ YR4 SEC	✓ YR4 SEC	✓ YR4 SEC	✓
LEXI LOW	✗ YR3 DEV	✗ YR3 DEV	✗ YR3 SEC	✗
LUIGI LOW	✓ YR4 ENT	✓ YR4 ENT	✗ YR3 SEC	✗
LUKE LOW	✗ YR3 DEV	✗ YR3 DEV	✗ YR3 DEV	✗
MARCO MIDDLE	✓ YR4 ENT	✓ YR4 ENT	✓ YR4 ENT	✓
MAX MIDDLE	✓ YR4 ENT	✓ YR4 ENT	✓ YR4 DEV	✓
MELANIE MIDDLE	✗ YR3 SEC	✗ YR3 SEC	✓ YR4 ENT	✗
MICHAEL MIDDLE	✗ YR3 GD	✗ YR3 GD	✓ YR4 ENT	✗

Send to Print

Red – signifies an assessment that is below expected.

Green – signifies an assessment that is on track or above expected.

Number.

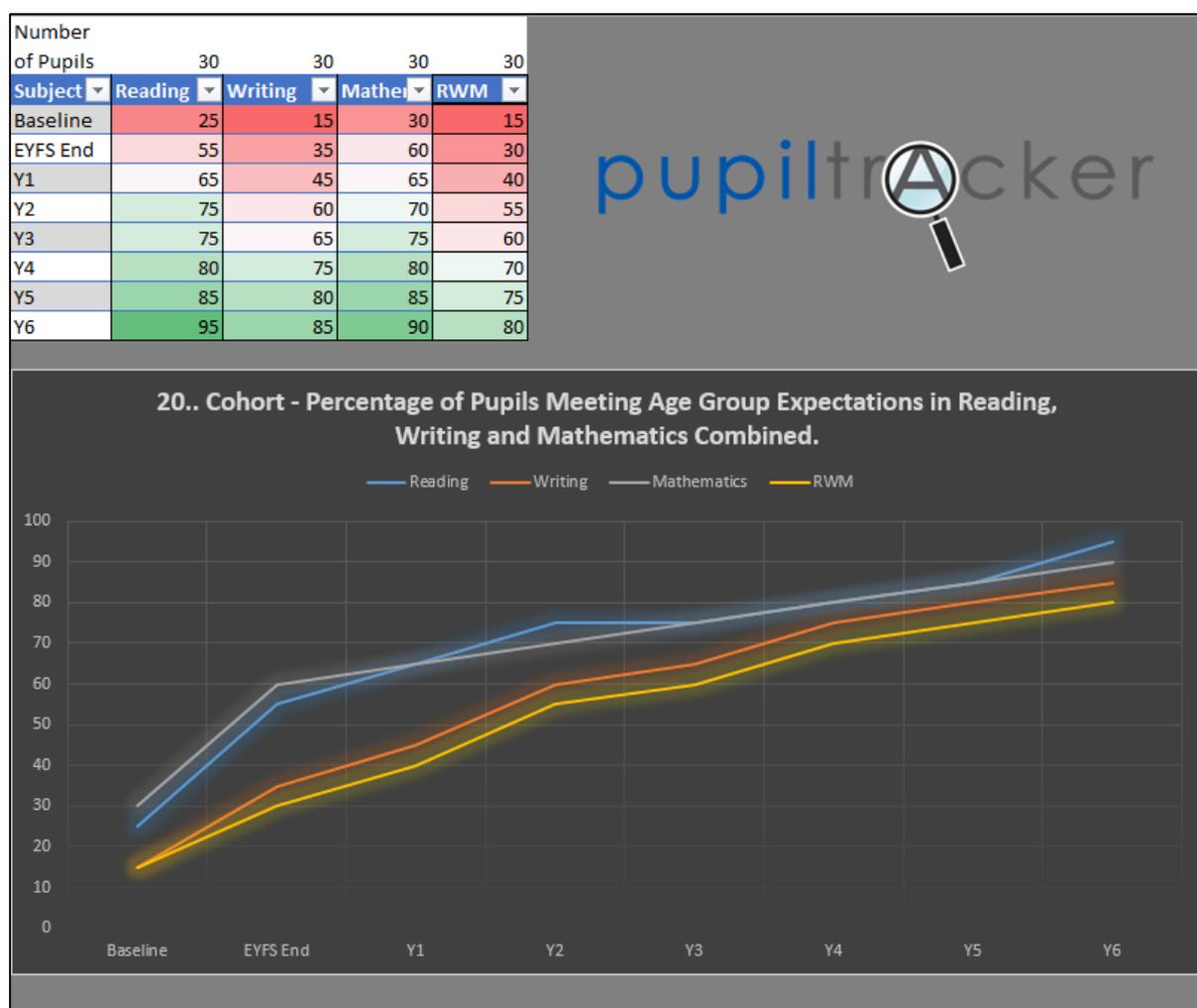
Percentage.

Assessment.

Reports: Progress Cohort Plotter (All Phase)

This report is not located in the 'Reports' section of the website. The report is housed on the 'Support Materials' page of the Tracker and comes as a downloadable spreadsheet. The figures must be manually entered into the spreadsheet, but all of these figures can be found by running reports such as 'The Full Report' or the 'On Track Report'.

The spreadsheet has tabs for Reading, Writing, Maths and RWM combined. Once spreadsheet would be usable for one year group cohort – so it would be advisable to save six different copies if you are tracking progress of all six year groups.



The colours of the lines in each chart are not significant, however the red and green colours in the table will change dependent on the percentages that you input (red – low, green – high).

Other spreadsheet reports are available from the Pupil Tracker Team – please contact us if there is an ad hoc report that you need.

Guidance for printing in colour on certain Pupil Tracker reports/pages:

Google Chrome. Step 1 - Look for the three dots/lines icon on the command bar and click here, revealing a dropdown menu. Click 'Print'.

Google Chrome. Step 2 – Change the 'destination' to 'Save as PDF' and check the box that says 'Background Graphics', then change the destination back to your chosen printer/device. This version of Google Chrome is now set up for colour.

IE11. Step 1 - Look for the small printer icon on the command bar and click on the small triangle next to this icon. Now click on page setup (page setup can also be accessed from the file menu).

IE11. Step 2 – Once you have clicked on 'page setup' another window will appear. In this new window you must tick the box that is titled 'Print Background Colours and Images' and click 'Ok'. Colour printing is now enabled for all reports.

Guidance for printing all reports from the Pupil Tracker

This is a list of how to print each report within the Pupil Tracker:

- Pupil Summary Chart – Please select 'Send to Print' at the foot of the report.
- Early Learning Goal Data Download – Please run this report as an excel spreadsheet and then select 'File', 'Print' from Microsoft Excel.
- Individual report – Please select the small printer icon or small lined icon in the top right hand corner of the chart.
- Flagging report – Please select 'Send to Print' at the foot of the report.
- All aspect report - Please select the small printer icon or small lined icon in the top right hand corner of the chart.
- Summary sheet - Please select 'Send to Print' at the foot of the report (it would also be advisable to change the orientation of this printout to Landscape).
- Narrative report for parents - Please select the small printer icon in the top right hand corner of the chart.
- Whole class bar chart - Please select the small printer icon or small lined icon in the top right hand corner of the chart.
- Individual termly update chart - Please select the small printer icon or small lined icon in the top right hand corner of the chart.
- Classic tracker - Please select 'Send to Print' at the foot of the report.
- Yearly Progression Report – Please select 'Send to Print' at the foot of the report.
- Full Report – Please select 'Send to Print' at the foot of the report.
- Expected Groups Report - Please select 'Send to Print' at the foot of the report.
- On track – Please select 'Send to Print' at the foot of the report.
- Pupil progress summary - Please select 'Send to Print' at the foot of the report.
- Full narrative - Please select 'Send to Print' at the foot of the report.
- Early Years Progression to Key Stage 1 - Please select 'Send to Print' at the foot of the report.
- Overall attainment by term - Please select 'Send to Print' at the foot of the report.
- Overall current attainment - Please select 'Send to Print' at the foot of the report.
- Full data download – Please select 'Export' at the foot of the report.
- Closing the gap - Please select the small printer icon or small lined icon in the top right hand corner of the chart.
- Cohort Attainment Table – Please select 'Send to Print' at the foot of the report.
- Audit Report – Please select 'Print all' for all or 'Print' in an individual child section to print a single child.
- Core Report – Please click 'Send to Print' at the foot of the report.

It is also highly recommended to install PDF printing software *as a printer*, so that all reports can be saved locally. Google Chrome has one installed as standard.

Saved Reports

This brand new feature to the Pupil Tracker platform allow you to save up to 10 reports to the website. (Initially) on each of the new reports you will notice the 'Save report' button at the foot of the page. By clicking on this you can assign the saved report one of ten save slots (if you already have 10 saved reports you will have to overwrite one). Once you have named and saved your report it is viewable from the 'Saved Reports' page.

The screenshot shows the 'Save report' button in the bottom right corner of a report page. Below it, the 'Saved reports' page is displayed, featuring a table with the following data:

Report Type	Report Description	Uploaded By	Uploaded On
Classic Tracker Report	test report	DSHELSTONE001	22/10/2014 12:05:33
Full Narrative Report	Narrative report save test	WBERESFORD001	31/10/2014 08:25:46

Version 2.5

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Early Learning Goals

To access a child's ELG record simply click 'Add Learning Goals' located alongside the pupil's details on the 'Pupil Selection List' for Nursery to Year 2 (you will need to select the correct year before running the search within the 'Pupil Selection List'). If you wish to add historical ELGs for an older child you must click on their name from the pupil selection list and then select 'Learning Goals' from the bottom right .

This will then display a page similar to this:

Early Learning Goals			
Pupil	CAREY BERRY		
Current Class	Class 1		
Strand	Progress	Score	GLD
Prime Areas			
Listening and attention	Exceeding	3	✓
Understanding	Exceeding	3	✓
Speaking	Exceeding	3	✓
Moving and handling	Expected	2	✓
Health and self-care	Expected	2	✓
Self-confidence and self-awareness	Exceeding	3	✓
Managing feelings and behaviour	Exceeding	3	✓
Making relationships	Exceeding	3	✓
Specific areas			
Reading	Exceeding	3	✓
Writing	Exceeding	3	✓
Numbers	Expected	2	✓
Shape, space and measure	Expected	2	✓
People and communities	Emerging	1	
The world	Emerging	1	
Technology	Expected	2	
Exploring & using media & materials	Expected	2	
Being imaginative	Exceeding	3	
Total Score:		41	✓
Edit		Cancel	

Use the dropdown boxes in line with each aspect to choose whether the child is 'Emerging', 'Expected' or 'Exceeding' (there is also an option to enter whether a child has not been assessed in an aspect). Once you click 'Save' it will display the equivalent point scores for each of the three E's, and it will also indicate whether each child has made the 'Good Level of Development' or GLD. **Timesaving tip – try using the cursor keys to choose Emerging, Expected or Exceeding and then 'tab' onto the next aspect to save time.**

Creating a new user within your account

As a Pupil Tracker user you can now set up new and additional users to your account.

Simply click on 'Users' from the left hand menu and then select 'New user'. When presented with the new user form please select a username identical to your own, but including the new user's initials at the end, for example:

TR8880000SL could be added to the account of TR8880000

Please ensure that all fields are completed, including the 'Access to' field. Once all of this information has been completed and you have clicked save, the new user's password will be emailed to the saved email address.

The screenshot shows the 'User Details' form in the Pupil Tracker system. The form is titled 'User Details' and is part of the 'pupiltracker PIVATS' interface. On the left is a navigation menu with 'User' highlighted. The form fields include: Username (TR8880000SL), Firstname (LEADER), Surname (SENIOR), Establishment Name (88800 - LANCASHIRE LA), Email Address (senior.leader@demoschool.com), Access From (30/10/2017), Access To (31/08/2018), and Access Level (School level access). There are 'Save' and 'Cancel' buttons at the bottom.

When adding a new user the following access levels are available:

- School Level Access – Full read/write access to all the pupil data at the school.
- Early Years Access – Read/Write access to just Early Year pupil data.
- Key Stage 1 Access – Read/Write access to just Key Stage 1 pupil data.
- Key Stage 2 Access – Read/Write access to just Key Stage 2 pupil data.
- Governors Access – Only able to view reports that do not show any individual pupil level data.

Support materials

This page of the website is your gateway to Lancashire Pupil Tracker documents, products and support.

The screenshot shows the Lancashire County Council website's 'Pupil Tracker Support Materials' page. At the top left is the Lancashire County Council logo. A search bar is located at the top right. A large red banner with white text reads 'Pupil Tracker Support Materials'. Below this, the page is divided into sections. On the left, there is a navigation menu with 'Pupil Tracker Support Materials' and 'Support Materials'. The main content area features the 'pupiltracker' logo, followed by the heading 'Lancashire KLIPS'. A paragraph explains that users receive Key Learning Indicators of Performance (KLIPs) for Reading, Writing, and Maths. It provides contact information for the Lancashire Professional Development Service (01257 516100 or www.lancashire.gov.uk/lpds) for ordering non-core subjects. A note states that Reading, Writing, and Maths documents are included for free for subscribers. Below this is a 'Downloads / Templates' section with a bulleted list of documents: 'Early Years by Term Report V1', 'Early Years Progression Report V1', 'KS1-2 Ind Prog Report V1', 'KS1-2 Ind Prog inc averages V1', and 'Pupil Tracker Progress Cohort Plotter'. A 'Links' section follows, listing 'Lancashire Assessment Homepage' and '@LancAssessment' on Twitter. The footer contains copyright information for 2017, 'About our site | Cookies', and social media icons for Facebook, Twitter, and YouTube.

Lancashire
County Council

Search

Pupil Tracker Support Materials

Pupil Tracker Support Materials

Support Materials

pupiltracker

Lancashire KLIPS

As a thank you for buying into our Pupil Tracker we have given you the **Key Learning Indicators of Performance** or **KLIPs** for Reading, Writing and Maths. These can be found via the link on the homepage.

Other non-core subjects can be ordered by contacting the Lancashire Professional Development Service on 01257 516100 or by visiting their website www.lancashire.gov.uk/lpds

You do not have to use Lancashire KLIPS if you already have a system in place, but the Reading, Writing and Maths documents are included for free as a Pupil Tracker subscriber.

Downloads / Templates

- [Early Years by Term Report V1 - for use with Pupil Tracker system \(instructions enclosed\)](#) (4.49 MB, Unknown document type: application/vnd.ms-excel.sheet.macroEnabled.12)
- [Early Years Progression Report V1 - for use with Pupil Tracker system \(instructions enclosed\)](#) (5.07 MB, Unknown document type: application/vnd.ms-excel.sheet.macroEnabled.12)
- [KS1-2 Ind Prog Report V1 - for use with Pupil Tracker system \(instructions enclosed\)](#) (4.33 MB, Compressed file)
- [KS1-2 Ind Prog inc averages V1 - for use with Pupil Tracker system \(instructions enclosed\)](#) (4.33 MB, Compressed file)
- [Pupil Tracker Progress Cohort Plotter](#) (130 KB, Excel)

Links

- [Lancashire Assessment Homepage](#)
Catch up on all of the assessment news in Lancashire.
- [@LancAssessment](#)
The Lancashire Assessment Support Team official Twitter feed. Catch up on all of the assessment news in Lancashire.

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Within this page you can find out how to apply for Tracker Training, how to renew your subscription, and you can also download handy documents.

There is also a Frequently Asked Questions (FAQs) section on this page where you can find answers to the most common Early Years Tracker questions.

Submission of Early Learning Goals to your Local Authority (Lancashire only)

Towards the end of the academic year your school will be required to make a statutory submission of your children's Early Learning Goals to your Local Authority. This can be completed through the Tracker website if you are a Lancashire School.

To achieve this please select the 'Submit Early Learning Goals' page. Here you will be presented with a list of all of your reception aged pupils for this academic year. This list will also give a total point score achieved by each pupil across all aspects, and will display whether that child's Early Learning Goals are complete in all 17 aspects – the system will not allow you to submit if all of these aspects are not filled in:

Homepage Pupils Submit Early Learning Goals User Guide Support Materials Reports Contact Us Order Logout	<h3 style="margin: 0;">Early Learning Goals</h3> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e91e63; color: white;"> <th style="width: 60%;">Name</th> <th style="width: 10%;">Gender</th> <th style="width: 10%;">Date of Birth</th> <th style="width: 10%;">Complete</th> <th style="width: 10%;">Score</th> </tr> </thead> <tbody> <tr><td>KEN BAGGINS</td><td>Male</td><td>15/08/2008</td><td>Yes</td><td>17</td></tr> <tr><td>EMILIE CAZORLA</td><td>Female</td><td>26/11/2007</td><td>Yes</td><td>51</td></tr> <tr><td>ARCHIBOLD FLINTOFF</td><td>Male</td><td>15/03/2008</td><td>No</td><td>19</td></tr> <tr><td>ELAINE LEULUAI</td><td>Female</td><td>23/04/2008</td><td>Yes</td><td>51</td></tr> <tr><td>SARAH TENDULKAR</td><td>Female</td><td>04/05/2008</td><td>Yes</td><td>51</td></tr> </tbody> </table> <p style="border: 1px dashed gray; padding: 5px; margin-top: 10px;">You can not submit Early Learning Goals as there are incomplete Early Learning Goals for some pupils</p>	Name	Gender	Date of Birth	Complete	Score	KEN BAGGINS	Male	15/08/2008	Yes	17	EMILIE CAZORLA	Female	26/11/2007	Yes	51	ARCHIBOLD FLINTOFF	Male	15/03/2008	No	19	ELAINE LEULUAI	Female	23/04/2008	Yes	51	SARAH TENDULKAR	Female	04/05/2008	Yes	51	CANNOT submit:
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* Please note – you will still be required to report to parents with this information as part of the statutory submission.

Phonics Submission

Phonics Screening Check

Establishment Name: T0015 - PUPIL ACCESS Year: Year 1 Search

* Submission of Phonics is for the whole school

Pupil ID	Surname	Forenames	Year 1	Year 2	Year 1 Pass	Year 2 Pass
46552	ANISTON	RAY				
46554	NAISMITH	STEPHANIE				
46541	BALOTELLI	MARIANNE				

Edit

Submit Unsubmit

Academic Year	Year 1 % Meeting Expected	Year 2 % Meeting Expected	Combined % Meeting Expected
2013/2014	Not yet entered	Not yet entered	Not yet entered
2014/2015	71%	66%	70%
2015/2016	Expected standard not yet set	Expected standard not yet set	Expected standard not yet set

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You can enter your Year 1 and Year 2 Phonics by simply clicking on 'Pupils' and then 'Phonics submission'. Once at this screen you can select whether you want to enter/view Year 1 or 2 and then you can select 'Edit' to enter the relevant cohort's scores.

If you are part of Lancashire LA you can also use the 'submit' function to make your statutory data submission.

Once Phonics have been entered you will notice that you will start to see percentages of children meeting the expected standard at the foot of the page.

Key Stage 1 Submission

At submission time you will be presented with a list of your Year 2 pupils (when clicking on 'Pupils' > 'KS1 Submission'):

Forenames	Surname	UPN	Date of Birth	Gender
HANNAH	HIGH	Q000000000820	16/08/2011	F
HECTOR	HIGH	Q000000000850	22/09/2010	M
HOLLY	HIGH	Q000000000817	21/09/2010	F
HORATIO	HIGH	Q000000000847	13/11/2010	M
LAURENCE	LOW	Q000000000846	15/11/2010	M
LEXI	LOW	Q000000000819	16/08/2011	F
LUIGI	LOW	Q000000000849	05/10/2010	M
LUKE	LOW	Q000000000852	11/09/2010	M
MAISY	MIDDLE	Q000000000821	13/08/2011	F
MARCO	MIDDLE	Q000000000851	21/09/2010	M
MAX	MIDDLE	Q000000000848	15/10/2010	M
MELANIE	MIDDLE	Q000000000818	16/09/2010	F

Click on 'Create New' to create a submission file. This will open up the following page:

Key Stage 1 Submission																	
Forenames	Surname	UPN	DOB	Gender	Reading	Writing	P Scales Eng (overall)	P Scales Reading	P Scales Writing	P Scales Speaking (optional)	P Scales Listening (optional)	Maths (overall)	P Scales Maths (overall)	P Scales Numbers	P Scales Using and Applying	P Scales Shape, Space & Measure	Science (overall)
LUKE	LOW	Q000000000852	11/09/2010	M	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
MELANIE	MIDDLE	Q000000000818	16/09/2010	F	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
HOLLY	HIGH	Q000000000817	21/09/2010	F	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
MARCO	MIDDLE	Q000000000851	21/09/2010	M	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
HECTOR	HIGH	Q000000000850	22/09/2010	M	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
LUIGI	LOW	Q000000000849	05/10/2010	M	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
MAX	MIDDLE	Q000000000848	15/10/2010	M	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
HORATIO	HIGH	Q000000000847	13/11/2010	M	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
LAURENCE	LOW	Q000000000846	15/11/2010	M	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
MAISY	MIDDLE	Q000000000821	13/08/2011	F	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
LEXI	LOW	Q000000000819	16/08/2011	F	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
HANNAH	HIGH	Q000000000820	16/08/2011	F	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼

Save for later

I have authority from the Headteacher to confirm and submit these results

Once your headteacher is happy with the submission you can click 'Confirm' to submit the results OR you can click 'Save' to save the results for later.

Add Interventions - updated

We have redesigned 'Interventions'. If you would like to record an intervention for a child please just click on 'Pupils' and then select 'Interventions' from the sub menu. Then you should search for the cohort that you wish to view and the year in which their intervention(s) took place:

Surname UPN Class Year Intervention Year
 Establishment Name
 This will display interventions for the pupils current Academic year unless an intervention year is selected.

Interventions

Once you have searched for a cohort you will then see a screen similar to the following (the table will be blank if you have not recorded interventions on the Tracker previously):



Lancashire
County Council

your Lancashire

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Pupils

Add Pupils

Edit Multiple Pupils

Phonics submission

Submit Early Learning Goals

Interventions

Mass Entry Key Stage

Mass Entry Early Years

Key Learning Indicator

KS1 Submission

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PIVATS news/order

Logout



Surname UPN Class Year Intervention Year
 Establishment Name
 This will display interventions for the pupils current Academic year unless an intervention year is selected.

Interventions

Interventions have been saved

Surname: _____ UPN: _____
 Class: _____ Year: YR6 Intervention Year: YR1
 Establishment: 88800 - LANCASHIRE LA

Name	Autumn	Spring	Summer
HARRIER, HANNAH	One-to-one Reading	One-to-one Reading	One-to-one Reading
HEDGEHOG, HOLLY	<input type="text"/>	<input type="text"/>	<input type="text"/>
HUCKLEBERRY, HECTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>
LENTIL, LUKE	<input type="text"/>	<input type="text"/>	<input type="text"/>
LEOPARD, LAURENCE	<input type="text"/>	<input type="text"/>	<input type="text"/>
LYCHEE, LEXI	<input type="text"/>	<input type="text"/>	<input type="text"/>
MACARONI, MARCO	<input type="text"/>	<input type="text"/>	<input type="text"/>
MACAW, MAX	<input type="text"/>	One-to-one maths	One-to-one maths
MAGPIE, MELANIE	<input type="text"/>	<input type="text"/>	<input type="text"/>

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The next step in adding interventions is purely to enter them freehand under the appropriate term and against the appropriate child. If you wish to add more than one intervention per term you should enter a comma in between each.

Surname UPN Class Year Intervention Year

Establishment Name

This will display interventions for the pupils current Academic year unless an intervention year is selected.

Interventions

Interventions have been saved

Surname: UPN:
 Class: Year: YR6 Intervention Year: YR1
 Establishment: 88800 - LANCASHIRE LA

pupiltracker

Name	Autumn	Spring	Summer
HARRIER, HANNAH	<input type="text" value="One-to-one Reading"/>	<input type="text" value="One-to-one Reading"/>	<input type="text" value="One-to-one Reading"/>
HEDGEHOG, HOLLY	<input type="text"/>	<input type="text"/>	<input type="text"/>
HUCKLEBERRY, HECTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>
LENTIL, LUKE	<input type="text"/>	<input type="text"/>	<input type="text"/>
LEOPARD, LAURENCE	<input type="text"/>	<input type="text"/>	<input type="text"/>
LYCHEE, LEXI	<input type="text"/>	<input type="text"/>	<input type="text"/>
MACARONI, MARCO	<input type="text"/>	<input type="text"/>	<input type="text"/>
MACAW, MAX	<input type="text"/>	<input type="text" value="One-to-one maths"/>	<input type="text" value="One-to-one maths"/>
MAGPIE, MELANIE	<input type="text"/>	<input type="text"/>	<input type="text"/>

Finally click 'Save changes' and select 'Send to Print' if you wish. Once saved you can return to view these interventions at any point.

System requirements and preferred internet browsers

To use the online Early Years Tracker you must have a computer with a working internet connection.

The online service has been optimised to run on Internet Explorer version 7 or above and is best viewed with a screen resolution of 800 x 600 or higher. The Pupil Tracker is also fully functional within Google Chrome and Apple Safari.

The Early Years Tracker is not fully supported by Mozilla Firefox.

Here is the full list of supported web browsers:



Internet Explorer
9, 10, 11 and Edge



Google Chrome



Apple Safari



Opera

The Pupil Tracker is also fully functional on many brands of Smartphone and Tablet including **Apple iPhone** and **iPad**, **Samsung Galaxy**, various models of **HTC** and **Sony Ericsson**.

It is also advisable that users have access to a colour printer or multi functional product.

Contact us

The contact details that are displayed on the website will always be the most up to date.

At the time of this user guide being published our team contact details are:

Address: School Improvement
Lancashire County Council
Room C27, County Hall
Preston
Lancashire
PR1 0LD

Telephone: 01772 531555

Twitter: @lancsassessment

Email: pst@lancashire.gov.uk

Glossary

- **Archive Pupils** – This function allows a user to remove children who no longer attend their school/setting.
- **Aspects** – An Early Years Tracker aspect is one of seventeen different subject areas that are assessed in the Early Years foundation Stage and can be scored within this website.
- **Cloning** – the creation of a new assessment pre-populated with a child's previous levels.
- **.CSV file** – A spreadsheet type file that can be used to upload children to the Lancashire Early Years Pupil Tracker.
- **Data Download** – This function allows an Early Years Tracker user to download more than one pupil at a time into a CSV file.
- **Early Learning Goals** – indicate the knowledge, skills and understanding children should have at the end of the academic year in which they turn five – should be judged as Emerging, Expected or Exceeding.
- **EYFS** – Early Years Foundation Stage.
- **KS1** – Key Stage 1
- **KS2** – Key Stage 2
- **Phonics** - annual statutory assessment carried out each June by all maintained schools, academies, special schools and free schools of the year 1 cohort.
- **Prime area (Early Years)** - the three prime areas of learning are: personal, social and emotional development; communication and language; and physical development.
- **Printer Friendly Version** – A webpage (without graphics and logos) that can be printed without loss of information.
- **Pupil Tracker Assessment** – An assessment against: a. Early Years Tracker progress measures encompassing all or some of the seventeen aspects of the EYFS or b. new National Curriculum for Key Stage 1 and/or Key Stage 2.
- **Report(s)** – Visual displays of assessment data in graph form.
- **Report Options/Parameters Page** – This page allows a user to select what they would like to be displayed in their report.
- **Smartphone or tablet** - A Smartphone is a mobile phone with advanced capabilities, similar to those found on laptops and PCs. A tablet is similar but is usually larger and shares more in common with a PC than a Smartphone.
- **Specific area (Early Years)** – the four specific areas of learning are: literacy; mathematics; expressive arts and design; and understanding the world.
- **UPN** – UPN stands for Unique Pupil Number. Every pupil in the UK is assigned with a UPN from the government when they begin their education. If a UPN for a child is lost they can be obtained from visiting the Teachernet website.
- **Username / User ID** – An Early Years Tracker User ID will be emailed to a new user following their subscription to the site, the password will be sent in a separate email. To receive a User ID and password a school must subscribe.

Ethnicity Codes currently used within the Pupil Tracker

Code	Description
ABAN	Bangladeshi
AIND	Indian
AOPK	Other Pakistani
AOTA	Other Asian
AOTH	Other Asian
APKN	Pakistani
BAFR	Black African
BAOF	Other Black African
BCRB	Black Caribbean
BOTH	Other Black
CHNE	Chinese
MOTH	Other Mixed
MWAP	Mixed White and Pakistani
MWAS	Mixed White and Asian
MWBA	Mixed White and Black African
MWBC	Mixed White and Black Caribbean
NOBT	Not Obtained
OOTH	Other
REFU	Refused
WBRI	White British
WIRI	White Irish
WIRT	White Irish Traveller
WOTH	White Other
WROM	White Gypsy Romany
WENG	White English
WSCO	White Scottish
WTUR	Turkish/Turkish Cypriot