pupiltracker

Key Stage 1 and 2 Pupil Tracker Hub

USER GUIDE VERSION 5

October 2023

Lancashire County Council

Contents

Introduction

The Lancashire Pupil Tracker has been established since 2011. In 2014 the system moved online and has been well received by a growing number of schools, both within Lancashire and across the country. Developed in consultation with a range of schools and professionals, the revised Key Stage 1 and 2 tracker provides a much more flexible and simplified system. Launched in Autumn 2019 it enables schools to use it in a way that most suits their needs.

Prior to its launch, several roadshows took place across the county and the feedback received was considered and where possible incorporated into the initial build of the new tracker.

In the period since the initial launch, we have received a number of suggestions for improvement which, where feasible, have been incorporated into the tracker's functionality.

This revised user guide will take you through the process of adding children and their attainment data to your account and the mechanisms that are available from which associated reports can be generated. Where necessary the system updates are highlighted accordingly.

Lancashire Pupil Tracker Terminology

As part of the development of the new tracker, the consultation group of Lancashire based headteachers, made the decision to adapt the language for tracking so that judgements will fall into one of the four categories outlined below. It was decided that the terminology used would help schools to clarify their understanding of assessment and to avoid making comparisons with National Curriculum Levels.

Below- The child has not achieved securely what has been taught at this point in the assessment period.

Towards – The child has almost achieved the content in this period, but on reflection by the teacher, does not securely have the full understanding. A child assessed as towards, will still be incorporated in the percentage "Below" of the data that is calculated.

On track- The child has securely achieved the content (skills/knowledge) that has been taught in this period.

Deeper Learning- The child has securely achieved the content (skills/knowledge) that has been taught in this period. They can demonstrate a breadth of understanding through their evidence base. It is essential that all teachers have a clear understanding of what their school's definition of 'deeper learning' entails and can explain why they have used this judgement, backed by an evidence base from a pupil progress meeting.

Future developments

As outlined in the "Introduction" above, during the roadshows, prior to the initial launch of the new tracker, we gathered some valuable feedback and suggestions for development. Where possible, given the tight timescales and the pressing need for the revised system launch, the improvements and changes were incorporated into the revised Key Stage 1 and 2 tracker at that point. Several of the other developments and modifications proposed and indeed, where feasible, have been timetabled, incorporated and will continue to be as part of the system's continuous improvement.

GETTING STARTED
Where do I find the Key Stage 1 & 2 tracker?

To log into the tracker you will need to do so, by clicking on the link entitled "Pupil Tracker Hub", which is accessible as one of the horizontal menu options at the top of the web page below:

https://pupiltrackerhub.lancashire.gov.uk/Identity/Account/Login?ReturnUrl=%2F

At this stage the original and the Pupil Tracker Hub will continue to work concurrently for the foreseeable future.

How do I log in?
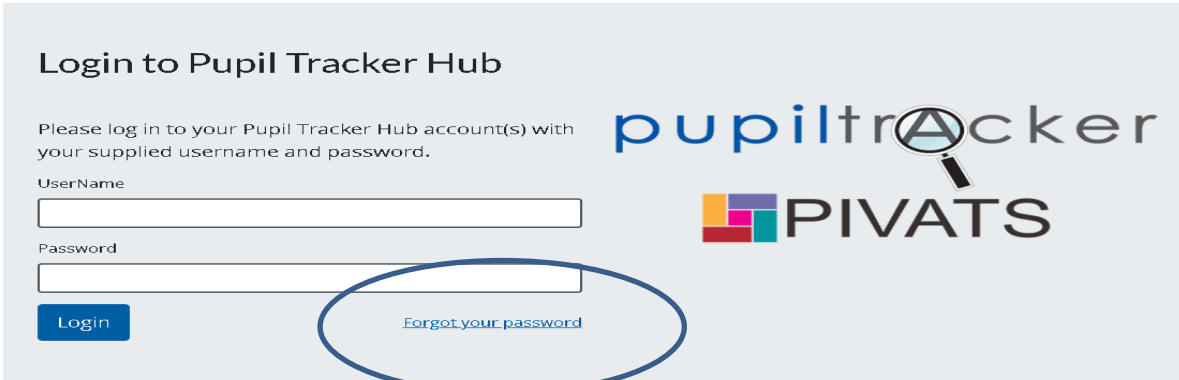
The same log in details should be used to access the original tracker and the Pupil Tracker Hub.

Having subscribed to the tracker new users will be emailed a username and password.

When you log in for the first time you will be presented with a five-figure security code on screen. Please make a note of this as you won't be shown it again. Each time you log in subsequently you will be asked for a combination of two of the five digits as a further security measure.

How do I reset my password?

Click the 'Forgot your password' link on the Pupil Tracker Hub login page (see below):

It is important to remember that sensitive pupil level information is held on this system. **You SHOULD NOT share your password or security code to this site with any third party.**

I'm having problems logging in

If you cannot login to either version of the tracker it might be due to one of the following reasons:

- Entering an incorrect or outdated security code. If you are unsure of your account security code, please contact the Pupil Tracker team (see contact details below) to reset it.
- Google Chrome (or another version) has saved an old password for the Tracker. Clearing your hardware's cookies and cache can often rectify such issues.
- 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.
- Pupil Tracker security will not allow you to log in on more than one device. Please ensure that you have logged out properly on one device before attempting to log in on another.

It is 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 log in, please contact the Pupil Tracker Team on 01772 531555 or via pst@lancashire.gov.uk

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

My school has not subscribed to the tracker, how do I order it?

To subscribe to the Pupil Tracker you can do so by clicking on the 'Order Pupil Tracker' button available via the link below:

https://www.lancashire.gov.uk/pupiltracker/pupil-tracker-order/

Should you require any further assistance with this you can contact the Pupil Tracker Team via the helpline number (01772) 531555 or pst@lancashire.gov.uk

I have been logged out of the tracker.

Pupil Tracker Hub - Session Expiry Notice   ✕

To continue your session, select **Stay Signed In.**

[Stay Signed In]   Sign out

As part of Lancashire County Council's network security policy a user will be logged out of their account after one hour of inactivity. A warning will also be issued after 55 minutes, see left, which will give the user the option of remaining signed in if required.

Where do I get help and updates?

The Pupil Tracker Hub has latest news, help and support. You can also order additional products from this page.

From the homepage you can view the latest Pupil Tracker News, before navigating around the website. The scrolling headline is a feature on the homepage that calculates the percentage of your children that are "On track" based on the latest assessments undertaken.

Options for navigating from the homepage can be found at the bottom of the screen. Lancashire KLIPS for English and Mathematics are available for subscribing schools by clicking on the link at the foot of the homepage.

At the top of the screen is a menu for navigating around the tracker. The menu consists of Home, Assessments, Pupils, Reports and Maintenance.

PUPILS

Will my pupil details be prepopulated?

Following receipt of the definitive cut of the October census, the Reception cohort of pupils will be uploaded onto the tracker for all Lancashire maintained schools each academic year.

For non-Lancashire establishments, academies, or independent schools we can arrange to populate your account with your pupil details 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 (see below) 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 Tracker.

To do so you should contact the Pupil Tracker Team by email or telephone so that we can arrange for secure transfer of the pupil information.

Email: pst@lancashire.gov.uk
Telephone: 01772 531555

For existing pupils on the tracker prior to the start of the Autumn Term, their records will be rolled forward to ensure that they reside within the correct year group for that academic year. Details of when this has been done will always be published on the "News and updates" area of the home page.

Where do I find the pupil list?

Once logged in you will find a horizontal menu in the top left-hand corner of the screen. Click "Pupils" to view your pupil list.

How do I search for a pupil?

You can search for pupils by Surname, UPN, Class and/or Year. If you click "Search and save selection" you search criteria will be saved.

Once you have selected the appropriate filter(s) you will see a list of pupils meeting the search criteria.

How do I add a pupil to the tracker?

To add an individual pupil record you need to click the "Add pupil" button underneath the selection criteria boxes (see below) in the "Pupils" area. Please note if your school subscribes to the Early Years tracker as well you will be prompted to select which phase you are adding the pupil to.

Name	Gender	Date of birth	Interventions
TRACY BARLOW	Female	21/04/2012	View interventions
CHARLIE BUCKET	Male	13/03/2012	View interventions
ALEX CAIRNS	Male	27/02/2009	View interventions
FLASH GORDAN	Male	02/03/2012	View interventions

You will then be presented with the form below for completion. Please note that for the record to be saved on the system it is essential that the UPN, Postcode and Ethnicity boxes have an entry in them. If the child's postcode is not known, schools should use their own. Once all the details have been entered the "Save" button should be clicked to secure the record on the tracker.

Unique Pupil Number

Surname

Forenames

Date of Birth

| DD | MM | YYYY |

Class

Please select

Year Override

Please select

Gender

Please select

Mobility Year

Please select

Mobility Term

Please select

In order for a child's record to be secured in the system it is essential that the Unique Pupil Number, Postcode and Ethnicity boxes all have an entry supplied.

Year override can be used for any pupils in year groups outside of their actual age range.

"Mobility Year" and "Mobility Term" options allows a user to enter the year group and term in which the child joined the school. The year groups provided, range from Year 1 to 6.

Postcode

[   ]

Ethnicity

[Please select   ⌄]

Special Educational Needs

[No   ⌄]

Special Educational Needs Notes

[   ]

Options

Select all that apply

☐ Disadvantaged
☐ English Additional Language
☐ Free School Meals
☐ PIVATS
☐ Pupil Premium

> Optional groups will be prepopulated if they are populated within the Census.

Custom (Optional)

Select all that apply

☐ Optional1
☐ Optional2
☐ Optional3
☐ Optional4
☐ Optional5
☐ Optional6

> Editable custom filters are available to enable users to add further selection criteria to the filtering options. See section below advising how to edit the custom filters.

Notes

[   ]

☐ Alternative Assessment?

[Save]

> "Alternative Assessment" is for any child who is working below the national curriculum e.g. PIVATS

Back to list

Where do I get the UPN from?

All pupils at a maintained school should be allocated a Unique Pupil Number (UPN) on entry. 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

If you belong to a private nursery, please contact the Tracker Team via pst@lancashire.gov.uk or (01772) 531555 and we will provide you with unique in-house UPNs for use within the tracker.

How do I see the details entered for a pupil?

To view the characteristics for an individual pupil, click on their underlined name within the "Pupils" area and you will be presented with the child's individual record (see example below).

| Pupil details | Interventions | Progress meetings |

Establishment

00099 - GENERAL OFFICE

Unique Pupil Number

Q000000002742

Surname

CHILD 12

Forename

TEST

Date of Birth

| 01 | 09 | 2013 |

Class

Please select

Year Override

Please select

Gender

Female

Mobility Year

Please select

Custom (Optional)

Select all that apply

☐ Attendance
☐ remote e
☐ Absence
☐ Attainment
☐ Good Progress
☐ CUSTOM6

Notes

☐ Alternative Assessment?

☐ Archive Pupil?

Save

Back to list

To edit any of the entries, simply make the necessary changes and then click the "Save" button (circled above) at the foot of the form to secure the amended version in the system.

The buttons, pictured right, are available to enable users to move backwards and forwards from one pupil to another in alphabetical order.

Previous	Next
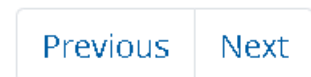
PLEASE NOTE: It is important, where class names are allocated, that they are updated in the child's individual profile (see above) whenever they are changed, to ensure that they are accurate. This is of course particularly prevalent at the start of a new academic year. If this is not adhered to, the assessment and reports data could potentially be compromised where class names are used as a filter or sorting mechanism. Following Phase 3 developments the "Edit Multiple Pupils" function will allow the user to make these changes for their full cohort where applicable.

How do I edit multiple pupil records on the one screen?

ssessments ▼   Pupils ▼

Pupils

Edit Mulitple Pupils

Welcome

To enable the edit of multiple pupil records on the one screen, users should click the drop-down arrow to the right of the menu option "Pupils" and then select "Edit Multiple Pupils" from the list of options (see right).
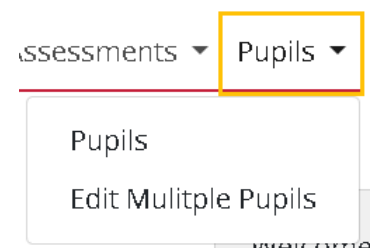
Once selected the page below will appear. The default position is that all the pupils, and their associated characteristics, for the establishment in question will be visible to view. It is then possible to edit the individual characteristics of a child as desired.

To refine the list of pupils, for editing purposes, additional filters have been provided at the head of the screen, so that the user can filter based on "Surname", "UPN", "Year", "Class" and "Pupil characteristics".

The characteristics can then be edited by clicking in the respective cell individually and then selecting the revised option, or alternatively by using the flood-fill functionality. This may be particularly helpful when moving pupils into a different class at the start of a new academic year.

Once all changes have been made it is important to remember to save them using the "Save" button (circled in the screen shot below).

How do I edit Custom Filters?
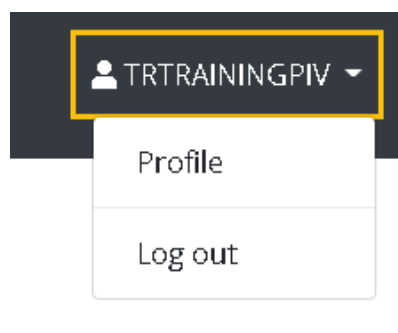
The tracker is set up to provide users with six custom filters, that are editable, to be used as an additional filtration option for the whole school. They cannot be specific to certain year groups only.

To edit these filters, users should select the "Profile" option from the drop-down list alongside your username in the top right-hand corner of the screen (see left).

Once selected the "Profile" option will present the user with the screen below, the custom filter boxes allow users to enter free text. The completed the entries should be saved, using the button provided (circled below).

Establishment Profile

Custom 1

Custom 2

Custom 3

Custom 4

Custom 5

Custom 6

Save

The default position is that when a user opens the "Assessment" area the "Custom filters" are switched off. To view them on the screen they will need to turn them on using the "Visibility report data" function.

How do I edit Class Names?
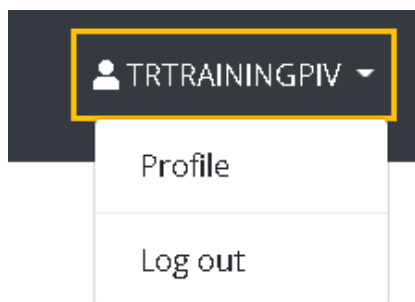
In a similar approach to the editing of the custom filters, class names can be edited to enable users to personalise them in line with their own establishment.

The default position within the "Pupil Tracker Hub" is that the class numbers range from 1 to 20. In order to edit these, users should select the option "Profile" from the drop-down menu that appears when the down arrow (to the right of your username) in the top right-hand corner of the screen is clicked (see left).

On selecting "Profile" you will then be presented with a screen containing two menu options one of which is entitled "Custom Classes" (see below). Once this is selected you will have access to twenty editable boxes in which you can enter class names that are personalised for your school. To secure the entries you have made, click on the "Save" button at the foot of the form.

Manage your profile

Change your profile settings

Custom Fields

Custom Classes

1	Test Class Name 1
2	Intelligent Iguanas
3	Clever Cats
4	Canny Cougars
5	Thinking Tarantulas
6	Talented Turtles
7	Terrific Tigers
8	Brainy Bears
9	Class 9
10	Class 10
11	Class 11
12	Class 12

Having added the class names they can then be applied individually to pupil records, or via the "Edit Multiple Pupils" function and used to enhance the filtration function within the "Reports" section of the tracker.

How do I add, delete, or amend interventions?

To add details of an intervention to a child's record, click the button entitled "View interventions" to the right of the child's name in the pupil list, or by clicking on the "Interventions" tab (circled below) at the head of the child's individual record. This will bring up the following screen

Pupil details | Interventions | Progress Meetings

+ Add intervention

Academic year	Assessment	Details	
2021/2022	Trial 1 Autumn Term Assessment	Numeracy Intervention	Edit Delete

Back to list

Click the "+Add intervention" button (circled above) and the box (below) will appear, you can then add the academic year, assessment period and name of the intervention and then "Save". Once an intervention has been created and saved you can then return to it via the afore-mentioned routes and "Edit" or "Delete" the details using the buttons circled above.

Intervention   ×

Academic year

| Select   ▾ |

Assessment

| Select   ▾ |

Details

[   ]

                                    Close   Save

To move backwards and forwards from one pupil to another in alphabetical order, the buttons at the foot of the "Intervention" tab, see right, should be used.

| Previous | Next |

IMPORTANT INFORMATION: Please note that when a child moves from one school to another within the tracker the intervention details will transfer across with their record.

How do I add, delete, or edit a Pupil Progress Meeting?

In a similar approach to the addition of interventions, pupil progress meeting details can be added to the tracker. To do so users should initially click the tab entitled "Progress meetings" (circled below) at the head of each child's individual record.

Pupil details   Interventions   Progress meetings

Add Progress Meeting

Teacher Name   **Date**

Then click the "Add Progress Meeting" button (circled above) and the form (below) will appear. The questions are editable and can be changed depending upon your

requirements. When you have completed the form, click on the "Save" button (circled below) to secure the meeting details.

Once a "Pupil Progress Meeting" has been created and saved you can then return to it via the afore-mentioned route and "Edit" or "Delete" the details using the buttons circled below. Users can save and then "Print" the form using the "Print PDF" button, also circled below.

To enter additional versions, simply repeat the process and all versions will be stored chronologically.

To move backwards and forwards from one pupil to another in alphabetical order, the buttons at the foot of the "Pupil Progress Meetings" tab, see right, should be used..
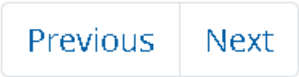
When a pupil "Progress Meeting" form has been completed for a child, the "Assessments" area will reflect this, with the blue person icon, situated alongside the child's name, changing colour from blue to red. Please see the example below where a "Pupil Progress Meeting" has been completed for Adam Apple but not Billy Banana.

Pupil

APPLE, ADAM

BANANA, BILLY

IMPORTANT INFORMATION: Please note when a child moves from one school to another within the tracker, any "Pupil Progress Meetings" added will remain frozen and will not transfer with the child's records.

ASSESSMENTS

What does the assessment page look like?

To change the on-screen data filters can be applied based on a combination of academic years, year groups, class names and pupil characteristics. The 'Select' button should be used to confirm selection of the filters

To display or hide particular assessment data sets, the "Toggle assessment data" icon should be used.

To display or hide particular sections of the tracker e.g. the pupil characteristics click on the 'eye' ("Visibility report data" symbol and toggle the sections on and off including the custom filters

The download function allows the user to generate an Excel spreadsheet of "All data" and "Screen Data"

| 2022/2023 | Year 1 | All Classes | ▼ Pupil characteristics ▼ | Select |

Include in Data has been set to **No** for a number of pupils.   ✕

Autumn Term 2022 ✎ 💾

Pupil Details 💾

Tracking

Pupil	Include in Data	GLD	Re	Wr	Ma	R W M on track
CHILD 21, TEST	No		On track ▼	Below ▼	Towards ▼	No
CHILD 22, TEST	Yes		On track ▼	Deeper learning ▼	On track ▼	Yes

To access or edit pupil details click on the icon at the side of the pupil's name.

Initially all pupils will be included in the calculations. To remove a pupil from them, change 'Yes', under the 'Include in Data' column, to 'No' by clicking within the cell

The GLD column will display the outcomes from the EYFS statutory assessments. This will be uploaded automatically and will display in read-only fashion.

The '+' icon allows a user to create assessments and pupil records.

Managing the view within the "Assessments" tab.

To access the "Assessments" area users should use the down arrow to the right of the word "Assessments" (available via the menu options at the head of the page) and select the "Key Stages" option. Please note that "Early Years" will only be available as an option if your school subscribes to this aspect of the tracker as well.
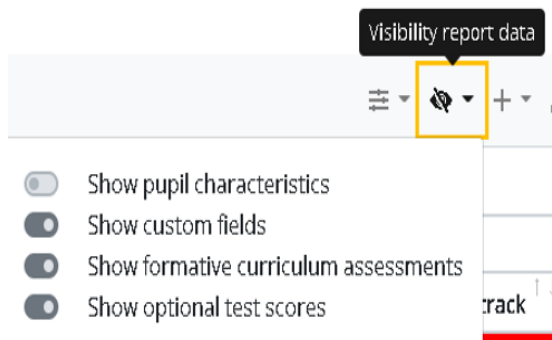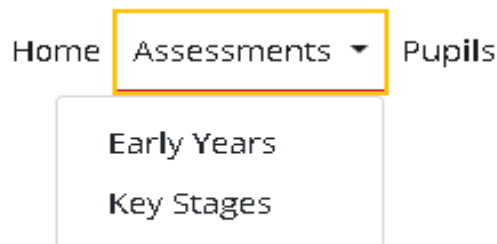
Once the "Assessments" tab is accessed, the default position is that the "pupil characteristics" section will be switched off. To switch them back on the "Visibility report data" icon should be activated by clicking on the down arrow   to the right of the eye icon (see left). Similarly, this is the menu function from which "custom fields", "formative curriculum assessments" and "optional test scores" can all be turned on (displayed) and off (hidden).

A further option available to users is the "Toggle assessment data" function (see right). As with the "Visibility report data" option, this will enable users to manage what they view on screen within the "Assessments" area. Below is an example of how this menu presents when activated. From here assessments can be switched on (displayed) and off (hidden).
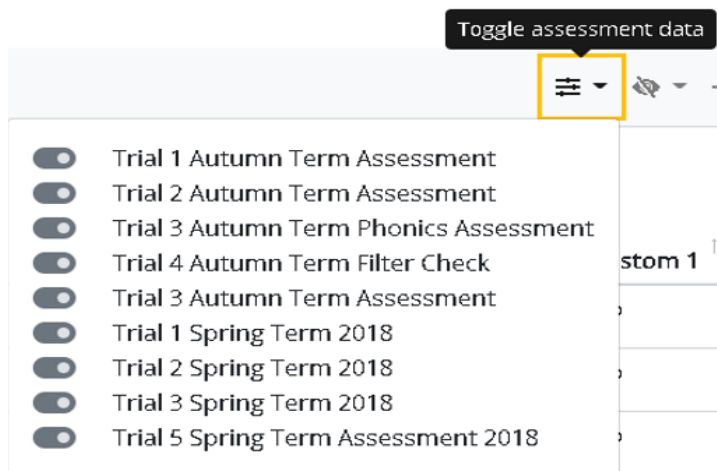
Once switched on "Pupil characteristics" can be filtered so that it is possible to view only the records of those children meeting the selected criteria. To open the list of selection criteria simply click on the downward arrow to the right of the phrase "Pupil characteristics" and the drop-down box (below) will appear. Then for example should you wish to view the assessment data for males who are in receipt of free school meals (FSM) you would click on the options "Male" and "Yes" in the category of FSM and then click on "Select" (see circled below) to apply the filter.

Please note: The filters will remain in place until they are "Reset" (see circled below) or you leave the selected year group you are currently working on or leave the "Assessments" area entirely.

Intervention	All	Yes	No
Gender	All	Male	Female
Summer born	All	Yes	No
SEN	All ⌄		
Ethnicity	All ⌄		
PP	All	Yes	No
FSM	All	Yes	No
Ever 6	All	Yes	No
Disadvantaged	All	Yes	No
EAL	All	Yes	No
Custom 1	All	Yes	No
Custom 2	All	Yes	No
Custom 3	All	Yes	No
Custom 4	All	Yes	No
Custom 5	All	Yes	No
Custom 6	All	Yes	No

How do I create a new assessment?

Within the "Assessments" tab you should select the "+" icon (circled below) and select the option "Assessment".
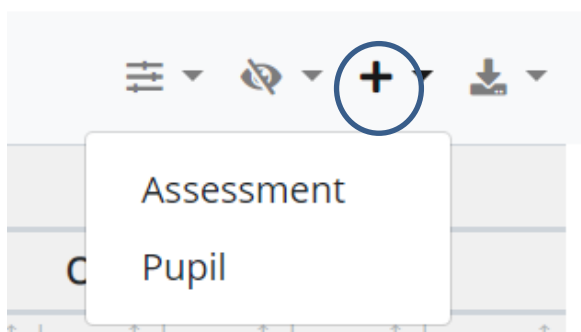
When selected, the pro-forma below will appear.

Assessment   ✕

Assessment name

[   ]

Name and date the assessment

Assessment date

[dd/mm/yyyy   📅]

Years

Select which year groups the assessment is to be applied to, by ticking the appropriate check boxes.

☑ Year 1   ☐ Year 2   ☐ Year 3
☐ Year 4   ☐ Year 5   ☐ Year 6

☐ Show formative curriculum assessment

Formative curriculum title

[   ]

To add a "formative curriculum assessment" tick the box and give it a name e.g. KLIPS or NAHT. If you choose not to use this then do not tick the box and it will not show on screen.

☐ Show optional test scores

Optional test scores title

[   ]

To add "optional test scores" tick the box and give it a name e.g. NFER. If you choose not to use this then do not tick the box and it will not show on screen.

☐ Show phonics assessment

Subjects

A new option is "Show phonics assessment " which can be added to the general tracking area by ticking the box. This will present the user with a free text box for data entry once applied.

☑ Reading
☑ Writing
☑ Maths
☐ GPS
☐ History
☐ Geography
☐ Science
☐ Design and technology
☐ Art and Design
☐ Music
☐ Physical education (PE), including swimming
☐ Computing
☐ Ancient and modern foreign languages (key stage 2)
☐ Personal, social and health education (PSHE)
☐ Citizenship
☐ Modern foreign languages (key stage 1)
☐ Religious education

The default subject areas of Reading, Writing and Maths will always be selected. If you want to track additional subjects just tick the appropriate check box(es) to add the required subject(s) to the tracking element of the assessment.

[Delete]   [Close] [Submit]

Remember to click "Submit" (circled above) after making any changes

How do I add tracking data?

Having created a new assessment period (see example below) you can add your tracking data for each pupil either individually, cell by cell, or by using the flood-fill facility (see instructions below).

To provide an individual outcome click within the appropriate cell to access the drop-down list of options using the down arrow (see right). Highlight your selection and then apply using the tick box. To leave a cell blank, you should select the *blank* situated above the word "Below".
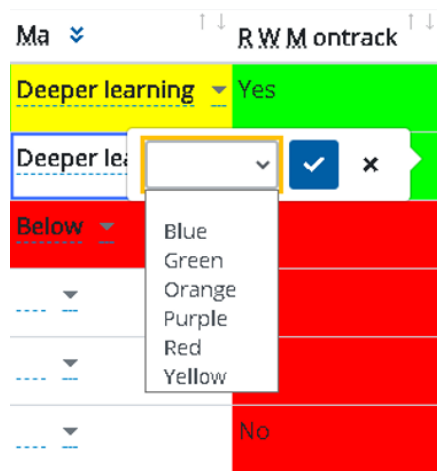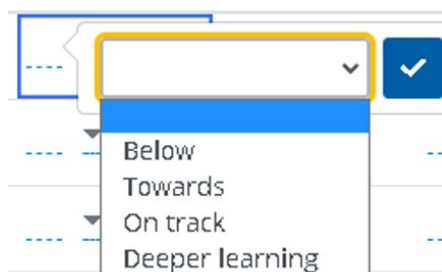
The default position is that once the outcomes "Below" or "On track" are entered within the general tracking area, red and green highlighting will be applied to the associated cells respectively. Should you wish to override these colours you can do so using the pallet of colours in the system.

To apply a colour highlight to an individual judgement you can select from the range of colours in the pallet available via the drop-down arrow to the right of the judgement applied (see left). Once a colour has been selected click on the tick box to secure.

Data will autosave every five minutes, however as good practice you should always click save within the assessment tracking area before leaving the page.

How do I add formative curriculum assessments?

The earlier section outlining how to create an assessment refers to the "formative curriculum assessment" option.

This area of the assessment has been designed to enable schools, if desired, to add further context to the general tracking performance outlined in the core subject areas of "Reading", "Writing" and "Mathematics".

Once added to an assessment, users can enter free text to a cell by clicking within it and populating it with the desired details before finally clicking the tick button to secure (see left).

The flood-fill functionality (see details below) will allow users to enter a value for the entire column.

Data will autosave every five minutes, however as good practice you should always click save within the assessment tracking area before leaving the page.

How do I add optional test scores?

In a similar approach to the addition of formative curriculum assessments, "optional test scores" can also be added, to provide further additional information to judgements recorded, for the core subject areas of "Reading", "Writing" and "Mathematics".

The difference in this case is that the value entered will be a numerical one.

To enter data the principle is the same. Users should click within the relevant cell, enter the numerical value, and then click on the tick button provided to secure the entry.

The flood-fill function can also be used to make multiple entries within the one column.

At the base of each column within the "optional test scores" area, in the "Assessments" screen, is an average score.

Data will autosave every five minutes, however as good practice you should always click save within the assessment tracking area before leaving the page.

How do I add Phonics assessments?

In a similar approach to the instructions for the addition of "formative curriculum assessments" and "optional test scores" the assessment creation form also allows users to add "Phonics assessment" data.

Once selected and submitted this option will allow users to enter free text (maximum of 50 characters) in the appropriate cell(s) by clicking within it and then adding text and/or numbers to the prompt box which appears, see (left). To secure the entry click on the tick button provided.

The flood-fill option (see below) is once again available to duplicate an entry within an entire column.

Data will autosave every five minutes, however as good practice you should always click save within the assessment tracking area before leaving the page.

How do I flood-fill my judgements?

Available as a function within the GLD, formative curriculum assessment, general tracking, optional test score and Phonics areas, the flood-fill facility enables users to select or enter a value for an entire column.
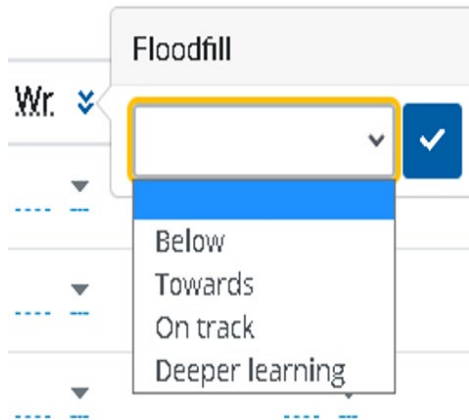
Situated to the right of the subject area title the double down arrows (see left) when clicked on present users with a drop-down list of options, or indeed a blank box for text entry where appropriate. Once a value is selected or entered click on the tick button to secure.

When flood-fills have been applied, individual judgements can then be changed as required by entering the appropriate cell, selecting the desired judgement from the drop-down list, and then clicking the tick button to secure.

Data will autosave every five minutes, however as good practice you should always click save within the assessment tracking area before leaving the page.

How do I add assessment data for a specific class?

It is possible to enter assessment data on a class by class basis.

To enable this the filter, outlined below, has been incorporated into the "Assessment" area.

Once a class has been identified and then selected, using the button (circled below), the list of pupils attributed to that specific class will present on screen.
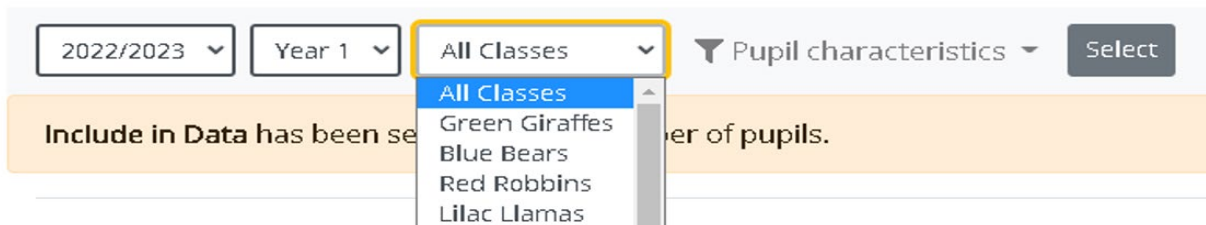
The assessment outcomes for those pupils can then be added to the tracker. To ensure that these are secured the user will need to click on the "Save" button (circled below) within the tracking area in question.

For information: Users should note that while the filter is applied the [statistics at the foot of the page](#) will reflect the position for the class in question.

How do I use the "Include in Data" function?

The "Include in Data" option within the "Assessment" makes provision so that when a "No" is applied not only do the statistics at the foot of the page amend accordingly but also the associated reports, until the position is reversed.

Upon entering the "Assessment" area the default position is that the data for each child is active (denoted by a "Yes" in the relevant column).

To reverse this situation it is necessary to click in the relevant cell (see right) and then select "No" clicking the tick button to lock the option in place, before saving (circled below) to secure the tracking area.

As you can see in the example below, highlighting is then applied to the child's name, and a note appears at the head of the page which reads "**Include in Data** has been set to **No** for a number of pupils."

To reverse this position the selection "No" should be changed to "Yes" and then saved. The statistics and associated reports will then amend accordingly.

What statutory data is visible?

GLD, Phonics and Key Stage 1 statutory outcomes will be uploaded onto the Pupil Tracker Hub annually for Lancashire maintained establishments. Non-Lancashire schools should contact the Pupil Tracker Team on (01772) 531555 or via pst@lancashire.gov.uk to make arrangements for their upload if desired.

This data is positioned prior to the assessment tracking area (see below) and can be switched on or off using the "visibility report data" function

With the exception of the "Scaled score" columns within the "KS1 results" area, which allow users to enter numerical values between 79 and 120, the remainder of the data is 'read-only' and cannot be edited.

How do I archive a child who has left my school?

If you wish to remove children (who have left your school/setting) from your records, you can do so by 'Archiving' a child. From the pupil list click the check 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 pupils" button at the bottom of the column (circled below). Please be aware that once archived only a member of the Pupil Tracker Team can retrieve these children for you.

How do I measure progress on the tracker?

The revised tracker does not measure numerical progress or generate numerical targets. No definition of progress between year groups exists in such a manner. The only progress measures used currently are from children's end of Key Stage 1 results to their end of Key Stage 2 results and are only given to schools after the end of Year 6.

When considering progress internally, the revised tracker will allow you to look at a child's 'journey' through school during pupil progress meetings. It will provide a stimulus to the discussion that should then be based around a child's evidence base that demonstrates progress.

How do I download and print assessments?
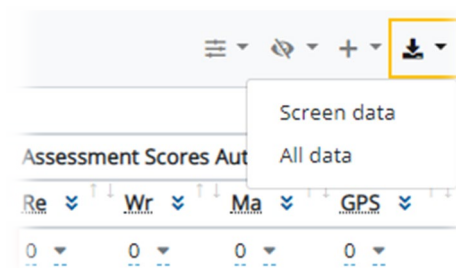
Click the download icon in the top right-hand corner of the screen (see left). This will give you the option to either download the data that is currently displaying on your screen ("Screen data") or data for the whole school ("All data") within the academic year selected. Selecting either option will generate an excel spreadsheet that you can save, format or print as required.

The spreadsheet will include any colours, where applied, and the statistics at the foot of the "Assessments" tab. Please note in the case of the "All Data" report the percentages will be reflective of the total number of pupils within the six year groups.

The "All Data" spreadsheet will also be structured so that the assessments that present will be ordered by year group and in date order (i.e. all year 1 assessments will be grouped together in date order, before the year 2 assessments list and so on).

Where the data for a child is set to "No" in the "Include in Data" column, this data will not be included in either version of the download function.

SUMMARY DATA
What statistical data does the "Assessment" area show?

Underneath each assessment period are a series of numbers and percentages relating to the selected subjects in the tracker. These will display the numbers and percentages of pupils working "Below", "Towards", "On track" or "Deeper learning" (see screen shot below). Additionally combined numbers and percentages will calculate for those pupils working "On track" or "Deeper Learning" for each subject.

Pupil Details 💾			Tracking			
Autumn Term 2022						
Pupil	Include in Data	GLD	Re ⌄	Wr ⌄	Ma ⌄	R W M ontrack
CHILD 17, TEST 1	Yes	Yes	Towards ⌄	On track ⌄	Deeper learning ⌄	No
CHILD 18, TEST	Yes	No	Towards ⌄	Below ⌄	On track ⌄	No
CHILD 19, TEST	Yes		On track ⌄	On track ⌄	Deeper learning ⌄	Yes
CHILD 20, TEST	Yes		Towards ⌄	Below ⌄	Towards ⌄	No
Total number Below			0	2	0	0
% Below			0.00	50.00	0.00	0.00
Total number Towards			3	0	1	0
% Towards			75.00	0.00	25.00	0.00
Total number On track			1	2	1	0
% On track			25.00	50.00	25.00	0.00
Total number Deeper learning			0	0	2	0
% Deeper learning			0.00	0.00	50.00	0.00
Total number On track / Deeper learning			1	2	3	1
% On track / Deeper learning			25.00	50.00	75.00	25.00

At the foot of the column entitled "RWM ontrack" are statistics showing the number and percentage of pupils performing "Below", "Towards", "On track" and "Deeper learning" in all three subjects.

An additional number and percentage is also provided of those pupils who performance across the three subjects is a combination of "On track" and "Deeper Learning" outcomes (as opposed to the combined statistics at the foot of each indvidual subject area). Please see the screen shot below. For information in the "RWM Ontrack" column hovering over any of the numbers or percentages will confirm what the figures represent (see example right).

> Statistics relate to pupils whose Reading, Writing and Maths outcomes are a combination of 'On track' and 'Deeper Learning'
>
> 0.00
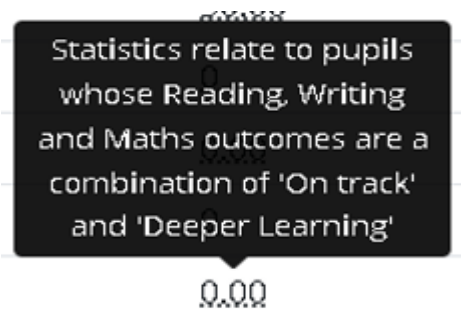
REPORTS

Reports ▾ **Maintenance** ▾

Early Years
Reception Cohort Progress Meetings
Full Report
Venn Diagram

Key Stages
Cohort Progress Meetings
Full Report
Pupil Matrix
Venn Diagram

Phase 3 developments resulted in the enhancement of the "Reports" section (see left) to include the "Cohort Progress Meetings" and "Pupil Matrix" options.

These two new options are in addition to the existing "Full Report" and "Venn Diagram" reports which are available to "Key Stage" tracker subscribers.

How do I generate a Year/Class (Cohort) Progress Meeting Form?

In a similar approach to the Reception Cohort Progress Meeting form (available to subscribers of the EYFS aspect of the Pupil Tracker) users can now generate a progress meeting form for a specific year group and/or class if applicable.

The option to generate this form is available within the "Key Stages" section of the "Reports" menu entitled "Cohort Progress Meetings".

Once selected a screen will present which contains a button entitled "Add progress meeting" (see left). This should be clicked to open the proforma (see below).

Cohort Progress Meetings

Add progress meeting

Cohort Progress Meeting

Year Group	Year 1
Class Group	Blue Bears
Teacher	Vera Duckworth
Date	18	09	2022
Assessment	Autumn Term 2022

Users can select the year group, class name (if applicable), and assessment period from the drop-down boxes available. The date will default to the current day but can be changed as required. The teacher name box is free text.

Core Subject Outcomes

% below
% below previous assessment
% towards
% towards previous assessment
% ontrack
% ontrack previous assessment
% deeper
% deeper previous assessment

Within the current academic year, the "Assessment" period to which the progress form relates should be selected.

This will have a bearing on the statistics that appear in the grid entitled "Core Subject Outcomes". Where no previous assessment has been undertaken, within the year, these cells will be blank.

The numbers displayed are rounded to whole percentages in the subject areas of "Reading", "Writing" and "Mathematics" and are worked out based on the number of children in the cohort.

Discussion Areas

Reading   +

The core subject areas of "Reading", "Writing" and "Mathematics" can be minimised and maximised using the '+' and '-' options

Writing   −

Question	Notes, including identification of area of learning	Agreed next steps if applicable
Which areas are causing concern with children not making sufficient progress or meeting attainment		
Were there any areas that children made particularly good progress or exceeded attainment expectations in –		
For those children who did not make sufficient progress- what were the barriers to this and how are we going to intervene?		
What actions have you taken since the last meeting – what was the impact on attainment and progress?		
General comments		

The questions within the template can be individualised for each school. Additionally all the questions within the "Discussion Areas" section are editable individually.

The other two boxes are editable enabling you to enter free text.

Following the "Discussion Area" for "Maths" is an "Add" button (see right) which will present a prompt box allowing the user to select an additional subject box for discussion.

Add
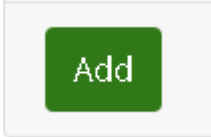
Subject   ✕

Please select ⌄

Please select
Reading
Writing
Maths
GPS
History
Geography
Science
Design and technology
Art and Design
Music
Physical education (PE), including swimming
Computing
Ancient and modern foreign languages (key stage 2)
Personal, social and health education (PSHE)
Citizenship
Modern foreign languages (key stage 1)
Religious education
Phonics
Phonics

Clicking on the down arrow (see left) will then present the list of additional subjects which can be selected enabling users to complete a discussion area for that subject.

Barriers to Learning

What are the barriers for specific children in their learning and how will these be overcome?/Individual children causing concern?

Pupil Names

Please select

Barrier to learning and proposed support

Agreed next steps if applicable

Add "Pupil Names" from the drop-down list.

The "Barrier to learning and proposed support" and "Agreed next steps if applicable" boxes allow users to enter free text.

New entries can be added (circled left) and deleted (circled right)

Delete

Add

Targeted Support

Please provide details of the children who could meet the expected standard and make good progress with additional support.

Subject Areas

Please select

Pupil Names

Please select

Comments

Select "Subject Areas" and "Pupil Names" from the drop-down lists.

The "Comments" box enables users to add free text.

New entries can be added (circled left) and deleted (circled right)

Delete

Add

Specific Groups

Please provide details of any specific groups of children who are causing concern and may need additional support..

Subject Areas

Please select

Group Names

Please select

Comments

Add "Subject Areas" from the drop-down list.

Create "Group Names" by typing in the box provided (see left).

New entries can be added (circled left) and deleted (circled right).

The "Comments" box enables users to add free text.

Once all entries are complete the "Save" button should be pressed to secure the record.

Delete

Add

Save Back to list

How do I generate the "Full Report" tracking table?

Using the same filtration options that are present when generating the Venn diagrams (see below), users can now generate a table of data that will provide a breakdown of the number and percentage of the children who are performing "Below", "Towards", "On track" or "Deeper Learning" within all subject areas. Where schools have created assessments including additional subjects beyond the core areas of "Reading", "Writing" and "Mathematics", these will also be present to view in this report.

The principles outlined in the section above relating to the Venn diagrams report are consistent with the table.

Once again when the report is generated (see below) it is possible to view the names of the associated children by clicking onto the percentage area which will then generate a pop-up box containing the names of the associated children in alphabetical order. This list, together with the actual table, is printable using the 🖶 icon

Include in Data has been set to No for a number of pupils.

Subject Area	Below	Towards	On-Track	Deeper Learning	Num Pupils
Reading	0 (0.00%)	0 (0.00%)	5 (100.00%)	0 (0.00%)	5
Writing	0 (0.00%)	1 (20.00%)	3 (60.00%)	1 (20.00%)	5
Maths	0 (0.00%)	0 (0.00%)	5 (100.00%)	0 (0.00%)	5

Please note that some the reports can take a period of time to generate and so you may experience a short delay.

How does the Pupil Matrix Form Operate?

A further addition to the list of options available within the "Reports" section is the "Pupil Matrix" form.

This template enables users to select and view comparative sets of data against an identified primary data source.

When the "Pupil Matrix" option is selected subscribers will initially be required to idenitfy a primary set of data.

This is done by selecting from the range of drop-down boxes available as per the screen print below:

2022/2023 ⌄	Year 1 ⌄	Autumn Term 2022 ⌄	All classes ⌄	▼ Pupil characteristics ▾	Select

Primary Data

In addition to being able to select individual year groups and associated assessment periods, users can also select "All years" (whole school), "Key Stage 1" and "Key Stage 2" as options to generate statistics for these groups.

Once the respective filters have been applied, data will then present showing the number and percentage of pupils working "Below", "Towards", "On track" and "Deeper Learning" in the subject areas "Reading", "Writing" and "Maths". Where the statistics refer to "No Data" this represents those children for whom no assessment judgement has been entered (please see the example below):

Reading Outcomes	Statistical Analysis	Writing Outcomes	Statistical Analysis	Maths Outcomes	Statistical Analysis
Below	0 / 0.00%	Below	0 / 0.00%	Below	1 / 20.00%
Towards	1 / 20.00%	Towards	1 / 20.00%	Towards	0 / 0.00%
On Track	1 / 20.00%	On Track	1 / 20.00%	On Track	0 / 0.00%
Deeper Learning	0 / 0.00%	Deeper Learning	0 / 0.00%	Deeper Learning	1 / 20.00%
No Data	3 / 60.00%	No Data	3 / 60.00%	No Data	3 / 60.00%

Where the statistics are underlined (see example circled above) these active hyperlinks, when clicked, will present the user with a pop-up box displaying the list of pupil names the statistics relate to. These names can then be printed off if desired.

In addition to providing the statistics outlined above the "Primary Data" section of the "Pupil Matrix" will also present the number and percentage of "GLD" and "End of KS1" (for year groups 3, 4, 5 and 6) statutory outcomes for the selected cohort of pupils.

End of Year Early Learning Goals (Relates to Primary Data Selection Only) —

GLD Judgement	
Yes	3 / 60.00%
No	2 / 40.00%
No Data	0 / 0.00%

End of Key Stage 1 Statutory Assessment Judgements (Relates to Primary Data Selection Only) —

Outcomes	Reading	Writing	Maths	Outcomes	Science
PK1	2 / 40.00%	1 / 20.00%	0 / 0.00%	EXS	3 / 60.00%
PK2	2 / 40.00%	3 / 60.00%	0 / 0.00%	A	1 / 20.00%
PK3	0 / 0.00%	0 / 0.00%	3 / 60.00%	HNM	1 / 20.00%
PK4	1 / 20.00%	1 / 20.00%	0 / 0.00%	No Data	0 / 0.00%
WTS	0 / 0.00%	0 / 0.00%	0 / 0.00%		
EXS	0 / 0.00%	0 / 0.00%	1 / 20.00%		
EXS+	0 / 0.00%	0 / 0.00%	1 / 20.00%		
GDS	0 / 0.00%	0 / 0.00%	0 / 0.00%		

Please note the EXS+ calculation is the addition of EXS + GDS End of KS1 outcomes

Once the "Primary Data" set has been selected, the "Matrix" form then provides the user with a "Comparative Data" section in which selected data sets can be generated using the filters provided (see screen print below).
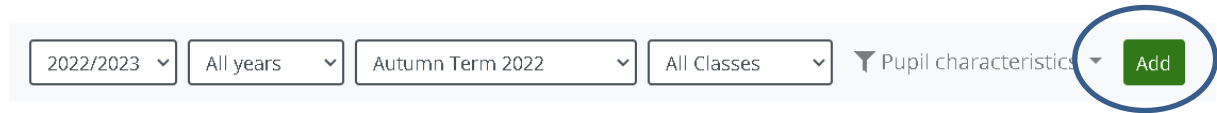
Once the desired filters have been selected, the "Add" button (circled above) should then be used to confirm the choices made and generate the data required.

It is possible to select a number of "layers" of comparative data by repeating this process. The most recent selection will always present at the head of the section (see example below).

In cases where the "Include in Data" column, within the "Assessments" area is set to "No" for a child this is taken into account within the statistics in the "Pupil Matrix" form. Where applicable the banner below will display at the head of the "Primary Data" or "Comparative Data" section.
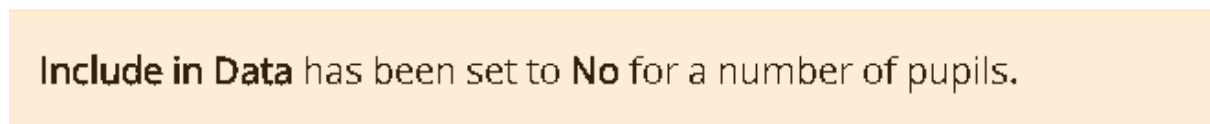
How do I generate Venn diagram reports?

The reports section provides users with a series of Venn diagrams which will show the number and percentage of pupils performing "Not on track" ("Below" and "Towards") or "On track" ("On track" and "Deeper Learning") in the core subject areas of "Reading", "Writing" and "Mathematics".

Below, are the filtration options that are available to enable users to generate the reports. For a specified academic year, selection can be based on "All years" (whole school), individual year groups or Key Stages 1 and 2 phases (see below). Searches can be further targeted by applying individual class and pupil characteristic filters.
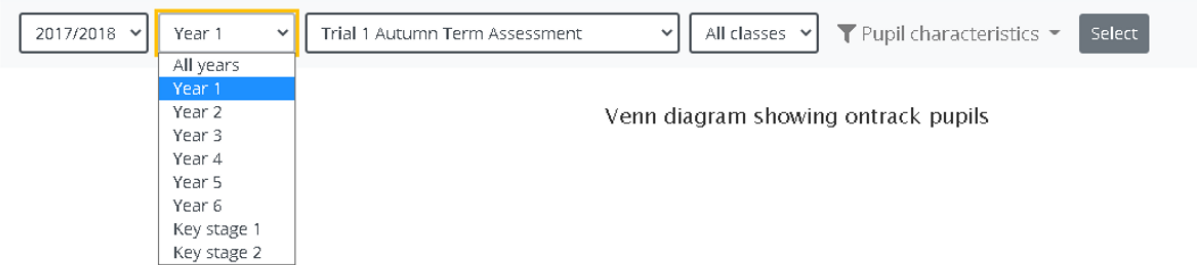
Once the required academic year has been selected:

i)   For individual year group data, select the relevant assessment period (i.e. "Trial 1 Autumn Term Assessment" in the example above) apply class and pupil characteristics if desired and then click "Select" to generate the Venn diagrams.

ii)   For "All years", "Key Stage 1" and "Key Stage 2" reports, select the relevant option, apply pupil characteristics if desired, and then press "Select". Please note these Venn diagrams are generated based on the latest tracking data entered for the year groups in question and not for a specified assessment period.

When generated the Venn diagrams will present as per the example below.
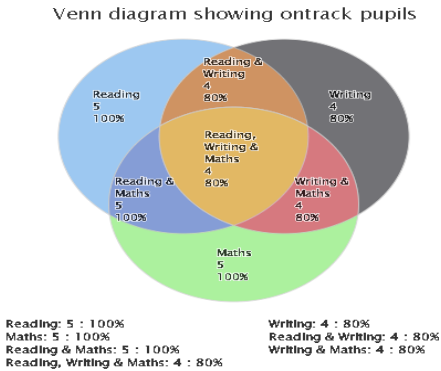
Reading, Writing & Maths

Pupil Name	Reading	Writing	Maths
CHILD 22, TEST	On track	Deeper learning	On track
CHILD 24, TEST	On track	On track	On track
CUCUMBER, CARL	On track	On track	On track
ORANGE, OLIVIA	On track	On track	On track

To view the names of the pupils that the numbers/percentages within each segment represent, simply click on the relevant area of the diagram and a list of the names will appear in alphabetical order. Following phase 3 development the assessment outcome will appear alongside the names of the child additionally (see above).

To remove the names and outcomes simply click on the relevant segment again and they will disappear.

In the case of the "All years", "Key Stage 1" and "Key Stage 2" reports due to the larger size of the list of children involved, a separate box will present, which contains a list of all the associated names in alphabetical order, with the subject outcomes outlined. This is also printable. To print the Venn diagrams, click on the 🖨 icon situated in the top right-hand corner of the "Reports" tab.

MAINTENANCE

How do I edit and create template questions for the Cohort and Pupil Progress Meeting Forms?

It is now possible for users to personalise the questions within the "Discussion areas" in both the individual pupil "Progress Meetings" and the "Cohort Progress Meetings" forms.

To do so users should access the option "Discussion Areas" from the "Maintenance" menu option (see right).

orts ▾   Maintenance ▾

Discussion Areas

This will present the screen below.

Discussion Areas

Add new

Cohort Progress Meeting

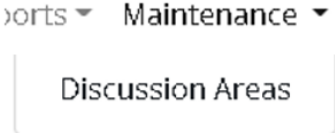| Discussion Area	Sort Order	Discussion Type	Start Date	End Date		
TEST QUESTION 1	1	Cohort	08-Sep-2022		Edit	Delete
Which areas are causing concern with children not making sufficient progress or meeting attainment expectations?	2	Cohort	08-Sep-2022		Edit	Delete
For those children who did not make sufficient progress- what were the barriers to this and how are we going to intervene?	3	Cohort	08-Sep-2022		Edit	Delete
What actions have you taken since the last meeting – what was the impact on attainment and progress?	4	Cohort	08-Sep-2022		Edit	Delete
General comments	5	Cohort	08-Sep-2022		Edit	Delete

Pupil Progress Meeting

Discussion Area	Sort Order	Discussion Type	Start Date	End Date		
Has this child recently been identified as causing concerns in terms of achievement and/or progress?	1	Pupil	17-Sep-2022		Edit	Delete
Are there specific reasons why this child has been identified for discussion in this meeting?	2	Pupil	17-Sep-2022		Edit	Delete
Has there been any additional support/intervention used during the last term that has impacted on childrens learning?	3	Pupil	17-Sep-2022		Edit	Delete
What are the barriers to their learning and how will these be overcome?	4	Pupil	17-Sep-2022		Edit	Delete
Comment on how the child has progressed from the last school based assessment.	5	Pupil	17-Sep-2022		Edit	Delete
Comment on how the child is progressing in terms to their last statutory assessment. (end of EYFS, KS1)	6	Pupil	17-Sep-2022		Edit	Delete
General comments	7	Pupil	17-Sep-2022		Edit	Delete

To amend or change the order of a question the "Edit" link against the respective questions (see above) should be used. To "Delete" a question the appropriate link should be clicked.

Discussion Areas - Edit

Description

Which areas are causing concern with children not making sufficient progress or meeting attainment expectations?

Sort Order

1

Start Date

08/09/2022

End Date

dd/mm/yyyy

Discussion Type

Cohort

✔ Save

When "Edit" is selected the proforma (above) will appear in which the required alterations should be made. Apart from the "Discussion Type" box, which is locked down, all the other areas are editable. The "Sort Order" box allows users to specify the order of the questions in the proforma and the "Start Date" and "End Date" boxes can be used to specify a time period that the question should be live for.

Once the changes are made the blue "Save" button (circled above) should be pressed to store the amendments.

Discussion Areas

Should a user wish to create an additional question to add to either of the template proformas they can do so by clicking on the "+ Add new" button (circled left).

The form (see right) can then be edited providing the details as required.

To ensure that the question is created and saved in the correct form the "Discussion Type" drop down box will present two options "Pupil" and "Cohort".

The appropriate selection should then be made. To secure the details the blue "Create" button (circled right) needs to be pressed.

Home   Assessments ▾   Pupils ▾   Submissions ▾   Reports ▾   Maintenance ▾

Discussion Areas - Create

Description

Sort Order

0

Start Date

18/09/2022

End Date

dd/mm/yyyy

Discussion Type

Cohort

✔ Create

Back to List

Please Note: Users will still be able to edit the questions in the individual pupil and cohort pro-formas if required.

STATUTORY DATA SUBMISSON **(available for Lancashire Maintained Schools and Academies within LEA Number 888 only)**

The statutory data submission functions for Phonics and Key Stage 1 SATS have now moved from the original tracker onto the Pupil Tracker Hub platform. We will write to schools, within each academic year, to advise them when they should use this function.

How do I submit Statutory Phonics Data to the Local Authority?

Home   Assessments ▼

Early Years

Key Stages

KS1 SATS Submission

Phonics Submission

To enter statutory Phonics data via the Pupil Tracker Hub, you need to go to the "Assessments" menu (see left) and select the option "Phonics Submission" **(Please note this function is only available to Lancashire maintained schools and Academies situated within LEA number 888).**

Once selected you will be presented with the screen (below). The pro-forma will always default to the current academic year. You then need to select either Year 1 or Year 2 using the drop down menu circled.
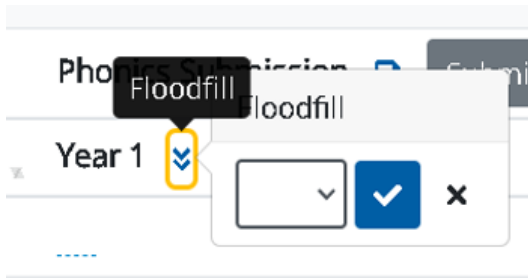
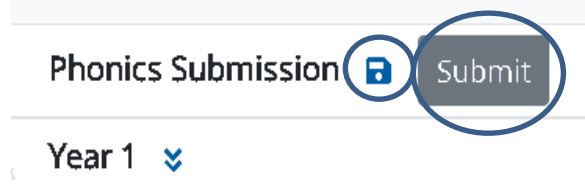| Pupil Details				Phonics Submission 🖫 Submit
Pupil	**UPN**	**DOB**	**Gender**	**Year 1** ⌄
CHILD 20, TEST	Q000000002831	01/09/2016	Male	-----
CHILD 21, TEST	Q000000002751	01/09/2016	Male	-----
CHILD 21, TEST	Q000000002832	02/09/2016	Female	-----
CHILD 22, TEST	Q000000002752	01/09/2016	Female	-----
CHILD 23, TEST	Q000000002753	01/06/2017	Male	-----
CHILD 24, TEST	Q000000002754	01/09/2016	Female	-----
CHILD AP 2, TEST	Q000000002879	01/09/2016	Female	-----
CHILD AP, TEST	Q000000002878	01/09/2016	Male	

Displaying 28 pupils

You are then in a position to begin to enter the data for each child within that year group. To do this if you click on the appropriate cell adjacent to each child's name (circled above) you will be presented with the list of options (see right). Once you have made the selection click on the tick and the entry will be secured.

Alternatively, you can use the ["Floodfill"](#) function (see page 26) to select a value which will appear for each child within the cohort. You can then change the individual values, where applicable, by altering the selection in the individual cell following the instructions above.

Once you have entered all the values it is important that you save them by clicking on the icon (circled right). The data is now ready to submit.

In order to send your data to the Local Authority you will need to click on the "Submit" button(circled above). This will present you with a disclaimer (see below) which you need to read and accept prior to submission. **Please note that the values entered will display alongside the respective child's record, within the "Assessments" area when they have moved into "Year 3".**

Submit Phonics ✕

I have authority from the Headteacher to confirm and submit these results which will be available to view within the "Assessments" area of the Pupil Tracker Hub.

Submitted By

> Philip Gittins

Submitted On

> 14/05/2023

Close	Submit

Once you have made your submission you will notice that the entries become locked down (see below), and can no longer be edited. Should you submit in error and need to make amendments you will need to contact us and we will arrange for the data to be unsubmitted

2022/2023	Year 1 ⌄	Select

Pupil Details				Phonics Submission 🔖
Pupil	UPN	DOB	Gender	Year 1 ⌄
CHILD 20, TEST	Q000000002831	01/09/2016	Male	37
CHILD 21, TEST	Q000000002751	01/09/2016	Male	22
CHILD 21, TEST	Q000000002832	02/09/2016	Female	A

Please note: Where a child has met the desired standard in the "Year 1" assessment you will not be able to provide an entry for them in "Year 2".

How do I submit Statutory KS1 SATS Data to the Local Authority?

Home   Assessments ▼

Early Years

Key Stages

KS1 SATS Submission

Phonics Submission

To enter statutory KS1 SATS data via the Pupil Tracker Hub, you need to go to the "Assessments" menu (see left) and select the option "KS1 SATS Submission" **(Please note this function is only available to Lancashire maintained schools and Academies situated within LEA number 888).**

Once selected you will be presented with the screen (below). The pro-forma will always default to the current academic year.

2022/2023	Select					KS1 SATS Submission 🖫 Submit			
Pupil Details									
Pupil		UPN	DOB	Gender	Reading ⤵	Writing ⤵	Maths ⤵	Science ⤵
CHILD 18, TEST 2		Q000000002748	01/09/2015	Female	WTS	GDS	EXS	EXS
CHILD 19, TEST		Q000000002749	01/09/2015	Male		EXS	EXS	HNM
CHILD 20, TEST		Q000000002750	01/05/2016	Female	WTS	GDS	EXS	A
CHILD 22, TEST		Q000000002833	03/09/2015	Male	WTS	EXS	EXS	EXS
CHILD 23, TEST		Q000000002834	04/09/2015	Female	EXS	EXS	EXS	HNM
CHILD A, TEST		Q000000002845	02/09/2015	Female	WTS	EXS	EXS	EXS
PAYNE, MICK		Z123456789012	01/10/2015	Male	WTS	GDS	EXS	EXS

You are then in a position to begin to enter the data for each child within that year group. To do this if you click on the appropriate cell adjacent to each child's name (circled above) you will be presented with the list of options (see right). Once you have made the selection click on the tick and the entry will be secured.

Reading ⤵

WTS

✔

WTS   PK1
            PK2
WTS   PK3
            PK4
EXS   WTS
            EXS
WTS   GDS
            A
WTS   EM

Alternatively, you can use the "Floodfill" function (see page 26) to select a value which will appear for each child within the cohort. You can then change the individual values, where applicable, by altering the selection in the individual cell following the instructions above

Once you have entered all the values it is important that you save them by clicking on the icon (circled right). The data is now ready to submit

KS1 SATS Submission 🔒 **Submit**

Reading ⌄   Writing ⌄

In order to send your data to the Local Authority you will need to click on the "Submit" button(circled above). This will present you with a disclaimer (see below) which you need to read and accept prior to submission. **Please note that the values entered will display alongside the respective child's record, within the "Assessments" area when they have moved into "Year 3".**

Submit KS1 SATS   ✕

I have authority from the Headteacher to confirm and submit these results which will be available to view within the "Assessments" area of the Pupil Tracker Hub.

Submitted By

Philip Gittins

Submitted On

14/05/2023

Close   Submit

Once you have made your submission you will notice that the entries become locked down (see below), and can no longer be edited. Should you submit in error and need to make amendments you will need to contact us and we will arrange for the data to be unsubmitted

2022/2023   Select

Pupil Details				KS1 SATS Submission 🔒	Submit
Pupil	UPN	DOB	Gender	Reading	Writing
CHILD 18, TEST 2	Q000000002748	01/09/2015	Female	WTS	GDS
CHILD 19, TEST	Q000000002749	01/09/2015	Male		EXS
CHILD 20, TEST	Q000000002750	01/05/2016	Female	WTS	GDS

OTHER
What about EYFSP?

Following Early Years Foundation Stage reforms the EYFS tracker was launched during the Autumn Term 2021.

Can I still use the old tracker?

The original version of the Pupil Tracker is still in operation and is currently the mechanism by which statutory Key Stage 1 and Phonics submissions can be made by existing subscribers.

A small number of administrative functions and the PIVATS On-line Analysis function also remain on the original tracker.

How do I set up users in school?

For the time being this functionality remains in the old tracker. Please see the previous guidance notes for help in doing this.

What are the system requirements and preferred internet browsers?

To use the Pupil 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.

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.

How do I contact the team for support?

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 Service Lancashire County Council Room 2:27, County Hall Preston Lancashire PR1 0LD
Telephone:	01772 531555
Twitter:	@lancsassessment
Email:	pst@lancashire.gov.uk

NOTES

APPENDIX
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