**Large primary school tracking exemplar**

Staff fill in the data when appropriate. These sheets are then used as a basis for termly meetings between the head teacher and class teacher. These provide a “high level” overview of pupil progress, and where appropriate jotter work and planning folders can be used to hone in on more specific details. Traffic lights are used to indicate both able pupils to ensure they are being pushed and pupils who are struggling to ensure interventions are put in place and to capture the progress they make. “Old” data is retained to ensure staff have a sense of the pupils’ progress across their school time.

In Column D, any related information about pupils is added to ensure teachers take this into account.

Predictions are made about when pupils will achieve levels. These can be changed or updated over time, but allow some moderation of standards and ensure staff plan for progression.



The Wider Achievement sheet tracks pupils’ involvement in clubs, competitions, etc. It is an opportunity for staff to identify if:

* the same pupils are always being picked for roles.
* any pupils are not attending any clubs or taking part in any hobbies; why might this be?
* any pupils have particular skill in an extra-curricular area – what can the school do to develop this?

