**Guide to using the Secondary tracking sheet**

Every tracking period, the data in the spreadsheet is updated with the most recent levels for each pupil. As it is being updated, an overall judgement is made on whether individual pupils are “On”, “Off” or “Over Target”, and this is noted in the spreadsheet in column D. Right now, a member of the management team does this.



In S1, data from P7 is included to ensure staff are taking account of pupils’ prior progress. The English and Maths entries in columns L and Q are based on the S1 teachers’ professional judgement.



In S2, pupils’ Maths sets are included, and in S3 SNSA results are incorporated.



On the far right, there are columns to note information related to SIMD, LAC, interventions, etc. For pupils with additional support needs, hyperlinks are used to include confidential pupil information, which includes background information and strategies to support the individual pupil. If staff click on the “Y” (indicating Yes), they are taken to a new panel which displays this confidential information.

