

# pupiltracker



EYFS Pupil Tracker Hub

USER GUIDE V2

October 2023

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## 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, which provides a much more flexible and simplified system, was launched in Autumn 2019 enabling schools to use it in a way that most suits their needs.

Following the model of its Key Stage 1 and 2 counterparts the new Early Years tracker will also reside within the "Pupil Tracker Hub" and has been designed in line with the New Early Years Foundation Stage Framework, which commenced in September 2021. Having invited early years practitioners to help with its redevelopment, this revised tracker is very much a school led facility.

This user-guide will take you through the process of adding children and their attainment data to your account, together with outlining the mechanisms for the generation of associated reports.

## Lancashire Pupil Tracker Terminology

As part of the development of the new tracker, the consultation group, made the decision to adapt the language for tracking so that judgements will fall into one of the two categories outlined below. It was decided that the terminology used would help schools to clarify their understanding of assessment.

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

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

For children who have 'gone beyond' the required skills/knowledge the teacher/school can choose to identify on the system. This is not a separate judgement and is for indication purposes. It is envisaged that any child's achievements identified in this way would be discussed during a pupil progress conversation.

## Future developments

The EYFS tracker has been constructed following extensive consultation with a working group of practitioners from the mainstream early years phase and private nursery sector.

Designed in line with the new EYFS framework this revised version of the tracker allows users to adopt greater flexibility and ownership of their data.

While we hope that this new element of the tracker meets all your needs in its current format, we are constantly seeking to improve its efficiency and functionality and with this in mind further meetings will take place with the development group in due course.

Additionally, we would also appreciate your comments, feedback and suggestions for improvements as we seek to enhance its capabilities further.

## GETTING STARTED

### Where do I find the EYFS tracker?

In order to log into the new EYFS tracker you will need to do so, by clicking on the link below:-

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

At this stage the old and the new tracker will continue to work concurrently. Eventually the two sites will be integrated and the functionality from the existing tracker will be moved over completely to the new site.

### How do I log in?

If you have an existing user account on the old tracker you can use the same log-in details to access the Pupil Tracker Hub.

If you have just subscribed to the tracker and are using it for the first time you will be emailed a username and password.

When you first log in 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.

The initial password you are sent when you first subscribe is a temporary one and is time limited. Therefore, when you first access the tracker using this you will be prompted to change it to something personal to you.

### How do I reset my password?

Click the 'Forgot your password' link on the Pupil Tracker Hub login page (see below) or contact the Pupil Tracker Support Team on (01772) 531555 or via [pst@lancashire.gov.uk](mailto:pst@lancashire.gov.uk) :

## Login to Pupil Tracker Hub

Please log in to your Pupil Tracker Hub account(s) with your supplied username and password.

UserName

Password

Login

[Forgot your password](#)



**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.**

### I'm having problems logging in

If you cannot login to the Pupil 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 Support Team (see contact details below) to reset it.
- Google Chrome (or another version) has saved an old password for the Tracker. Clearing internet history and cache can often rectify the issue.
- 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 your 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 Support Team on 01772 531555 or via [pst@lancashire.gov.uk](mailto: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 any phase of 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 Support Team via the helpline number (01772) 531555 or [pst@lancashire.gov.uk](mailto: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 the latest news, help and support. You can also order additional products from this page.

[Home](#) [Assessments](#) [Pupils](#) [Reports](#)

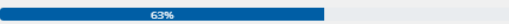
Welcome to the Lancashire County Council Pupil Tracker. This system will help you track and monitor children's progress throughout the Early Years, key stage one and key stage two and will help you to produce detailed analysis to facilitate any actions and interventions needed to ensure every child fulfils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



### Year 4 cohort

63% of your year 4 cohort (7/11 pupils) are on track in Maths

Progress



63%

« »

### News and updates

### Support

<a href="#">User guides</a>	<a href="#">Support materials</a>
<a href="#">Download KLIPS for english and maths</a>	<a href="#">Pupil Tracker news order</a>
<a href="#">PIVATS news order</a>	<a href="#">Contact us</a>

From the homepage (see above) you can view the latest Pupil Tracker News, before navigating around the website. The scrolling headline is a prominent feature of the homepage calculating 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 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 Support 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.

	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											

This upload process should also be followed by all those establishments wishing to add nursery children to the tracker. To obtain unique in-house UPNs for use within the tracker, private nurseries should contact the Pupil Tracker Support Team as outlined below.

Once you have completed the upload template, to arrange for a secure transfer of the pupil information you should contact the Pupil Tracker Support Team by email or telephone.



Email: [pst@lancashire.gov.uk](mailto:pst@lancashire.gov.uk)

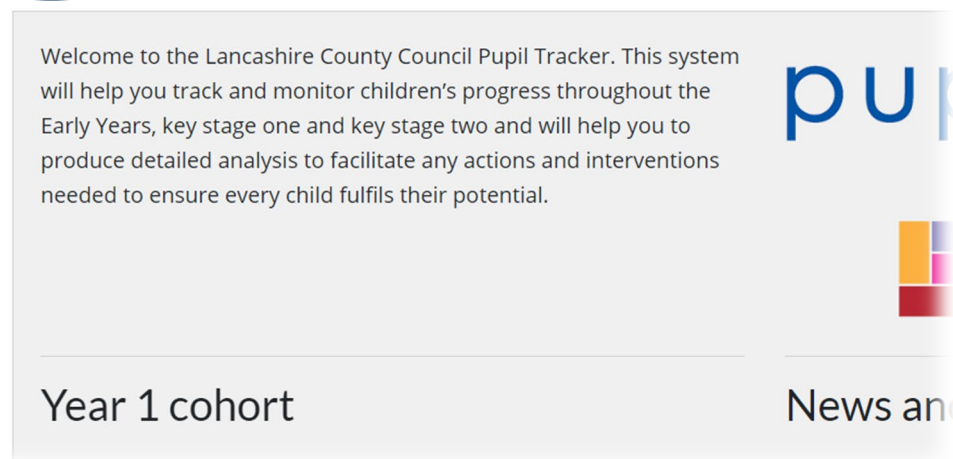
Telephone: 01772 531555

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.

Home Assessments Pupils



## 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.

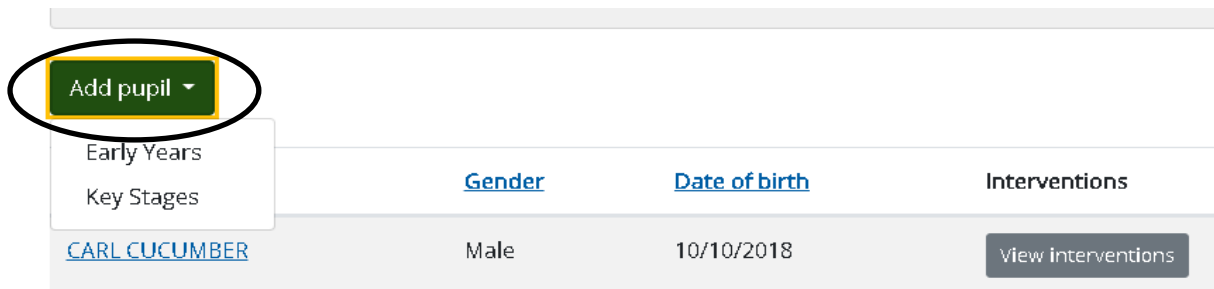
## Pupil selection list

Surname	UPN	Class	Year
<input type="text"/>	<input type="text"/>	Select ▼	Select ▼
Establishment			
<input type="text" value="99901 - LANCASHIRE TRAINING SCHOOL 1"/>			
<input type="button" value="Search"/>	<input type="button" value="Search and save selection"/>	<input type="button" value="Clear"/>	

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 Key Stage 1 and/or Key Stage 2 tracker as well you will be prompted to select which phase you are adding the pupil to.



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 mandatory UPN, Postcode and Ethnicity boxes are completed. 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

Postcode

Ethnicity  
Please select

Special Educational Needs  
Please select

Special Educational Needs Notes

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 should **only** be used to change a child's year group from the one they should be in based on their date of birth.

Options

Select all that apply

- Disadvantaged
- English Additional Language
- Pupil Premium

Custom (Optional)

Select all that apply

- Optional1
- Optional2
- Optional3
- Optional4
- Optional5
- Optional6

Save

[Back to list](#)

Optional groups will be prepopulated based on data within the census.

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.](#)

## 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 on the DfE website:

<https://www.gov.uk/government/publications/unique-pupil-numbers>

If you belong to a private nursery please contact the Pupil Tracker Support Team via [pst@lancashire.gov.uk](mailto: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

**Establishment**

00099 - GENERAL OFFICE



**Unique Pupil Number**

Q000000002510

**Surname**

CUCUMBER

**Forename**

CARL

**Date of Birth**

10

10

2018

**Class**

Red Robbins



**Year Override**

Please select



**Gender**

Male



**Postcode**

PR1 0LD

**Ethnicity**

Chinese



### Special Educational Needs

### Special Educational Needs Notes

### Options

Select all that apply

- Disadvantaged
- English Additional Language
- Pupil Premium

### Custom (Optional)

Select all that apply

- Attendance
- remote e
- Absence
- Attainment
- CUSTOM5
- CUSTOM6
  
- Archive Pupil?

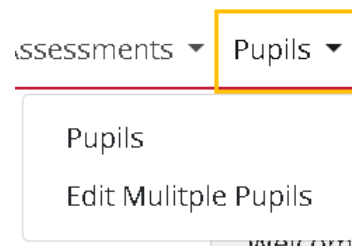


[Back to list](#)

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.

**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.

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



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).

Home Assessments ▾ Pupils ▾ Submissions ▾ Reports ▾ Maintenance ▾

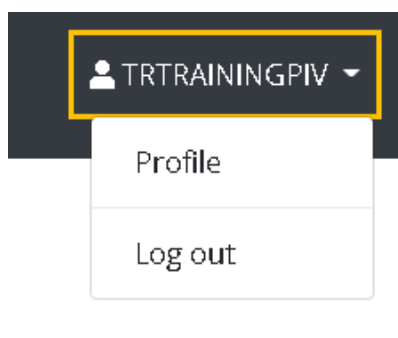
SURNAME UPN 00099 - GENERAL OFFI ▾ Year group ▾ Class group ▾ Pupil characteristics ▾ Select

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

**Save**

Pupil	UPN	Class	Include in Data	Alternative assessment	Male/Female	SEN	Ethnicity
APPLE, AMELIA	Q000000000599	Lilac Llamas	No	No	Female	No	Chinese
CHILD 1, TEST	Q000000002731	....	Yes	No	Male	No	Not Obtained
CHILD 10, TEST	Q000000002740	....	Yes	No	Female	No	Not Obtained
CHILD 11, TEST	Q000000002741	....	Yes	No	Male	No	Not Obtained
CHILD 12, TEST	Q000000002742	....	Yes	No	Female	No	Not Obtained
CHILD 14, TEST	Q000000002744	Green Giraffes	Yes	No	Female	No	Not Obtained
CHILD 15, TEST	Q000000002745	....	No	No	Male	No	Not Obtained

## 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. When 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

## How do I edit Class Names?

In a similar approach to the editing of the custom filters, class names can now 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. To edit these, users should select the option "Profile" (see section on [editing custom filters](#) above) 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.

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. Once entered you will then need to secure the entries you have made, using 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 to [individual pupil records](#) 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

+ Add intervention

Academic year	Assessment	Details
2021/2022	Trial 2 Autumn Term Assessment	Number Intervention

[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

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

## 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 Support Team can retrieve these children for you.

<a href="#">SUSIE SATSUMA</a>	Female	20/12/2009	<a href="#">View interventions</a>	<input type="checkbox"/>
<a href="#">SARAH STRAWBERRY</a>	Female	20/12/2009	<a href="#">View interventions</a>	<input checked="" type="checkbox"/>
<a href="#">CAROL VORDERMAN</a>	Male	24/01/2014	<a href="#">View interventions</a>	<input type="checkbox"/>

Archive pupils

# ASSESSMENTS

## What does the assessment page look like?

To view data relating to a certain year group within a specific academic year, select the appropriate options from the filters below.

Initially the default position is that all pupil characteristics are switched off on screen. Once switched on, see instruction below, you can further target your search by switching characteristics on and off as desired, e.g. gender, FSM etc.

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

Home Assessments Pupils Reports Maintenance

2020/2021 Reception Pupil characteristics Select

Trial 1 Autumn Term Assessment

Communication and Language Personal, Social & Emotional Development

Pupil	Include in Data	CUSTOM 1	CUSTOM 2	CUSTOM 3	CUSTOM 4	CUSTOM 5	CUSTOM 6	Listening, Attention and Understanding	Speaking	Self-Regulation	Managing Self
HIGH, HADISA	Yes	Yes	No	No	No	Yes	No	....	....	....	....
HIGH, HARRIETT	Yes	No	No	No	No	No	Yes	....	....	....	....
HIGH, HARRISON	Yes	No	No	No	Yes	No	No	....	....	....	....
HIGH, HARRY	Yes	No	No	No	No	No	No	....	....	....	....
HIGH, HATTIE	Yes	No	No	No	No	No	Yes	....	....	....	....
HIGH, HECTOR	Yes	No	No	No	No	No	No	....	....	....	....
Total number Below								0	0	0	0
% Below								0.00	0.00	0.00	0.00
Total number On track								0	0	0	0
% On track								0.00	0.00	0.00	0.00
Total number Emerging											
% Emerging											

Initially all pupils will be included in the calculations. To remove a pupil from them, change 'Yes', under 'Include in Data', to 'No' by clicking within the cell, selecting and then applying the change using the tick button.

Custom groups can be used to suit your schools needs e.g. to flag late arrivals. For details of how to edit these please see section above re [custom filters](#).

To create an assessment period use the '+' icon. Please see the instructions [below](#) for details.

2020/2021 Reception Pupil characteristics Select

### End of Year Early Learning Goals

Pupil	Notes	Communication and Language				Personal, Social & Emotional Development			Physical Development		Literacy	
		Listening, Attention and Understanding	Speaking	Self-Regulation	Managing Self	Building Relationships	Gross Motor Skills	Fine Motor Skills	Word Reading	Compreher		
HIGH, HADISA	...	Emerging	Expected	...	Emerging	Expected	...	Emerging	Expected	...		
HIGH, HARRIETT	...	Emerging	Expected	...	Emerging	Expected	...	Emerging	Expected	...		
HIGH, HARRISON	...	Emerging	Expected	...	Emerging	Expected	...	Emerging	Expected	...		
HIGH, HARRY	...	Emerging	Expected	...	Emerging	Expected	...	Emerging	Expected	...		
HIGH, HATTIE	...	Emerging	Expected	...	Emerging	Expected	...	Emerging	Expected	...		
HIGH, HECTOR	...	Emerging	Expected	...	Emerging	Expected	...	Emerging	Expected	...		

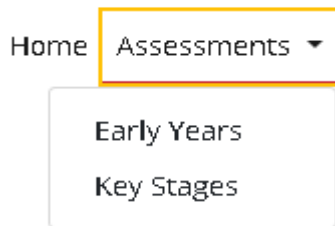
Total number Below											
% Below											
Total number On track											
% On track											
Total number Emerging	0	0	0	0	0	0	0	0	0	0	0
% Emerging	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total number Expected	0	0	0	0	0	0	0	0	0	0	0
% Expected	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Average ELG score											

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' symbol and toggle the sections on and off including the custom filters. This function should also be used to access the "End of Year Early Learning Goals".

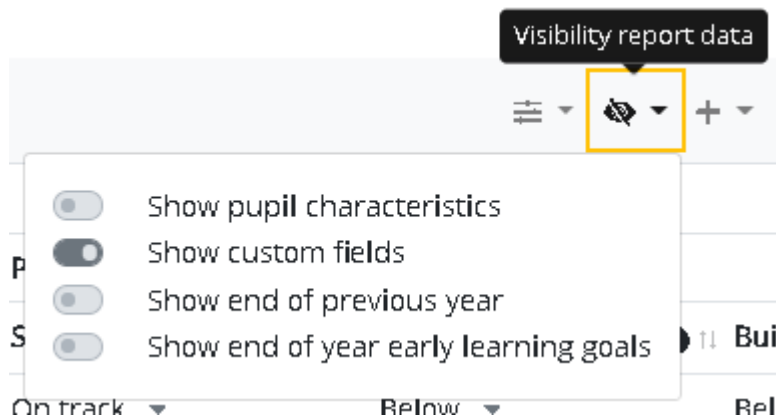
To generate an Excel spreadsheet of the "Assessment" tab with selected filters applied users should select the "Screen data" option from the download function. To generate the spreadsheets for all the nursery and reception cohorts (where applicable) within the academic year selected use the "All data" option.

## Managing the view within the "Assessments" tab.

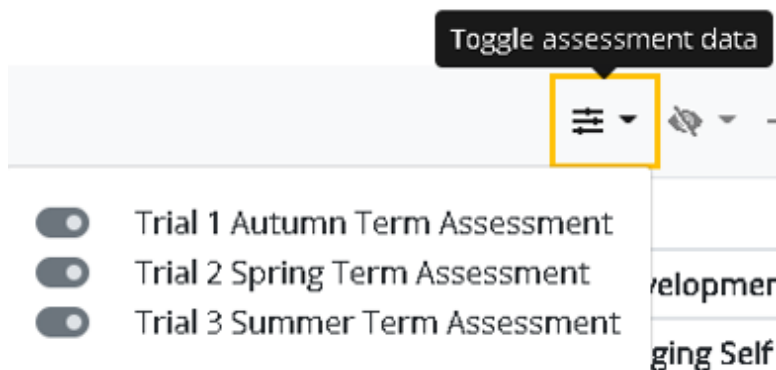


To access the "Assessments" area users should use the down arrow to the right of the word "Assessments" (available via the menu options at the head of the page) and select the "Early Years" option. Please note that "Key Stages" will only be available as an option if your school subscribes to the Key Stage 1 or 2 aspect of the tracker as well.

Once the "Assessments" area 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 below). Similarly, this is the menu function from which "custom fields" and the "end of year early learning goals" can all be turned on (displayed) and off (hidden). Please note the "end of year early learning goals" option is only available in the "Reception" cohort.



A further option available to users is the "Toggle assessment data" function (see below). This function (see below) allows users to manage which assessments they wish to view on screen by switching them on (displayed) and off (hidden).



Using the "Pupil characteristics" filter (see below) it is possible to further target your view to display only the records of those children which meet selected 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 categorised as "Disadvantaged" you would click on the options "Male" and "Yes" respectively (see below) and then click on "Select" (also circled below) to apply the filter.

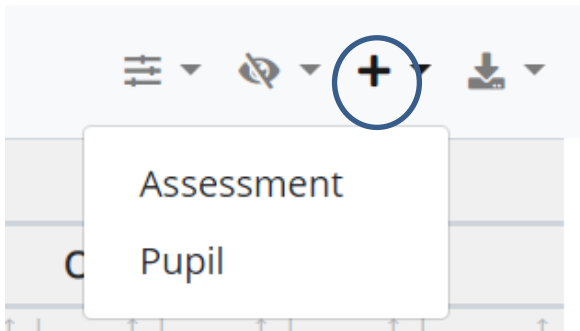
Please note: The filters will remain in place until they are "Reset" (circled below) or you leave the selected year group you are currently working on or the "Assessments" area entirely.

The screenshot shows a filter interface for 'Pupil characteristics'. At the top left, the text 'Pupil characteristics' is followed by a downward arrow and a 'Select' button. Below this is a list of filters: Intervention, Gender, Summer born, SEN, Ethnicity, PP, Disadvantaged, EAL, CUSTOM 1, CUSTOM 2, CUSTOM 3, CUSTOM 4, CUSTOM 5, and CUSTOM 6. Each filter has a set of buttons or a dropdown menu. The 'Disadvantaged' filter has 'All', 'Yes', and 'No' buttons, with 'Yes' circled in yellow. The 'Reset' link is located in the top right corner and is circled in blue.

Filter	Options
Intervention	All Yes No
Gender	All Male Female
Summer born	All Yes No
SEN	All
Ethnicity	All
PP	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".



Once selected the pro-forma below will appear.

Assessment ×

---

Assessment name

Assessment date

Years

Nursery 1     Nursery 2     Reception

Name and date the assessment

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

Once you have completed the sections above you can then click on the button entitled "Submit" and the desired year groups will populate with the assessment you have created.

## 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).

Home Assessments ▾ Pupils Reports ▾ Maintenance ▾

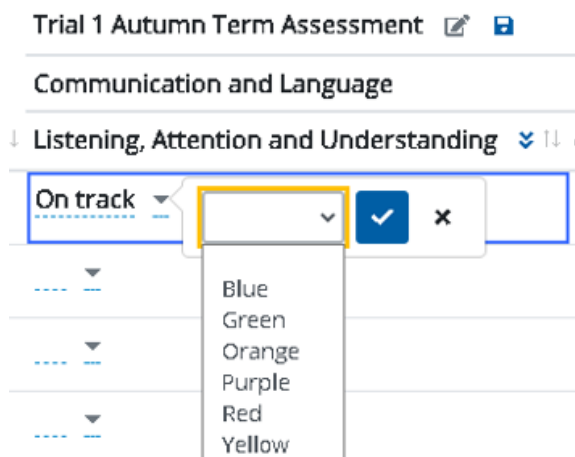
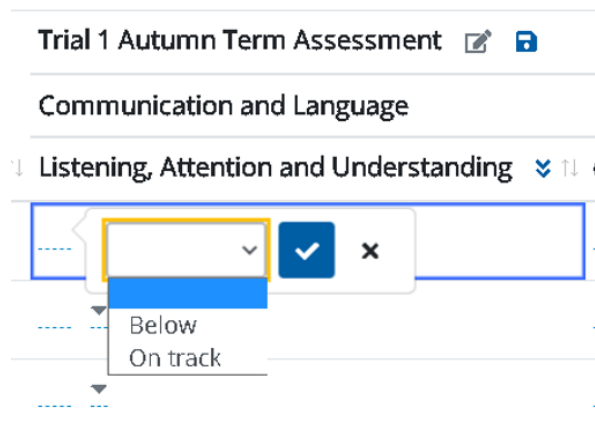
2020/2021 ▾ Reception ▾ Pupil characteristics ▾ Select

Trial 1 Autumn Term Assessment

Communication and Language Personal, Social & Emotional Development

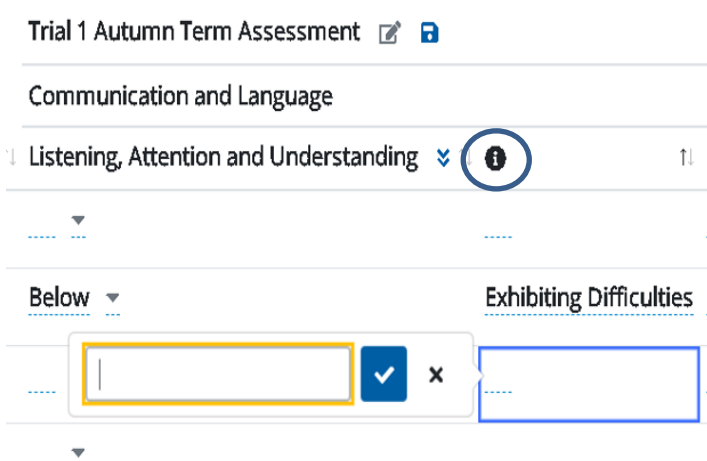
Pupil	6 Listening, Attention and Understanding	Speaking	Self-Regulation	Managing Self
HIGH, HADISA	Below	Displays Difficulty	On track	Encouraging Progress
HIGH, HARRIETT	On track	Good progress made	On track	Expected Level
HIGH, HARRISON	On track	Excellent progress	Below	Displays Difficulty
HIGH, HARRY				
HIGH, HATTIE				
HIGH, HECTOR				
Total number Below	1	1	0	0
% Below	2.78	2.78	0.00	0.00
Total number On track	2	2	0	0

To submit an individual judgement, 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 button. To leave a cell blank, you should select the *blank* situated above the word "Below".



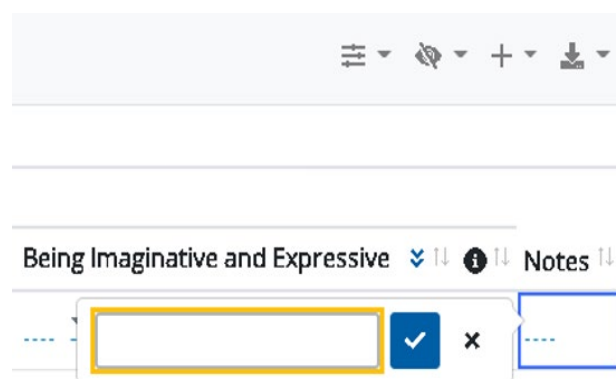
To enable users to apply a colour to highlight cases where a child who is assessed to be "On track" but has 'gone beyond' the desired skills and knowledge, you can select from the palette of colours available via the drop-down arrow to the right of the judgement applied (see left). Once a colour has been selected click on the tick button to secure.





In addition to the cell in which you can add a tracking judgement, in the EYFS tracker each area of development is accompanied by a column headed with an "i"(circled left). This enables the user to enter free text to provide further context to the tracking judgement supplied. To secure the wording once entered you need to click the tick button.

Finally, at the end of each assessment period that is created a "Notes" column (see right) is provided. This is an optional free text box that enables users to enter any comments in relation to the whole assessment period for the child in question. Again, use the tick box to secure your wording.



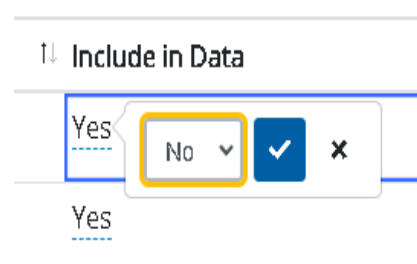
**Data will autosave every five minutes, however as good practice you should always click save within the assessment tracking area before leaving the page.**

## How do I 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."

2023/2024 ▾ Reception ▾ Pupil characteristics ▾ Select

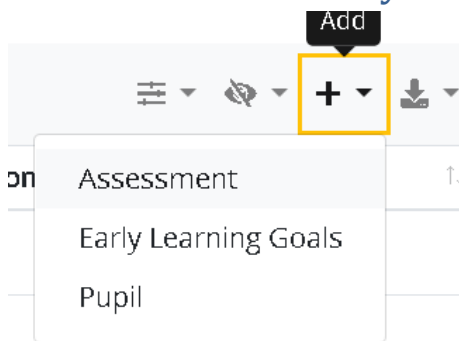
Include in Data has been set to No for a number of pupils.

Pupil Details 

Pupil	Include in Data	Attendance	remote e	Absence	Attainment	Good Progress
CHILD A, TRIAL 	No	No	No	No	No	No
CHILD B, TEST 	Yes	No	No	No	No	No

To switch the child's data back on "No" should be changed to "Yes" and then saved using the icon circled (above). The statistics and associated reports will then amend accordingly.

### How do I add end of year early learning goals?



Firstly the "End of year early learning goals" aspect needs to be created. To do this, users should select the option "Early Learning Goals" from the dropdown menu facilitated using the "+" icon which is also used to create an assessment (see left).


You will then be presented with the box (see right) and asked to specify a date upon which the "end of year early learning goals" are to be completed. Finally, you need to click the "Submit" button and the section is ready for completion.

Assessment ✕

---

Assessment name

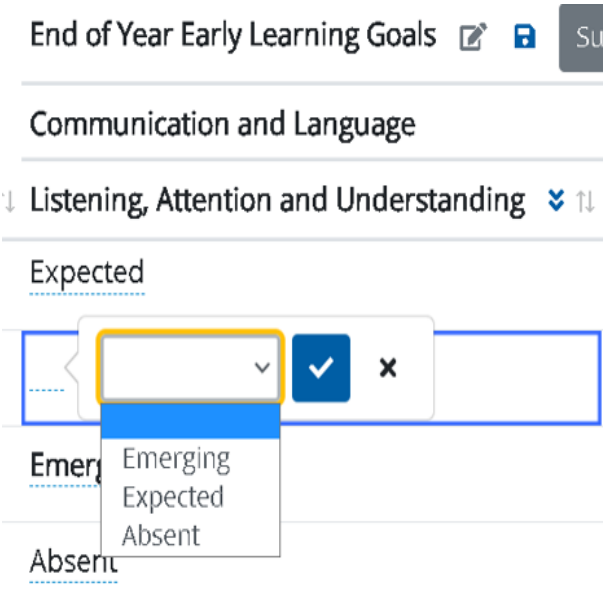
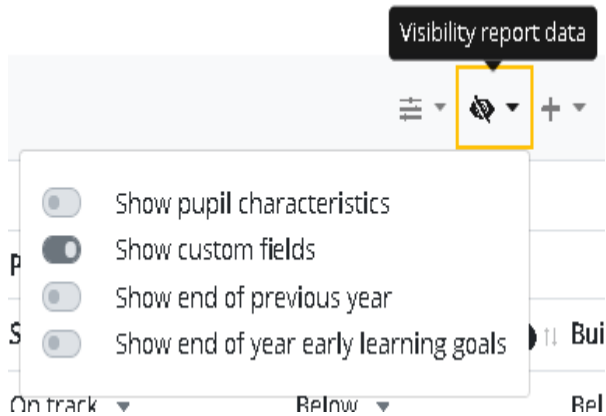
Assessment date

Delete
Close
Submit

Once created the default position is that the "end of year early learning goals" entry option is switched off until it is needed at the end of the "Reception" cohort. To activate this area for data entry simply turn it on using the "Visibility report data" icon.

For the "Reception" year only, once selected, this area presents the seventeen areas of development into which the end of year Early Learning Goals can be submitted.



In a similar approach to the general tracking data, entries can be made via individual cells or by [using the flood-fill facility](#) (see instructions below).

The values in the end of year early learning goals section are of course different, i.e. "Emerging", "Expected" and "Absent" but the principle of selection remains the same. To submit an individual entry, click within the appropriate cell to access the drop-down list of options using the down arrow (see above), highlight your selection and then apply using the tick button. To leave a cell blank, you should select the *blank* situated above the word "Emerging".

**Please note:** Where "Absent" is selected as an option all seventeen areas of development will populate with this entry and a "0" will present in the "ELG Total Score" column, see below.

Within the "end of year early learning goals" section following the first twelve areas of development you will see a column entitled "Good Level of Development". This has been incorporated to generate a "Yes" (highlighted in green) value where a child is deemed to be performing as "Expected" in each of the twelve preceding areas, or a "No" (highlighted in red) where a child is judged to be "Emerging" in any of those areas (see right).

Mathematics		
Number	Numerical Patterns	Good Level of Development
Emerging	Emerging	No
Expected	Expected	Yes
Expected	Emerging	No
Expected	Expected	No
Emerging	Expected	No

Being Imaginative and Expressive	ELG Total Score
Expected	5
Expected	28
Expected	13
Expected	8
Emerging	6
Expected	7

The remaining five areas of development are situated directly after the "Good Level of Development" column. Once completed they contribute to the "ELG Total Score" column (see left). A value based on the outcomes in each of the seventeen areas of development will calculate in this column. Where a child is deemed to be "Emerging" they score a 1, in those areas where they are judged to be "Expected" they score a 2.

Based on the number of children within the "Reception" cohort the "Average ELG score" will calculate at the foot of the "ELG Total Score" 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.**

### Submission of Statutory "End of Year Early Learning Goals" (function for Lancashire maintained schools only).

To enable Lancashire maintained schools to submit their statutory "End of Year Early Learning Goals" to the local authority a submission button has now been added to the "Assessments" area of the tracker.

Having added and saved your entries, [see process above](#), the submission button (circled right) should be used to submit "End of Year Early Learning Goals".

End of Year Early Learning Goals	
Communication and Language	
Listening, Attention and Understanding	Speaking
Emerging	Expected
Absent	Absent
Expected	Expected

Submit Early Learning Goals

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

Submitted By  
Philip Gittins

Submitted On  
09/06/2022

Close Submit

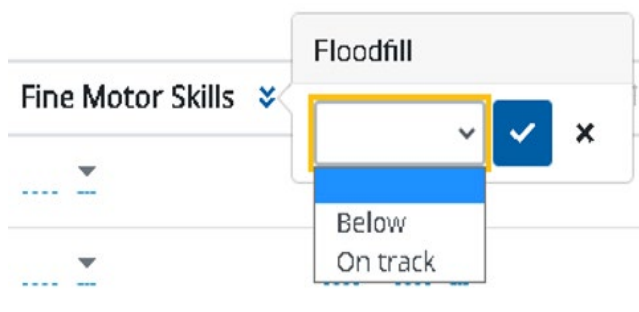
Having pressed the button outlined above, the prompt box (see left) will appear and requires the user to confirm that they have the authority on behalf of their headteacher to "Submit" the "End of Year Early Learning Goals"

Once submitted this section will then be locked down and unavailable for edit.

Should a school submit in error and need to amend they should contact the Pupil Tracker Team to unlock. **This function is only available to Lancashire maintained schools and should not be used by schools from other authorities.**

## How do I flood-fill my judgements?

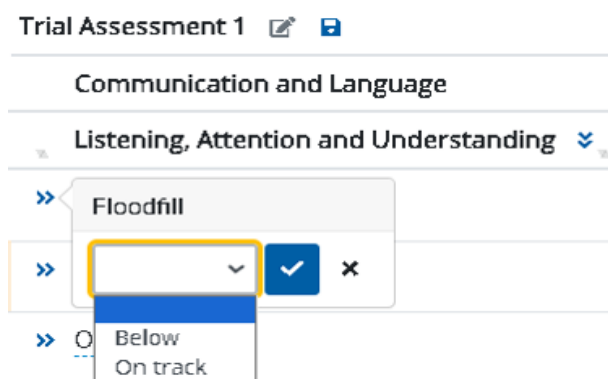
Available as a function within each assessment created and also within the "end of year early learning goals", the flood-fill facility has been enhanced to enable users to select or enter a value to populate an entire column and now row.



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. 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 clicking on the relevant cell selecting the appropriate judgement from the drop-down list, and then clicking the tick button to make the change.

Given the large number of "Areas of Development" the tracker now enables users to flood-fill an entire row with outcomes for an individual child.



As you can see from the screen print (left), whenever assessments or indeed "End of Year Early Learning Goals" are created, two arrows pointing right, circled, will appear at the beginning of the row.

This enables the user to select an option which will populate each of the seventeen "Areas of Development" for the child in question.

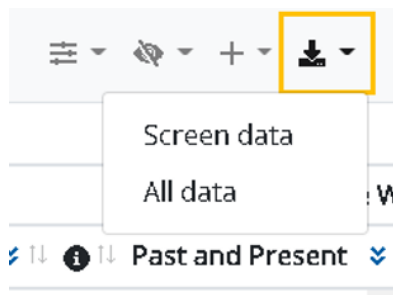
Where the function is used in respect of a general assessment the options available are a blank cell, "Below" and "On track".

For "End of Year Early Learning Goals", users can select a blank cell, "Absent", "Emerging" and "Expected".

Once an option has been highlighted the tick box should be pressed and then the entire row will populate with that outcome for the pupil. Users can then alter individual cells as appropriate.

**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 download and print assessments?



Within the "Assessments" area 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 phase ("All data") within the academic year selected. Selecting either option will generate an excel spreadsheet that you can save, format or print as required.

These spreadsheets will contain colours where applied and will also include 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 cumulative total number of pupils within the phase.

The "All data" spreadsheet will also be structured so that the assessments that present will be ordered by by year group and in date order (i.e. where applicable all nursery assessments will be grouped together in date order, before the reception assessments display).

## SUMMARY DATA

### What data does the tracker produce?

Underneath every respective area of development within each assessment period and additionally in the "end of year early learning goals" section are a series of numbers and percentages at the foot of the "Assessments" tab (see below).

For every assessment period created, at the foot of each column representing the seventeen areas of development are statistics to show the total and percentage of pupils performing "Below" and "On track".

Similarly in the "end of year early learning goals" section once activated ([see above](#)) the statistics at the foot of each column will display the total number and percentage of pupils performing at "Emerging" or "Expected" for each of the areas of development.

The final column in the "end of year early learning goals" section is entitled "ELG Total Score" and provides a cumulative total for each child based on their judgements at the end of the reception year ([see above for calculation details](#)). At the foot of the column alongside the title "Average ELG score" is a figure which provides the average score for the full cohort.

Total number Below	3
% Below	8.33
Total number On track	3
% On track	8.33
Total number Emerging	
% Emerging	
Total number Expected	
% Expected	
Average ELG score	
Displaying 36 pupils	

## REPORTS

Reports ▾

Early Years

Reception Cohort Progress Meetings

Full Report

Venn Diagram

When selecting the "Reports" section, underneath the sub-heading "Early Years" you will be presented with three different options (see left). Please note if you subscribe to the Key Stage 1 and/or Key Stage 2 tracker as well the sub-heading "Key Stages" will also present.

The "Full Report" provides users with a table of data demonstrating the number and percentages of pupils performing "Below" or "On track" in each of the seventeen areas of development.

The "Venn diagram" option enables users to generate a report which will show the numbers and percentages of children performing "Below" and "On track" in the areas of development contained within each of the following categories:

- Communication and Language
- Personal, Social & Emotional Development
- Physical Development
- Literacy
- Mathematics

The "Reception Cohort Progress Meetings" function allows users to complete a progress meeting form for the reception cohort.

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

Within the EYFS tracker users can generate a table of data that will provide a breakdown of the number and percentage of the children who are performing "Below" and "On track" within all of the seventeen areas of development within a specific assessment period.

2021/2022 ▾	Nursery 1 ▾	Trial 1 Autumn Term Assessment ▾	All classes ▾	⌵ Pupil characteristics ▾	Select
	Nursery 1 Nursery 2 Reception				
Areas of Development					
Total Number Below					
% Below					

Using the filters supplied (see below) subscribers can generate this report for a specific academic year, phase (Nursery 1, Nursery 2 or Reception as appropriate), and assessment period.

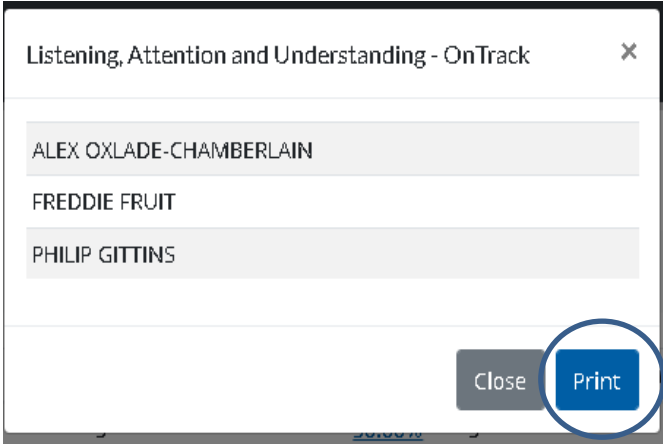
The report can be further refined by selecting a specific class and selecting pupil characteristics.


Once the report is generated (see below) it is possible to view the names of the associated children by clicking on the underlined percentage figure which will then



generate a pop-up box containing the names of the associated children in alphabetical order.

Areas of Development	Total Number Below	% Below	Total Number On-Track	% On-Track	Num Pupils
Listening, Attention and Understanding	3	50.00%	3	50.00%	6
Speaking	3	50.00%	3	50.00%	6
Self-Regulation	2	33.33%	4	66.67%	6
Managing Self	4	66.67%	2	33.33%	6
Building Relationships	2	33.33%	4	66.67%	6
Gross Motor Skills	3	50.00%	3	50.00%	6
Fine Motor Skills	2	33.33%	4	66.67%	6
Word Reading	3	50.00%	3	50.00%	6
Comprehension	2	33.33%	4	66.67%	6
Writing	3	50.00%	3	50.00%	6
Number	2	33.33%	4	66.67%	6
Numerical Patterns	2	33.33%	4	66.67%	6
Past and Present	3	50.00%	3	50.00%	6
People, Culture and Communities	3	50.00%	3	50.00%	6
The Natural World	2	33.33%	4	66.67%	6
Creating with Materials	3	50.00%	3	50.00%	6
Being Imaginative and Expressive	3	50.00%	3	50.00%	6



Both the list of pupil names and full table are printable; the table by selecting the  icon and the list of pupils names by using the "Print" button (circled left).

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

### How do I generate Venn diagram reports?

In addition to the "Full Report" the EYFS tracker provides users with a series of Venn diagrams which will show the number and percentage of pupils performing "not on track" ("Below") or "On track" in the areas of "Communication and Language", "Personal, Social & Emotional Development", "Physical Development", "Literacy" and "Mathematics".

Below, are the filtration options that are available in this report.



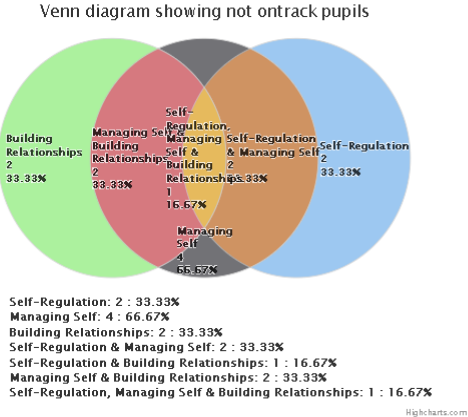
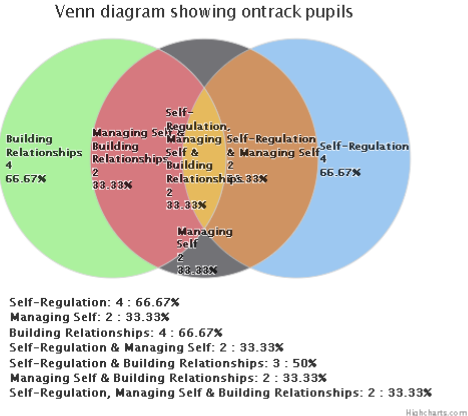
Venn diagram showing ontrack pupils

To generate the reports users should:

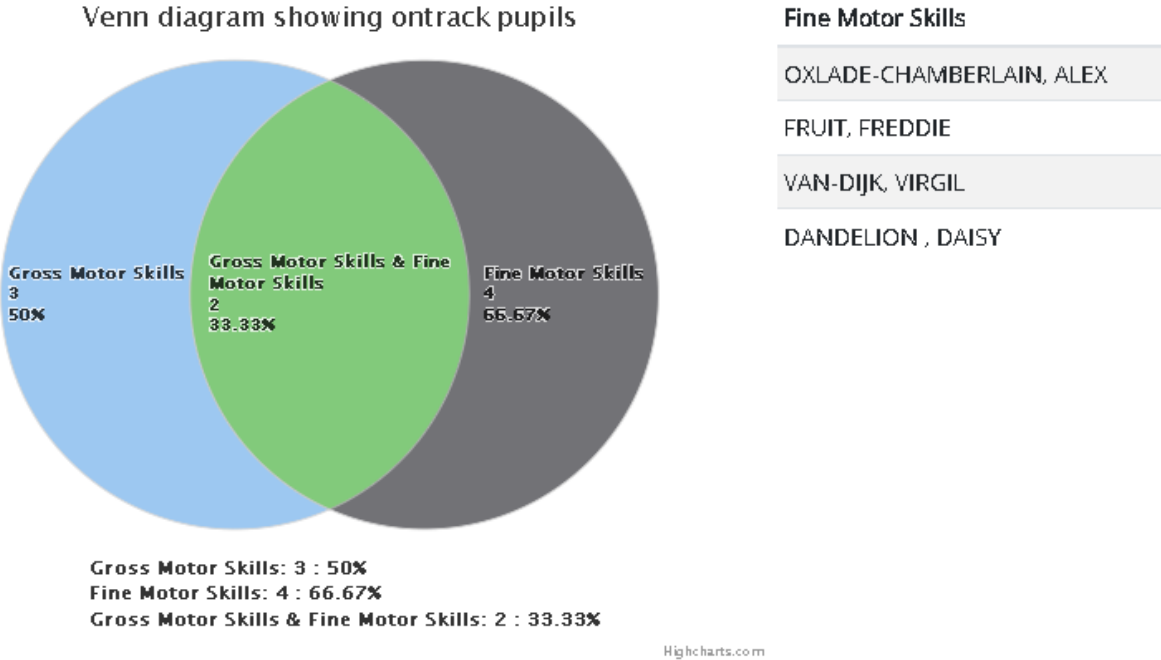
- i) Specify the academic year
- ii) Select the year group (Nursery 1, Nursery 2, or Reception)
- iii) Choose which assessment period you want to generate the reports for (Please note these are the assessments you have created within the "Assessments" area – the reports can only generate if they have been populated with data)
- iv) Decide whether you would like to generate for a specific class, the default option is "All classes"
- v) Nominate which of the five sub-headings ("Communication and Language", "Personal, Social & Emotional Development", "Physical Development", "Literacy" and "Mathematics") you would like to generate the report for
- vi) Finally, the "Pupil Characteristics" filter will allow you to further target the report (e.g. "Gender", "Summer Born" etc.)

Having set all the parameters once the "Select" button (circled above) is pressed the report will generate. Below is an example of a report that has been generated for the area of "Personal, Social and Emotional Development" (comprising of the areas of development for "Self-Regulation", "Managing Self" and "Building Relationships").

2021/2022 | Reception | Autumn Term 2021 Assessment | All classes | Personal, Social & Emotional Development | Pupil characteristics | Select



In a similar approach to the ["Full Report"](#) 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 as per the screen print below.

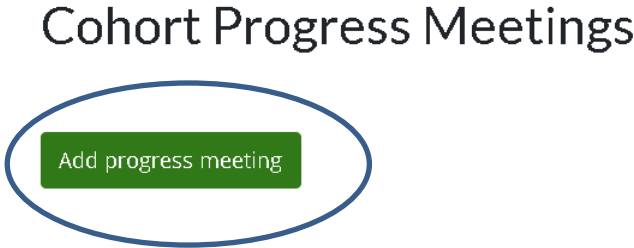


To remove the names simply click on the relevant segment again and they will disappear.

To print the Venn diagrams, click on the  icon situated in the top right-hand corner of the "Reports" tab.

### How do I generate and complete the "Reception Cohort Progress Meetings" Form?

Having selected the "Reception Cohort Progress Meetings" form users will have the option to "Add progress meeting" (see below).



This will present you with the form, see below, that is ready for you to complete.

**Please Note: This function applies only to the reception cohort within the current academic year.**

## Cohort Progress Meeting

Class

Teacher

Date

Assessment

If you have more than one class within the reception cohort the meeting form can be individualised accordingly from the drop-down list.

Areas of Development									
	LAU	SP	SR	MS	BR	GMS	FMS	V	
% below	83	75	83	8	17	8	0	0	
% below previous assessment									
% ontrack	8	17	8	83	75	83	0	0	
% ontrack 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 "Areas of Development". Where no previous assessment has been undertaken, within the year, these cells will be blank.

The numbers displayed are rounded to whole percentages and are worked out based on the number of children in the cohort.

Discussion Areas		
Question	Notes, including identification of area of learning	Agreed next steps if applicable
Are there areas of learning that are causing concern with a significant number of children assessed as working 'below'?	<input type="text"/>	<input type="text"/>
Which children are assessed as working 'below' and causing concern?	<input type="text"/>	<input type="text"/>
Are there any areas of learning that are performing better than expected?	<input type="text"/>	<input type="text"/>

All the questions within the "Discussion Areas" section are editable so that they can be adjusted to meet your setting's individual needs.

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

### 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

Barrier to learning and proposed support

Agreed next steps if applicable

**Add** **Delete**

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)

### Targeted Support

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

Areas of Development

Comments

Pupil Names

**Add** **Delete**

Select "Areas of Development" 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)

### Specific Groups

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

Areas of Development

Group Names

Comments

**Add** **Delete**

**Save** [Back to list](#)

Add "Areas of Development" 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.

Once saved the progress meeting forms will log chronologically with the most recent first. These can then be edited or deleted using the buttons provided.

## Cohort Progress Meetings

[Add progress meeting](#)

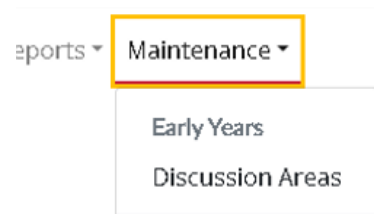
Teacher Name	Date		
Joe Bloggs	11/03/2022	<a href="#">Edit</a>	<a href="#">Delete</a>
Paul Adamson	11/03/2022	<a href="#">Edit</a>	<a href="#">Delete</a>

## MAINTENANCE

### How do I edit and create template questions for the Cohort Progress Meeting Form?

It is now possible for users to personalise the questions within the "Discussion Area" of the "Cohort Progress Meeting" forms.

To make amendments users need to select the option "Discussion Areas" under the sub-heading "Early Years" (see right) this will present them with the screen (below).



Home Assessments Pupils Submissions Reports Maintenance

### Discussion Areas

#### Cohort Progress Meeting

[+Add new](#)

Discussion Area	Sort Order	Discussion Type	Start Date	End Date
Are there areas of learning that are causing concern with a significant number of children assessed as working 'below'? Added Text	1	Cohort	25-Sep-2022	<a href="#">Edit</a> <a href="#">Delete</a>
Which children are assessed as working 'below' and causing concern?	2	Cohort	25-Sep-2022	<a href="#">Edit</a> <a href="#">Delete</a>
Are there any areas of learning that are performing better than expected?	3	Cohort	25-Sep-2022	<a href="#">Edit</a> <a href="#">Delete</a>
Has there been any additional support/intervention used during the last term that has impacted on children's learning?	4	Cohort	25-Sep-2022	<a href="#">Edit</a> <a href="#">Delete</a>
Are there any specific children who have not made progress since the last school based assessment?	5	Cohort	25-Sep-2022	<a href="#">Edit</a> <a href="#">Delete</a>
Are there any children that need to be supported to ensure achievement of Good Level of Development (GLD)?	6	Cohort	25-Sep-2022	<a href="#">Edit</a> <a href="#">Delete</a>
General comments	7	Cohort	25-Sep-2022	<a href="#">Edit</a> <a href="#">Delete</a>

When "Edit" is selected the proforma (below) 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 proformas and the "Start Date" and "End Date" boxes can be used to specify a time period that the question should be live if necessary.

[Home](#) [Assessments](#) [Pupils](#) [Submissions](#) [Reports](#) [Maintenance](#)

## Discussion Areas - Edit

Description

Are there areas of learning that are causing concern with a significant number of children assessed as working 'below'? Added Text

Sort Order

1

Start Date

25/09/2022

End Date

dd/mm/yyyy

Discussion Type

Cohort

Save

[Back to List](#)

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

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 right).

## Discussion Areas

+ Add new

This will present them with the template (below) which they can complete as required. Once they have entered all the necessary information the blue "Create" button (circled below) should be clicked to store the question on the system.

## Discussion Areas - Create

Description

Sort Order

0

Start Date

02/10/2023

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 cohort pro-forma if required.**

## OTHER

### Can I still use the old tracker?

Yes, this will continue to run alongside the new Tracker Hub for the foreseeable future. While it is strongly recommended that all EYFS assessments are entered using the Pupil Tracker Hub, some features, predominantly a number of the admin functions, will remain in the old tracker for the time being.

### 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.

### How do I submit my Phonics and KS1 end of year statutory assessments to LCC?

For the time being the Phonics and Key Stage 1 submission remain on the original pupil 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:

Pupil Tracker Support Team  
Telephone: 01772 531555  
E-mail: [pst@lancashire.gov.uk](mailto:pst@lancashire.gov.uk)



## 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
OOH	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