

Tracking and Monitoring Policy August 2016

Rationale

Through strategic use of tracking, monitoring and interventions we will raise attainment.

Aims

Meet following attainment targets by 2018

5@5: 45%	1@6: 55%
5@4: 85%	3@6: 45%
5@3: 98%	5@6: 25%

Principles

Every teacher has a responsibility to contribute to whole school targets

Tracking is completed **in full** and **on time**, following the school calendar

Pupils may move up a level without consultation

Pupils are withdrawn, or moved down a level, following SMT decision, based on evidence following interventions that have been tried.

There should be minimal movement of levels after October.

Between tracking periods: Form tutors, subject teachers, PTC, PT PCS, PT RA, ASN Staff, SMT all provide, log & communicate interventions proportionally to the level of risk vs target.

Practice

Completing **in full** means, for that tracking period, every:

- senior pupil has: target grade, working grade, and an entry for Progress, Behaviour and Homework
- junior pupil has an entry for Progress Behaviour and Homework, and a BGE Level entry where indicated on calendar
- Form class has an entry for progress and behaviour.
- A comment and smart target is entered for every pupil

Completing **on time** means completing **by 4pm on the date given on school calendar**. (having had a conversation with the pupil).

Unit test **passes** should be recorded at the earliest opportunity.

Following Tracking months RAG lists will be distributed, to aid planning of interventions

In line with SIP all staff involved in reviewing use of data.

If tracking is not completed staff will meet with PT, then DHT, then HT.