

# Using the tracking spreadsheet

## Primary schools

### Introduction

The *Tracking Pupil Premium* tracking spreadsheet is designed to help you monitor:

- the attainment and progress of individual pupils eligible for the Pupil Premium
- the average attainment and progress of all eligible pupils at your school, and of subgroups within that set of pupils
- how much the school is spending on each type of Pupil Premium-funded provision
- how much Pupil Premium spending each individual pupil benefits from (a reasonable estimate)
- the value for money that each type of Pupil Premium-funded provision represents.

To do this, you will need to enter certain information into the spreadsheet. Once you have done so, all calculations are done for you and as much data as possible is filled in automatically.

### Overview

The spreadsheet contains five worksheets, which you can get to using the tabs at the bottom of the screen.



The worksheets are:

- **Pupils** – Lists the names and characteristics of pupils who are eligible for the Pupil Premium, along with their attainment for the current year. Used to view pupils' attainment and progress, and to calculate the average attainment and progress of all pupils and of subgroups.
- **Attainment\_tables** – An automatically generated summary of the progress and attainment of eligible pupils in each year group.
- **Spending** – Lists the types of provision on which the Pupil Premium is being spent.
- **Pupils\_spending** – Used to keep track of which pupils are benefiting from each type of provision. Can also calculate the average progress of the pupils who use each type of provision, and an estimate of the amount of Pupil Premium funding that is spent on each pupil.

- **Working** – This is where you enter the levels and grades you are using to measure pupils' attainment. You only need to do this once, and guidance is provided in the separate document *Setting up your assessment system*. (If you are using the alternate spreadsheet based on the old levels system, you don't need to edit the **Working** worksheet at all.)

## Pupils worksheet

This worksheet is where you will fill in most of your eligible pupils' details.

The screenshot shows a spreadsheet titled 'Tracking Pupil Premium' with a sub-header 'List of eligible pupils 2014-15'. At the top, there are summary statistics: 'Average progress (50 of 50 pupils)' with Reading 4.3, Writing 4.0, and Maths 4.0 points; and 'Average attainment (50 of 50 pupils)' with Reading 2a, Writing 2a, and Maths 2a. The main table has columns for Name, Year, Gender, Ethnicity, PP reason, SEN, EAL, Teacher, RfL score, and then columns for 'Start of year attainment', 'Autumn term attainment', 'Spring term attainment', and 'End of year attainment' for Reading, Writing, and Maths. A red circle highlights the 'End of year attainment' columns, with a callout stating 'Average progress and attainment of listed pupils'. Another red circle highlights the 'PP reason' column, with a callout stating 'Progress calculated automatically'. On the left, a callout says 'Use filter arrows to show subsets of pupils' pointing to the filter arrows above the table. Another callout says 'Fill in names, year groups, etc' pointing to the first few columns of the table.

## Pupil names and characteristics

There are columns for you to fill in the following:

- Name
- Year group – enter numbers only, eg '6' instead of 'Year 6' or 'Y6'
- Gender
- Ethnicity
- PP reason – the reason this pupil is eligible for funding
- SEN status
- EAL status
- Class teacher
- Assigned teaching assistant
- RfL score (for schools who have used the Pupil Perceptions system – see [www.anspear.com/perceptions](http://www.anspear.com/perceptions)).

You do not have to complete all of these columns if you don't want to. The only essential columns are **Name** and **Year** group. In particular note that pupils need to have a year group entered in order to be included in average attainment and progress figures.

For ethnicity, SEN status and EAL status, you can choose what categories to use, but be aware that too much detail, ie too many different categorisations, will tend to make filtering less useful.

If you want to add additional columns, you can do so, but you will need to turn off the filtering first – click on **Data>Filter>AutoFilter**. Then add the columns you want, and turn filtering back on by highlighting any cell in the relevant area and clicking on **Data>Filter>AutoFilter** again.

## Attainment data

Next, there are columns to enter pupils' attainment in reading, writing and maths at the start of the year, and at the end of each term. The list of levels and grades that can be used is taken from the **Working** worksheet – see the separate *Setting up your assessment system* document for guidance on this.

Note that each pupil needs to have start-of-year attainment filled in for each subject for certain calculations to work properly. If starting attainment data is not available, their starting attainment should be estimated, or failing that, the first assessment made during the year can be entered as starting attainment.

At the end of each row, the spreadsheet shows how many points of progress each pupil has made in each subject over the year so far. This is shown in points, again using the system you have defined on the **Working** worksheet. It is calculated based on the difference between the start-of-year attainment and the most recent end-of-term attainment entered so far.

Progress scores are coloured red for zero (or negative), green for expected or above, and amber for above zero but below expected.

## Overall attainment and progress

At the top of the worksheet are two boxes that show the average progress and attainment (as the nearest level or grade, rounded down) of all the pupils listed.

Note that average attainment is only meaningful within a single year group, so the overall level will not tell you very much. The average attainment box becomes useful when you use filtering (see below).

## Groups of pupils: filtering

To see the average progress and attainment of a particular group of pupils (eg a year group, SEN pupils only, boys only, or any combination of characteristics), you can use filtering. Each column heading displays an arrow; clicking on this gives you a drop-down menu where you can select a particular value. When you do, the list only shows rows that have that value, and the average progress and attainment at the top of the worksheet change to show the averages for only the rows that are displayed.

By doing this, you can see how different groups of pupils compare, possibly identifying groups where Pupil Premium funding is successful and/or groups that might need a change of approach.

## Attainment\_tables worksheet

This worksheet has tables of figures showing the average progress and attainment for each year group in each core subject. The only figures you need to enter on this sheet are the whole school and national averages in the third table – everything else is entered automatically based on the data in the **Pupils** worksheet.

### Tracking Pupil Premium

#### Key figures

Progress made by eligible pupils

Year group	Average progress made (points)			
	Reading	Writing	English	Maths
1	5.7	6.6	6.1	7.1
2	4.0	4.5	4.3	5.3
<b>KS1 progress</b>	<b>9.7</b>	<b>11.1</b>	<b>10.4</b>	<b>12.4</b>
3	1.7	2.3	2.0	3.0
4	3.3	3.3	3.3	3.8
5	5.3	3.8	4.5	0.8
6	5.4	4.2	4.8	4.2
<b>KS2 progress</b>	<b>15.6</b>	<b>13.5</b>	<b>14.5</b>	<b>11.7</b>
<b>School average</b>	<b>4.3</b>	<b>4.0</b>	<b>4.1</b>	<b>4.0</b>

Attainment of eligible pupils

Year group	Average attainment (rounded down)			
	Reading	Writing	English	Maths
1	1b	1b	1b	1b
2	2c	2c	2c	2c
3	2b	2b	2b	2a
4	2a	3c	2a	3b
5	3b	3b	3b	3b
6	4b	4b	4b	4c

Percentage of eligible pupils reaching expected attainment at end of key stage

Year group	Percentage reaching expected attainment				
	Reading	Writing	English	Maths	English & Maths
<b>Year 2 (KS1)</b>	50%	63%	25%	63%	13%
National average	87%	83%		91%	
School average					
<b>Year 6 (KS2)</b>	90%	70%	70%	70%	50%
National average	87%	81%	85%	84%	80%
School average					

Average progress table

Average attainment table

Threshold measures

Fill in school and national percentages for comparison

The tables show:

- **Progress made by eligible pupils** – The average points of progress made by each year group. There is also a school average, and estimated figures for KS1 overall and KS2 overall.
- **Attainment of eligible pupils** – The average attainment reached by pupils in each year group. For Year 2 and Year 6, these are colour-coded according to whether they reach the expected thresholds or not.



## Pupils\_spending worksheet

This is where you keep a record of which pupils benefit from each type of provision that you are funding using the Pupil Premium.

**Tracking Pupil Premium**  
Use and value of Pupil Premium-funded support

Pupil name	Support Types																				Cost	Points of progress				Progress per £100 spent
	After-school support - BB	After-school support - EE	After-school support - FF	After-school support - GG	After-school support - HH	After-school support - II	After-school support - JJ	After-school support - KK	After-school support - LL	After-school support - MM	After-school support - NN	After-school support - OO	After-school support - PP	After-school support - QQ	After-school support - RR	After-school support - SS	After-school support - TT	After-school support - UU	After-school support - VV	After-school support - WW		Reading	Writing	Maths	Average	
Sanford Schreckengost	1	1	5																		£1,459	8	6	8	7	0.50
Scotty Ellner			5																		£231	n/a	n/a	n/a	n/a	0.43
Napoleon Barnes	1	5	1																		£1,702	6	8	8	7	0.43
Hayley Nehling			5																		£231	4	4	4	4	1.73
Angel Woodlard			5	1																	£1,331	n/a	12	8	10	0.75
Ahmed Wiggins	1	5																			£1,088	10	10	10	10	0.92
Tyler Losey			5																		£231	6	6	6	6	2.60
Bart Hoffhants			5																		£231	0	0	6	2	0.87
Hipolito Lane			2	1																	£789	2	6	12	7	0.84
Faye Bash	2																				£1,714	0	6	12	6	0.35
Travis Mitchell			5																		£231	0	6	6	4	1.73
Lana Tireman	2	2	1	1																	£3,603	6	0	6	4	0.11
Emmanuel Wolfe	2	5																			£1,945	6	0	0	2	0.10
Luisa Bicknell	2	5																			£1,945	12	12	0	8	0.41
Gregory Sullivan			5	1																	£1,331	6	6	6	6	0.45
Harion Leslie	1	3																			£510	0	0	0	0	0.00
Burton Turzanski			3																		£138	0	0	6	2	1.44
Jean Faust			5	1																	£2,256	0	0	0	0	0.00
Preston Wickes			5																		£231	6	0	0	2	0.87
Ava Caesar			5																		£231	0	6	6	4	1.73
Thad Shea	2	2																			£1,807	n/a	12	0	6	0.33
Anita Wentzel	1	1																			£418	0	0	6	2	0.48
Everett Graham			5	1																	£2,256	0	0	0	0	0.00
Hanna Sadley	1	2																			£949	6	0	6	4	0.42
Pierre Harden			2																		£92	0	6	0	2	2.17
August Todd	2	5	1																		£2,999	6	0	0	2	0.07
Borik Cavalat			5																		£231	0	0	0	0	0.00

**Average progress made:** Reading: 4.3, Writing: 4.0, Maths: 4.0, Overall: 4.1  
**Filtered average:** Reading: 4.3, Writing: 4.0, Maths: 4.0, Overall: 4.1

**Annotations:**  
 - Names are filled in automatically.  
 - Use numbers to show who benefits from which provision and how much, relative to each other.  
 - Cost and progress for each pupil are filled in for you.

When you first go to the worksheet, you should see your list of pupils filled in already. These are taken from the **Pupils** worksheet. The column headings are also filled in, based on what you have entered on the **Spending** worksheet. All you need to do is mark which pupils are benefiting from which types of support.

To do this, enter numbers in the appropriate columns and cells. If all pupils benefit from a particular type of support equally, simply enter a '1' for each relevant pupil. If different pupils benefit different amounts, you can enter numbers showing how much they benefit relative to each other. For example, if some pupils go to breakfast club every day and others only go three days a week, you might enter a '3' for the latter pupils and a '5' for those who go every day. The spreadsheet will then divide the funding in proportion to the numbers you have entered.

In the **Cost** column, the worksheet then estimates how much of the Pupil Premium funding is reaching each pupil.

Pupils' progress is shown for each core subject and as an average, so that you can see whether Pupil Premium spending correlates with it.

At the top of the screen, the average progress is shown. You can filter the list in the same way as the **Pupils** worksheet to make it display only the pupils who benefit from a particular type of provision, and their average progress, so that you can compare the effect that different types of provision are having.

The final column, headed **Average points of progress per £100 spent**, is calculated by dividing the **Average progress** column by the **Cost** column for each pupil. You should be cautious about drawing any conclusions from this figure, since there are many factors that affect progress that are independent of the Pupil Premium, but it is included in case a comparison between pupils might reveal something significant.

## Working worksheet

The final worksheet contains tables and calculations that are used by formulas on the other worksheets. In particular, this is where you need to enter the system of measuring attainment that you are using. See the separate document *Setting up your attainment system*.

Once you have set up your attainment system, you can safely ignore the **Working** worksheet. Editing it is discouraged as it may disrupt the formulas on other worksheets.

Note that you also have the option of using the old system of levels and grades defined by the pre-2014 National Curriculum. If you want to do this, use the alternate spreadsheet **primary\_tracking\_levels.xls**. If you do, you won't need to edit the **Working** worksheet at all.

## Help

A sample spreadsheet (**tracking\_example\_pri.xls**) is provided. This can act as a model if you are unsure how to complete your school's copy.

If you have trouble, or the spreadsheet does not seem to be working as it should, you can contact technical support on **01223 350555** or at **tpp@anspear.com**. Technical support is available Monday to Friday during office hours.

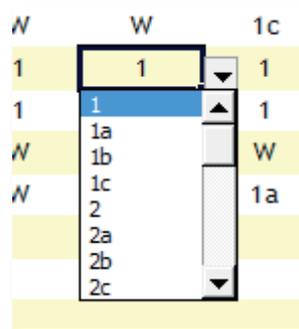
## Tips

Every effort has been made to make the tracking spreadsheet as robust and easy to use as possible. However, the nature of a spreadsheet is that certain actions can cause formulas to stop working. Some tips to help keep things running smoothly are listed below:

### Pupils worksheet

- Don't forget to enter pupils' start-of-year attainment. This is needed in order to calculate their progress.
- Year groups must be entered as numbers only, eg '6' rather than 'Y6' or 'Year 6'. If not, the figures on the **Attainment\_tables** worksheet will not be correct.
- Avoid sorting the list of pupils, as this is likely to cause problems on the **Pupils\_spending** worksheet. Instead, use filtering (see page 3) to view the data for subsets of pupils.

- Avoid deleting entire rows of cells. If a pupil leaves the school, you can delete their data and leave the row blank instead, and/or reuse it for another pupil. Filtering (see page 3) can be used to avoid seeing blank rows in your list.
- In some versions of Excel, attainment levels in the form of a number alone may not be detected properly, leading to 'n/a' or an incorrect figure being displayed under **Progress**. This can be fixed by using the drop-down menu to re-select the level as shown in the screenshot. You should then find that progress is calculated correctly. Copying and pasting from another cell with the same value will also work.



### Pupils\_spending worksheet

- Don't enter pupils' names on this worksheet. Instead enter them on the **Pupils** worksheet and they will appear in the **Pupils\_spending** list automatically.
- Don't delete unused columns. If these are getting in the way, you can hide them by right-clicking on the column header and selecting **Hide**.
- A previous version of *Tracking Pupil Premium* used Xs to show which pupils benefited from which provision. The current version uses a numerical system, which provides more flexibility. Note that Xs will no longer work. Changing the Xs to 1s will work the same way as before.