

Balerno High School

Strategic Overview for Tracking and Monitoring

Staff spend a great deal of time reviewing and entering tracking and monitoring data over the course of a school year. To make effective use of the information within the tracking, we need to ensure there is a strategic overview of pupil performance in terms of effort, behaviour and homework as well as working grades in the Senior Phase. In order to support our most vulnerable pupils, we will also track and monitor pupils who fall within one or more vulnerability categories to allow early intervention and the best chance of success. This dual-layered approach to tracking and monitoring will allow for a system where learning & teaching and support inform and react to pupil progress and attainment. This will allow staff to support pupils as required and put early intervention strategies in place to ensure pupils have the ability to improve and achieve - ranging from targeted support via the Support Team or encouraging supported study if homework is flagged up as an issue, etc.

Edict Tracking and Monitoring

The agreed protocol is to ensure clarity on who is tracking pupils following each reporting cycle and reporting any agreed next steps.

Staff will track pupils who:

- Are achieving a 3 or 4 for effort, behaviour or homework
 - Including pupils with a 3 is important so strategies can be put in place in case the situation deteriorates further (early intervention).
- In the senior phase have a report showing a working grade at a 7 or 8.
- In the senior phase show a deterioration in their working grade between reports.

Year Heads will collate this information and record pupils who also fall into one of the 6 vulnerable group categories with the tracking and monitoring structure.

Intervention would be as follows:

Level of concern	Invention by
Within 1 faculty	CL
Across 2 faculties	PSL
Across 3 or more faculties	Year Head

We would expect a CL to be involved with tracking and monitoring all underachievement within their faculty however the above protocol indicates who has the strategic overview.

Year Heads will collate the information and share this with members of Leadership by email following each reporting cycle

Vulnerable Groups – Tracking and Monitoring for Support and Intervention

Alongside subject tracking and monitoring, we will introduce a whole-school system to track and target our most vulnerable pupils. This will include pupils who fall under 1 or more categories:

- Care Experienced/ LAAC
- 5@3
- SIMD 1-4
- Attendance
- SEBN
- ASN (SfLL will select certain pupils to target)
- Pathway 3

Process Flowchart

Class Teachers

- Access to list of vulnerable groups in Teams (BAL-Staff - Vulnerable Groups Tracking and Monitoring - Files).
- Teaching staff will be able to view pupils who fall under one or more vulnerable categories.
- Teachers can reference this document before raising any concerns at faculty/ department meetings.

Curriculum Leaders

- Track using RAG system and drop-down comment (over tracking period):

English		Me
	Comments	
Red		
Amber	Attendance	
Green	Lack of attainment	
	Not on track	

- **Green** = On track / **Amber** = Some concern being dealt with at Faculty-level / **Red** = Significant concerns in terms of attainment and achievement.

Support Team

- Monitor at ASL- Caseload following tracking period.
- Analyse patterns and discuss concerns.
- PSLs to make a Hub referral for learning where necessary.
- Support interventions to be considered and referred to where necessary.
- Confidential Memos to be sent and/ or Database updated where appropriate.

Senior Leadership Team

- Pupils who are highlighted as concerns to be discussed at Year Head meetings.
- High-tariff concerns fed back at Leadership meetings.
- Call for a Case Conference where needed.

Sep 2021