KS3/4 Analysis Sheet – Heads of Year / Form Tutors

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| **Assessment:** |  | **Year Group:** |  |
| **Form Group (if appropriate):** | |  | |

Open the most recent Year 11 data and click on the Students report. If you are a Form Tutor, click the **Filters tab** > **‘Add Filter’** to select your form group.

**🖐TASK 1:** Look at performance against expectation

* Sort by ‘Below Track’
* Navigate to Grades Area – Totals Report – Filters Level

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| How many pupils are below expectation across the board?  Who has the most qualifications below track?  Who is exceeding expectation? | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 2:** Investigate the current performance of your students.

* Navigate to Grades Area – Overview Report – Students Level
* Click Options tab > select ‘All A8 Quals’ in the Grade Type dropdown
* Sort by ‘Average Points’

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| Highest performers  Lowest performers | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

* Select a filter in the Breakdown dropdown (e.g. SEN, PP, Banding etc.)
* Remove the Breakdown to return to the original report

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| Is there a correlation between the membership of the group you have chosen and performance? | Data (suggests that...)  Actions (I am taking...) |

**🖐TASK 3a:** Investigate your A8/P8 headline figures

* Navigate to A8/P8 Area – P8 Overview Report – Students Level
* Sort by ‘A8 Pts’

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| Who has the highest A8 points?  Do they have a negative P8 element score? | Data (suggests that...)  Actions (I am taking...) |

* Click 9-1 to switch to ascending order

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| Who has the lowest A8 points?  Do they have a negative P8 element score? | Data (suggests that...)  Actions (I am taking...) |

* Sort by ‘Tot Slots Filled’
* Click Dataset tab > select ‘Targets’ in the Compare dropdown
* Sort by ‘A8 Pts (Diff)’
* Click the Excel spreadsheet icon to export

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| Export a list of students who have a negative Progress 8 score (and possibly those who are just above 0 to take into account a potential rise in national performance).  How many of them are doing fewer than 8 qualifications? Why?  What are the main reasons? | Data (suggests that...)  Actions (I am taking...) |

**🖐TASK 3b:** English and Maths Progress 8 elements

* Sort by ‘Eng P8’ or ‘Mat P8'
* Click the Excel Spreadsheet icon to export

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| Export lists of students with a negative score in English or Maths.  Who are they, what are the reasons for the negative scores? | Data (suggests that...)  Actions (I am taking...) |

**🖐TASK 4:** Investigate students not achieving Basics

* Navigate to Basics Area – Contribution Report – Students Level
* Click Measures tab > ‘Add Measure’
* Exclude ‘Achieving 9-5/9-4 in English & Maths’ and include ‘Achieving 9-5/9-4 in English & Maths’ for the Targets data set

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| How many students are not achieving the basics (9-4) but are targeted to?  Are there any areas where the cohort is exceeding target? | Data (suggests that...)  Actions (I am taking...) |

**🖐TASK 5:** Investigate Students not achieving the EBacc

* Navigate to EBacc Area – Strong Pass Report – Students Level
* Click Measures tab > ‘Add Measure’ and select ‘Entered for EBacc’ but excluding ‘Achieving EBacc’

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| How many students are entered for the EBacc but not achieving it?  Is there an EBacc element that students are failing in? | Data (suggests that...)  Actions (I am taking...) |

**🖐TASK 6:** Analysis of groups in the cohort

* Navigate to Headlines Area – Filters Report – Whole Cohort Level
* Sort by ‘Total P8’

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| How is the chosen group performing compared to whole school performance? | Data (suggests that...)  Actions (I am taking...) |

**🖐TASK 7:** Pick **2** pupils (preferably ones you know) who you believe are not making progress or are below target. Investigate their performance in other subjects, comment on any pastoral issues and list any actions you need to take.

* Navigate to Student Detail – Headlines Report – Students Level
* Select a student in the dropdown
* Navigate to Student Detail – Overview Report – Students Level

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| **Pupil 1 Name:** | **Comments:** |
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| **Pupil 2 Name:** | **Comments:** |
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**🖐TASK 8:** Look at performance over time

* Navigate to Grades Area – Totals Report – Students Level
* Click Dataset tab > ‘Track’ to switch to the Tracker view

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| Which students are showing a downward trend?  APS or Avg Grade are good for a quick visual check. | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |