

School Statistics Half Termly Version - Yr 1 to 6

Annual Version - R to 6 Manual

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Based on School Stats Annual v.11.1, and Half Term v.4.8

Introduction - School Stats

What does School Stats do?

- School Stats tracks pupil assessment data. It then reports on this data, providing a range of statistics including progress and where pupils are in relation to age expected levels.
- It can also instantly filter a particular group (for example: underachievers, pupils on free school meals) and instantly provide relevant statistics.
- It has also been used very effectively as a research tool.

What are the differences in the versions?

- School Stats Half Term tracks progress over 1 school year. It is updated at the end of each half or full term.
- School Stats Annual tracks progress for pupils from their entry to Reception, until they leave the school in Year 6. This is updated annually.
- Whilst many of the features are similar in both versions, there are some differences in function. Please see the table below.
- In this manual, areas shaded pale blue relate to the Half Term Version and pale yellow for the Annual Version.

What is needed to run School Stats?

You need Excel 2002 or above. It is hosted on your computer or network and is maintained and managed by you, therefore you do not need to pay an annual subscription.

How do you move about School Stats?

H + + H Welcome Help data stats

School Stats always opens at the Welcome Screen where you can click buttons to where you want to go. There are also the Tabs at the bottom of the screen to help move between the pages.

Both Versions	School Stats - Half Term Version	School Stats - Annual Version
 Track progress in reading, writing, maths and science Calculates sub level progress Calculates level relative to age expectation Personal data Includes free school meals, special educational needs, English as an additional language, statements, ethnicity, gender and 2 customizable criteria. Allows filtering of groups to produce specific reports. Validates data input to reduce errors. 	 Allows an annual target/ prediction level to be set and progress reported on. Provides feedback on number of pupils above/at/ below age expected levels, sublevel progress, and progress related to end of year target. 	 Calculates average sublevel progress per year. Uses this to create end of Year 6 estimated level. Calculates Average Point Scores per child and for groups from entry to Reception to end of Year 6.

Using School Stats (1)

Ma Only

Show All

3) View Statistics

Start L

There are 2 main stages to using School Stats: Input Data - View Statistics. An optional third stage allows you to customise/filter a group you want statistics on. No filter will report statistics for the whole school or all the data available.

> 1) Input Data 2) (optional) Choose a group to focus on

1) Inputting Data

- The first set of columns is for Personal Data. 'First Name' and 'Year' must be completed. The other columns are optional. All of these columns are editable.
- When inputting level data, only the grey areas are editable. The white areas are automatically filled by School Stats. Press the 'Input Mode' button to remove all non editable areas.
- School Stats will validate data to ensure there are no errors when inputting data.
- This process can be made easier by copying cells from an electronic Sims report.

2) (optional) Focusing on a Group - Using the filters

- Use the small triangles on the top of the columns to choose a particular group. A common or simple filter may be to focus on a particular year group or class.
- The triangle will turn blue when selected.
- To deselect the filter, choose 'all' from the list, or use the 'Clear All filters' Button.
- Complex filters can also be applied. Choose 'Custom' from the drop down menu. In the example to the right, a person wishes to see the pupils whose levels are greater than age expected.
- Multiple filters can also be applied. For example, you may want to focus on boys who have English as an additional language.

3) Viewing Statistics

- If no filters are selected, then the entire school data will be reported on.
- The example to the right shows the results from the maths filter mentioned previously. (This is sample data from a school of 28 pupils - Annual version)
- We can see that 4 children are above age expected level for maths. Of these 4, 3 are girls, none have special needs and their average sublevel progress is 2.33 per year.
- We can also see that 3 of the 4 have been above age expected level since year 1. In year 4, this drops off, probably because 2 of the pupils have not completed year 4 yet. To see pupils just in year 4, we could go back and add a filter for vear 4.



Using School Stats (2)

Printing

Printing on the statistics pages is straightforward. However the Data pages contain many columns, and School Stats will try to print them all on one page, making them very small. It is recommended to hide some of the columns. The buttons at the top of the Data page aid this. Choosing 'Show All' will show all columns again.



Shared Input of Data

Inputting data is a large job for one person. If you have a network, you can have people simultaneously inputting data at the same time. To activate this, go to 'Tools...Share Workbook'. Check the option to share and now multiple users can input data (a warning about macros will be displayed). Nb: In Excel 2007+, this option is enabled by clicking the Review Tab, then Share workbook. *It should be noted that some functionality will be lost when this mode is on and should be turned off when running reports or filtering.* You can tell if the mode is on by looking at the top of the screen, it will say [shared] after the file name.

Adding New Pupils

Scroll to the bottom of the data sheet. Input the details of the new pupil on the next available blank row. Choose the 'Sort Class/Name' button and the new pupil will be put into the correct class. If you have both versions of School Stats, this process will have to be repeated.

End of Year Procedure: School Stats Annual

- 1) Ensure all end of year levels are inputted for pupils.
- 2) Update the pupils' year group to their next year group (including year 6 to year 7), this will now report refreshed and accurate statistics.
- 3) Save the file with a suitable name (e.g.: Demo Primary Annual End of 2011 Statistics).
- 4) Remove the Year 6 pupils and their levels,
- 5) Add new pupils entering Reception and save the file with a suitable name (e.g.: Demo Primary End of 2012 Statistics).

End of Year Procedure: School Stats Half Term

- 1) When all data for the year is inputted, save the file appropriately (e.g.: Demo Primary Half Term End of 2011 Stats).
- 2) Update the class and year group data for the pupils.
- 3) Add new pupils entering the school (Reception), and delete old Year 6 pupils and their data.
- 4) Input the Start of year levels (their final level for the completed school year) and a target for the new school year.
- 5) Save the file with an appropriate name (e.g. Demo Primary Half Term End of 2012 Stats)

Support

School Stats has been tested thoroughly. Although you should not expect it, It can happen that a complex spreadsheet can over time become corrupted. This usually means a simple fix. Please email the current sheet to info@primarytools.co.uk with a quick detail of the problem. We will aim to return the sheet within 24 hours. It may also be prudent to keep back-up copies of the sheets every half term with unique file names.





How do I add a new pupil?

Scroll to the bottom of the Data Sheet, add the pupil data, click 'Sort Class/Name' button. This will have to be done separately for each version of School Stats.

When I print the Data Sheet it is really small!

This is because School Stats will try to squash all the columns onto one sheet. It is advisable to turn off any columns you do not need printed using the buttons at the top of the screen. For example, If you are only interested in writing data, choose the 'Wr Only' button. You should find the printing is much better now.

Can you customise School Stats for our needs?

Please email info@primarytools.co.uk with you requirements, or we can arrange a time to speak.

Do you run training for School Stats?

Currently no. School Stats has been set up so it is as easy to use as possible, and most people find it intuitive to use without any help. However, the help sheets and this manual are also here to help and email support is also available. Enquiries should be answered within 24 hours.

Why can't I input into the current level column?

White cells are not editable. Only personal data and grey cells are editable. School Stats will automatically fill in the current level extracting the latest information for a pupil from the level columns.

We do not assess half-termly, only termly.

This is fine. It is advisable to duplicate the data for a term so that cells are not left blank. For example, Autumn 1 and Autumn 2 columns would be identical if you only assess at the end of the autumn term.

What are the end of year age expected levels?

Yr1=1a, Yr2=2b, Yr3=2a, Yr4=3b, Yr5=4c, Yr6=4b.

Statistics are not calculated for Foundation Stage Data.

This is partly true. School Stats is mainly set up for using national curriculum levels from 1c. Most of the calculations are based on this. However, In the Annual Version, the foundation stage data is used to inform Point Scores and Average Point Scores, often used by OFSTED to track progress of pupils on entry to a school, until they leave in Year 6. P-levels for SEN children are also used in this way and 'w' (working towards) is recognised too. You can filter out the reception data by doing a custom filter on the year group column (Does not equal - R). Normally, maths is assessed on a scale to 29. We ask that you find an average of the different strands and input on a scale 1-9.

Are there any 'Known Issues'?

- When the 'Clear All Filters' button is used, the filter is still reported in use on the stats screen. This can be rectified by restarting School Stats.
- School Stats will always ask to be saved before closing, even if there are no changes.
- Occasionally, a blue triangle will change column indicating that a filter is 'on' but on the wrong column. Use 'Clear All Filters' to rectify this.
- Any other issues can be reported to info@primarytools.co.uk.

tcutkeys: (for 'data' sheet')	Using the Auto filters:
ctrl + a Show all columns U se this to undo use of above.	#Click on the down pointing triangle for the category you want statistics on.
	#The 'stats' sheet will update based on the filter you have chosen.
ctrl + m Show only maths	#You can filter on more than one category (For example: you can find the statistics for boys on free school meals)
ctrl + r Show only reading	#You can perform more complex filters by clicking on 'custom' on the drop down menu. (For example: you may want find statistics
ctrl + w Show only writing	for all children of Asian origin, not just Asian Indian, or all children below age expected level)
ctrl + t Show only science	
	Printing:
ctrl + j Hide level columns	#You will get better printing results on the 'data' sheet if you hide some of the columns (see shortcut keys on the left, or use button
ctrl + k Hide 'sublevel +/- age expected' column	
ctrl + I Hide Sublevel progress column	Inputting data:
	#The number of names in the 'First Name' column is used to calculate percentages on the stats page.
ctrl + o Show only current data columns	#The 'Year' column is used to calculate a number of statistics on the 'data' and 'stats' sheets. Excel will refer to a pupil's
ctrl + p Hide all current data columns	current level, which is what they achieved in the previous year. Use 'Input Mode' to make this easier. You can select a
	subject first, then input mode also.
ctrl + g Sort by class, first then surname	
ctrl + q Cancel all filters	Shared Mode:
	#This is activated and deactivated from 'ToolsShare Workbook (Excel 2007+: Review Tab then Share Workbook). When
	activated, multiple people can update data at once. Some functionality may be lost during this time, and should be deactivated
	before generating reports again.

Inputting data:

Column Heading	Options (lower case unless otherwise stated)	Notes
Year	1, 2, 3, 4, 5, 6	
Class	Year + Class (eg 1B)	Capital letter for class code
Status	c (current pupil), I (pupil left)	
Gender	b (boy), g (girl), u (unknown)	
FSM?	y (yes), n (no), u (unknown)	Free school meals?
EAL?	y (yes), n (no), u (unknown)	English as an additional language
Ethnicity	(see list to right)	Based on census criteria (2001)
CEN	sa (school action), sap (school action plus),	Special Educational Needa
SEN	n (no special needs), u (unknown)	Special Educational Needs
Statement?	y (yes), n (no), u (unknown)	

<u>'Stats' Sheet</u> This will show a variety of information for maths, reading, writing and science. It will show specific statistics for the filtered groups. If no filters, it will show statistics for the whole school.

Colour Coding: Editable Area Below Age Expected Above Age Expected At Age Expected 0 sublevel Progress 1 sublevel progress 2+ sublevels progress



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Other notes

#You may wish to delete pupils that have left the school. Otherwise, use the filter in the 'status' column depending how you want your statistics. #End of year age expected levels are as follows by defaulit Yr1=1a, Yr2=2b, Yr3=2a, Yr4=3b, Yr5=4c, Yr6=4b.

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wb	White British
wi	White Irish
WO	White Other
m who c	Mixed White/Black Caribbean
nwba	Mixed White/Black African
mwa	Mixed White Asian
mo	Mixed Other
ai	Asian Indian
ар	Asian Pakistani
ab	Asian Bangladeshi
ao	Asian Other
bc	Black Caribbean
ba	Black African
bo	Black Other
ch	Chinese
0	Any Other Background
u	Ethnicity Unknown

Shortcut keys: (for)	data' sheet)	Using the Auto filters:
ctrl+a	Show all columns	#Click on the down pointing triangle for the category you want statistics on.
		#The 'stats' sheet will update based on the filter you have chosen.
ctrl+i	Input Mode (shows all editable columns)	#You can filter on more than one category (F or example: you can find the statistics for boys on free school meals)
		#You can perform more complex filters by clicking on 'custom' on the drop down menu. (For example: you may want find
ctrl+m	Show only maths	statistics for all children of Asian origin, not just Asian Indian, or all change below age expected level)
ctrl+r	Show only reading	
ctrl+w	Show only writing	<u>Printing</u>
ctrl+t	Show only science	#You will get better printing results on the 'data' sheet if you hide some of the columns (see shortcut keys on the left).
ctrl+p	Turn point score data on/off	Inputting data:
ctrl+o	Hide all current/estimate columns	#The number of names in the 'First Name' column is used to calculate percentages on the stats page.
		#The "Year' column is used to calculate a number of statistics on the 'data' and 'stats' sheets. Excel will refer to a pupil's current
ctrl+l	Hide all 'progress' columns	level, which is what they achieved in the previous year. For example, a child with '5' as their year group, will have their end of
ctrl+k	Hide all +/- age expected columns	year 4 level as their current level. It is therefore critical that when their end of year 5 assessments are input, that their year group
ctrl+j	Hide all NC level columns	be change to 6 for the sheet to report accurately.
ctrl+h	Slim personal data (hides most personal data)	Shared Mode:
ctrl+q	Clear all filters	#This is activated and deactivated from 'ToolsShare Workbook (Excel 2007+: ReviewTab then Share Workbook). When
ctrl+g	Sorts by class, first then last name	activated, multiple people can update data at once. Some functionality may be lost during this time, and should be deactivated
		before generating reports again.

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_	_	_	_	_	_	_	_	_	-

Column Heading	Options (lower case unless otherwise stated)	Notes
Year	1, 2, 3, 4, 5, 6	
Class	Year + Class (For example: 1B)	Capital letter for class code
Status	c (current pupil), I (pupil left), n (new pupil since yr1)	
Gender	b (boy), g (girl), u (unknown)	
FSM?	y (yes), n (no), u (unknown)	Free school meals?
EAL?	y (yes), n (no), u (unknown)	E nglish as an additional language
Ethnicity	(see list to right)	Based on census criteria (2001)
SEN	sa (school action), sap (school action plus),	Special Educational Needs
OL N	n (no special needs), u (unknown)	opecial Educational Needs
Statem ent?	y (yes), n (no), u (unknown)	

E ditable Area BelowAge Expected Above Age Expected At Age Expected 0 sublevel Progress 1-2 sublevel progress 3+ sublevels progress

Colour Codina:



Primary Tools Website

E thnicity key: wb

wi White Irish wo White Other

White British

- mwbc Mixed White/Black Caribbean
- mwba Mixed White/Black African mwa Mixed White Asian
 - mwa mixeoivvnite⊿ mo MixedOther
 - ai Asian Indian
 - ap Asian Pakistani
 - ab Asian Bangladeshi
 - ao Asian Other
 - bc Black Caribbean
 - ba Black African
 - bo Black Other
 - ch Chinese
 - o Any Other Background
 - u Ethnicity Unknown

'Stats' Sheets

This will show a variety of information for maths, reading, writing and science. It will show specific statistics for the filtered groups. If no filters, it will show statistics for the whole school.

Other notes

#You may wish to delete pupils that have left the school. Otherwise, use the filter in the 'status' column to help report statistics accurately.
#End of year age expected levels are as follows by default Yr1=1a, Yr2=2b, Yr3=2a, Yr4=3b, Yr5=4c, Yr6=4b.
#This spreadsheet is built in Excel 2002. It should be future compatible. If you save in a later version, you should ensure you 'save as...' and choose an earlier format (e.g.: 'Excel 97-2003 Workbook') to ensure others will be able to open it with earlier versions.

The Data Tab - School Stats Half Term



Annual Version:

This page highlights the features unique to the Annual Version. Therefore the Half Term Data Tab Sheet should also be referred to for explanation of common features.





The Statistics Tab - School Stats Annual

This page highlights the features unique to the Annual Version. Therefore the Half Term Statistics Tab Sheet should also be referred to for explanation of common features. Point Score Progress: Point Scores: Calculates average point scores Calculates difference in point Age Expected Level for the current group in individual scores between end of key NC Level - End of Year Age Expected and Progress Statistics Statistics and Progress Year1 Year2 Year3 Year4 Year5 Year6 Curren and combined subjects. stages. 5 No. above age expected 4 4 Data: % above age expected 22.73% 21.05% 43.75% 9.09% 21.05% This area is similar o the No. at age expected 10 8 4 3 2 2 6 % at age expected 45.45% 42.11% 25.00% 27.27% 28.57% 50.00% 31.58% Point Scores - End of Year Statistics Half Term Version. There is No. below age expected 7 7 5 7 5 2 9 Yr B Ent Yr B Eo'i Yr1 Yr 2 Yr 3 Yr 4 Yr 5 Yr 6 Yr6-Y2 Yr2-Yr R Yr6-YrR Ent an additional column % below age expected 31.82% 36.84% 31.25% 63.64% 71.43% 50.00% 47.37% Maths APS 2.89 6.43 10.43 14.16 19.73 22.71 28,50 14.34 11.27 25.61 11.24 23.69 Reading APS 2.81 6.26 10.65 14.05 17.13 18.82 21.29 26.50 12.45 No. no level info: 6 9 12 17 21 24 - 9 'Current' that shows the % no level info 21.43% 32.14% 42.86% 60.71% 75.00% 85.71% 32.14% Writing APS 2.85 6.30 10.17 14.05 17.00 19.00 21.86 25,50 11.45 11.20 22.65 statistics for where the No. 3+ sub IVI prog since previous 15 4 **Overall English APS** 11.18 14.58 17.63 19.00 21.86 27.00 12.42 % 3+ sub lvl prog since previous 68.18% 22.22% 6.67% 14.29% 2.85 11.24 23.98 Ma, Re and Wr APS (KS1 method) 6.33 10.42 14.09 17.42 19.18 21.95 26.83 12.75 pupils are at now in terms of 6 Ma and Overall Eng APS (KS2 method) 10.81 14.37 17.88 19.36 22.29 27.75 13.38 No. 2 sub lvl prog since previous 3 7 4 1 - 3 % 2 sub IVI prog since previous 13.64% 38.89% 40.00% 36.36% 14.29% 75.00% Science APS 3.07 6.41 11.35 15.00 18.13 20.45 23.00 27.50 12.50 11.93 24.43 age expected level, using No. 1 sub IVI prog since previous 3 6 7 5 their latest year group data ×1 sub lvl prog since previous 13.64× 33.33× 46.67× 45.45× 71.43× No. no prog since previous 1 1 1 1 2 only. The progress area % no prog since previous 4.55% 5.56% 6.67% 18.18% 25.00% shows sublevel progress NC Level - End of Year Sublevel Statistics Age Expected Level: since the previous year. • 1e 1b 1a 2c 2b 2a 3c 3h 3a 4c 4b 4a 5c 5b 5a 6c+ These blue boxes No. at Level 3 10 Έ. 18.18% 13.64% 45.45% 22.73% % at level tend Year show average age No at this level or above 22 22 18 15 5 ă Level Statistics: % at this level or above 100.00% 100.00% 81.82% 68,18% 22.73% expected level for No. at Level ~ č -3 42.11% This are shows how many end of that year 21.05% 10.53% 10.53% 15.79% % at level Year pupils were/are at a particular No at this level or above 19 19 19 17 15 2 4 group. For example, ã 100.00% 100.00% 100.00% 89.47% 78.95% 21.05% % at this level or above 6316% level at the end of a certain vear 4 = 3b. No. at Level . ۳ 2 4 - 2 <u>6.25%</u> 16 16 12.50% 31.25% 12.50% % at level 12.50% 25.00% year group. It also shows how 16 No at this level or above 15 13 11 -7 2 ₹ many were/are at this level or 100.00% 100.00% 100.00% 100.00% 81.25% 68.75% 43.75% 12.50% % at this level or above 93.75% No. at Level ÷. 3 above. 36.36% % at level 9.09% 9.08% 9.09% 27.27% 9.09% No at this level or above 4 11 11 11 11 9 8 ã % at this level or above 100.00% 100.00% 100.00% 100.00% 100.00% 90.91% 81.82% 72.73% 36.36% 9.09% 9.09% No. at Level lt end of Year 5 2 🔀 at level 28.57% 28.57% 28.57% Example: 7 No at this level or above 7 - 6 2 ž 85.71% 85.71% 57.14% % at this level or above 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 85.71% 28 57% Currently, there are no filters No. at Level 1 2 ŏω on the data, and so this table is 25.00% 50.00% % at level Vt end Year (25.00% 4 No at this level or above 4 4 2 showing the statistics for all ž 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 50.00% % at this level or above 75.00%pupils in this small 4.35% 4.35% 17.39% 39.13% 17.39% 4.35% 13.04% demonstration school. In this 23 23 22 21 18 14 % at this level or above 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 95.65% 9130% 78.26% 60.87% 2174% 4 25% red box. we can see that for all 16 pupils that have completed year 3, 2 pupils (12.5%) were Estimated end of Year 6 Levels: at level 2b. 13 pupils (81.25%) This area shows an estimate of what level the currently filtered group will were level 2b or above. finish at. It takes account of average sublevel progress, and so is more accurate for children who have completed more year groups.