CLA Tracker - Schools Guide
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Introduction

CLA (Children Looked After) Tracker is a web-based system for tracking the progress of children who are looked after (CLA). It works with any modern web-browser on an internet connected computer.
Getting Started

System Requirements
The Data Toolkit should function on any system with the following:

- Internet Connection
- Modern Web-browser (Internet Explorer 7, Firefox 3, Chrome 8, Safari 4 or later versions)
- Javascript enabled
- Same-site cookies accepted

These requirements should be easily met by all modern computers.

Usernames and Passwords
You should have been supplied with a username and password. For most establishments the username will be the Local Authority and establishment numbers, e.g. 8811234.

Password Format
Passwords must have the following characteristics:

- Minimum length of 8 characters
- Must contain upper and lower case characters and numbers
- The password must not be a common password, word or pattern on the keyboard

Accessing The System
To access the system simply start your web-browser and enter the address www.clatracker.net

On the login screen enter your username and password as prompted and click ‘Login’.

Note that on first login and every 60 days afterwards you will be asked to enter a new password for security reasons.
Forgotten Password

If you have forgotten your password then click on the ‘Forgotten your username or password?’ link on the page. You will be prompted to enter your username and then be e-mailed instructions for resetting your password.

The Home Page

Having logged on you will be presented with the CLA Tracker home page:

The home page shows important news (click on ‘...more’ to read) and any alerts for your school. These may include pupils whose PEPs are overdue or due in the next 4 weeks, again clicking on ‘...more’ will provide further information.

Navigation

The navigation bar at the top of the screen gives the various available options:

- Home: Return to the home screen
- Pupils: List basic contextual information about CLA pupils at the school
- Assessment: Assess and set targets for pupils
- Reports: View reports about pupils
- Admin: Administer the account
Help: View useful help and contact information
Pupil Information

Clicking on ‘Pupils’ gives basic contextual information about the pupils at the school.

The Pupil Summary

Clicking on a surname will show the pupil summary which gives more information about a particular child:

PEPs

When looking at pupil summary it is possible to view an existing PEP or upload a new one.

Viewing a PEP

In the ‘PEPs, Documents and Logs’ section of the the pupil summary will be shown a list of any PEPs already uploaded. The list will be in chronological order.
Click the 'View' link to download the PEP which can then be opened using the appropriate software.

**Uploading a PEP**

To begin click the 'Upload PEP' button in the 'PEPs, Documents and Logs' section of the pupil summary. The PEP may be written in most common document formats including Word or as a PDF. It will have been saved on your computer in the normal way.

You will be prompted to enter a narrative (short description/notes) about the PEP, edit the date (if necessary) and choose the file to upload.

Click 'Save' to upload the PEP, once is has uploaded a confirmation message will appear, click 'OK' to finish. The PEP document will now appear in the list of the PEPs for the pupil.

When a PEP is uploaded by a school the local authority is automatically notified.
Assessing Pupils

Click on 'Assessment' to be given the assessment options, these are:

- **Assess Subject:** Assess all the pupils in a single subject
- **Assess Pupil:** Assess one pupil against all subjects
- **Key Stage 4 Targets:** Enter targets for the end of Key Stage 4
- **Key Stage 4 Results:** Enter results for the end of Key Stage 4 and post-16 intentions

The subjects which are to be assessed are determined by the local authority. A variety of assessment scales are available as appropriate (e.g. P-Scales and National Curriculum in Key Stages 1, 2 and 3, BTEC and GCSEs in Key Stage 4). If the assessment scale required is not available please contact the Virtual School who can make arrangements to have it added if appropriate.

Assessing Subjects/Pupils

Assessing A Subject

Clicking on ‘Assess Subject’ allows a subject to be chosen from the drop-down list.

A list of pupils who can be assessed in the subject appear. Pupils can be assessed on a half-termly basis. Double-click on a box to be given a list of assessment scales, choose the appropriate one and click on the grade.

Assessment scales and grades can be changed by double-clicking on the same square and choosing the new scale/grade. The assessment can be removed altogether by using the ‘Remove’ option.

An end of year target and end of Key Stage school and Fisher Family Trust (FFT) targets can be entered in a similar way.

The end of year expectation column is completed automatically based on national expectations of satisfactory progress where possible.

Assessing A Pupil

Assessing a pupil works in a similar way. Choose the pupil to assess and all the possible subjects are shown.
Key Stage 4 Targets

End of Key Stage 4 targets can be entered using this screen:

The report shows Key Stage 4 pupils and an end of Key Stage target can be entered for English and Maths by double-clicking in a pupil's English or Maths cell and choosing a grade. In addition the number of other GCSEs expected to be achieved at A* to C and D to G can be entered by double-clicking and choosing a number.

Key Stage 4 Results

Key Stage 4 results and post-16 intentions can be entered using this screen:
Entering Results
In a similar way to the Key Stage 4 targets entry screen double-click in a pupil's results or number cell to enter a grade for English or Maths and a value for the number of other A* to C and D to G grades achieved.

Entering Post-16 Intentions
A pupil's post-16 intention may be:

- Education: Either at a school or a college etc
- Employment with Education
- NEET: Not in Education or Employment

From the drop down choose the appropriate intention, a prompt will then appear asking for further information as necessary.
Entering Summary Attendance

For local authorities who have opted into this option schools can enter summary attendance data on a half-termy basis. To being click on 'Attendance' and choose the 'Enter Summary Attendance':

For each pupil enter the possible sessions, authorised and unauthorised absences and exclusions for the academic year so far. When all the information for a pupil has been entered the final column displays a 'tick' indicating that the information for that pupil has been saved.

Entering End of Previous Year Attendance

End of previous year attendance data can be entered, by clicking the 'Enter End of Previous Year' button (on the right of the screen).

Note that the year group shown for each pupil is for the previous year.

To return to entering data for the current term click the 'Enter Current Term' button.
Help and Support

Clicking on ‘Help’ gives access to various pages of useful tables and also information about how to get further help with CLA Tracker.

Incorrect Pupil Details
If there are missing pupils, pupils who are no longer at your setting or pupils you do not believe are looked after please enter the information into the box below and click the button to the top right of the navigation bar labelled ‘Not Seeing Expected Pupils?’.

It is then possible to send a message to the Virtual School.

NB: Please note that the message is sent via e-mail and that therefore any sensitive information should be sent securely.

Forgotten Password
If the school's password is lost then click on the link on the login screen which says ‘Forgotten your username or password?’ The username can then be entered and instructions on resetting the password will be e-mailed to the registered address for the school.