

Senior Tracking Guide

Level of Study	Current level of study: Adv H, Higher, Level 6, Nat 5, Level 5, Nat 4 or Level 4
Attendance	Current attendance in school since August
Working Grade	Working Grade – This is a teacher led decision based on professional judgement, current attainment, and data supported pupil discussions. This value is entered at 3 different tracking periods throughout the year. (1-9 or Pass or Fail – See banding instructions below)
Target Grade	Target Grade – This is a teacher led decision, based on professional judgement, prior attainment, and data supported pupil discussions. The Target Grade will not change once set as doing so limits our ability to identify successful strategies or areas of development for the learner. (1-9 or Pass or Fail – See banding instructions below)
Predicted grade	Predicted Grade – This is a teacher led decision based on professional judgement and pupil data. The predicted grade is the band/level that the teacher estimates the pupil will achieve as their final grade, at the end of the year - SQA estimate. (1-9 or Pass or Fail – See banding instructions below)
Progress	Progress – This is a teacher led decision based on professional judgement, current attainment and data supported pupil discussions. The value entered in this box is a decision on if the pupil is “on track” or “off track” to achieve the target grade by the end of the course. 1 - Exceeding Expectations, 2 - Meeting Expectations, 3 - No Meeting Expectations,
Behaviour	1-Outstanding, 2-Good, 3-Satisfactory, 4- Inconsistent, 5- Major concern
Effort	1-Outstanding, 2-Good, 3-Satisfactory, 4- Inconsistent, 5- Major concern
Progress	1-Outstanding, 2-Good, 3-Satisfactory, 4- Inconsistent, 5- Major concern
Concern	No concern, quality of work concern, engagement concern, attendance concern
Time keeping	Always on time, usually on time, often late, always late, does not attend

How to read a report?

There are several key areas that will help you identify how well your child is progressing across all their subjects. The school deems attendance below 95% as a concern and will likely impact on final grades. If your child is progressing well, it is likely they will be on track (1-7 Working Grade), exceeding or meeting expectations, achieving outstanding or good for their behaviour, effort and homework, have no concerns and arrive on time for class.

Everything highlighted in red means cause for concern. If this is the case, please initially discuss concerns with your child and alert the school if you wish to discuss anything further.

Staff across the school will work together to put in interventions and supports to bring pupils back in line with their **Target Grade**. Part of these interventions may include 1-1 meetings, communication home and parent/carer meetings.

Will always encourage attending supported study sessions in school and creating study planners- Further advice in link.

How are National Courses graded?

Courses at National 5, Higher, and Advanced Higher are graded A-D.

National 2, National 3, and National 4 and National Progression Award courses are not graded — the units that make up these courses are assessed as pass or fail by staff.

A pass at Level 5 is equivalent to a C at National 5.

Band meaning:

All National 5, Higher and Advanced Higher are graded:

- Upper A (band 1)
- Lower A (band 2)
- Upper B (band 3)
- Lower B (band 4)
- Upper C (band 5)
- Lower C (band 6) Pass
- Grade D (band 7)
- Grade F (band 8 or 9 - No award)

[SQA guidance](#)

Tracking report example:

Subject	Set	S4 T2 Level	S4 Target Grade	S4 T1 WGrade	S4 T2 WGrade	S4 T2 Progress	S4 T2 Behaviour	S4 T2 Effort	S4 T2 Homework	S4 T2 Time Keeping	S4 T2 Concern
Accounting	ACN5F3	National 5	2	2	2	Exceeding	Good	Good	Good	Always on time	No Concern
Admin	ADN4S3	National 5	1	2	2	Meeting	Good	Good	Satisfactory	Always on time	No Concern
Business	BUN5G3	National 5	1	2	2	Meeting	Good	Good	Good	Always on time	No Concern
Computing Science	CON5E3	National 5	2	5	2	Meeting	Good	Outstanding	Good	Usually on time	No Concern
English	EN5ST5	National 5	2	4	3	Meeting	Good	Good	Inconsistent	Always on time	No Concern
Mathematics	MA5ST6	National 5	2	3	3	Meeting	Good	Good	Outstanding	Always on time	No Concern
Physics	PHN5D3	National 5	2	4	1	Exceeding	Good	Outstanding	Outstanding	Always on time	No Concern

Reporting timeline 24-25

Year	1	2	3	4	
S1	October 9/10/24	December Tracking 2 11/12/24	March Tracking 3 12/3/25	March Parents Night 3/4/25	May Tracking 4 21/5/25
S2	November Tracking 1 27/11/25	January Parents Night 9/1/25	March Tracking 2 26/03/25		
S3	October Tracking 1 23/10/24	December Tracking 2 18/12/24	January Parents Night 28/1/25	May Tracking 3 7/5/25	
S4	September 25/09/24	November 13/11/24	Parents Night 27/11/24 Parents Night 12/3/25	February Full reports 26/2/25	March/April SQA estimates
S5/6	September 25/09/24	November 13/11/24	Parents Night 27/11/24 Parents Night 12/3/25	February Full reports 26/2/25	March/April SQA estimates