Cohort Analysis and Tracking

This card gives you guidance on how to complete and use the *Cohort Tracker* and *Cohort Summary* documents. This responsibility lies with leaders and managers.

Why do we need to track children's learning and development?

As the leader and manager of a setting you will need to identify the strengths and weaknesses of your provision.

By collecting information about a group or cohort of children, you will be able to look for patterns across areas of learning and development that will help you and consequently all practitioners, to further improve the quality of practice and provision within the setting.

This information will help you to plan for the future of your setting, to further develop staff practice and your ethos.

It is always important to remember that this type of information is best used when it enables reflective leaders and managers to ask questions about the provision they offer – e.g. the environment, resources, adult interaction and understanding, etc.

Completing and Using the Cohort Progress Tracker

Each key person will have made observations and completed an *Individual Progress Tracker* sheet for each child (see Card 3 - Fig ii). This information will then need to be transferred onto the *Cohort Progress Tracker (Card 7 - Fig i) by leaders and managers.*

Ideally you should have a *Cohort Progress Tracker* for each group of children in the setting (e.g. age-range/room/academic year - September to July).

The grid needs to be completed twice a year at a time chosen by the setting. For example end of September and again at the end of June.

Completing and Using the Cohort Summary Document

The numbers from the *Cohort Progress Tracker* need to be transferred to the *Cohort Summary Document.* (Card 7 - Fig j) You will then also need to convert the numbers into percentages. Refer to *Cohort Analysis – Converting into %*. This is really important in order to make an effective comparison between boys' and girls' learning and development.

For more detailed information refer to *Supporting Information for Completing the Cohort Summary document.*

Fig i Cohort Progress Tracker

What do we do with the information from the Cohort Summary Document?

Look to see if there are any areas of learning and development where less/more progress is being made. You need to think about why this may be the case.

Compare how well boys and girls are doing in each area of learning. If one gender outperforms the other, consider the reasons why this may be.

You may want to look at the data for individual children who may be considered vulnerable to ensure the provision that you have put in place is making a difference for them.

When looking at the *Cohort Summary* document you will notice some children may be working below or above age/stage related expectation. It is important that you are able to explain the reasons for this and what you are doing about it.

As part of this process you may also want to consider how well practitioners are assessing children's learning and development.

Consider:

- Do practitioners need further training to develop their knowledge and expertise?
- Do you need further provision and resources to reflect the children's interests and culture?
- Does the setting need to develop the learning environment and enhance where the learning takes place?
- Are there opportunities for practitioners to moderate observations and assessments?
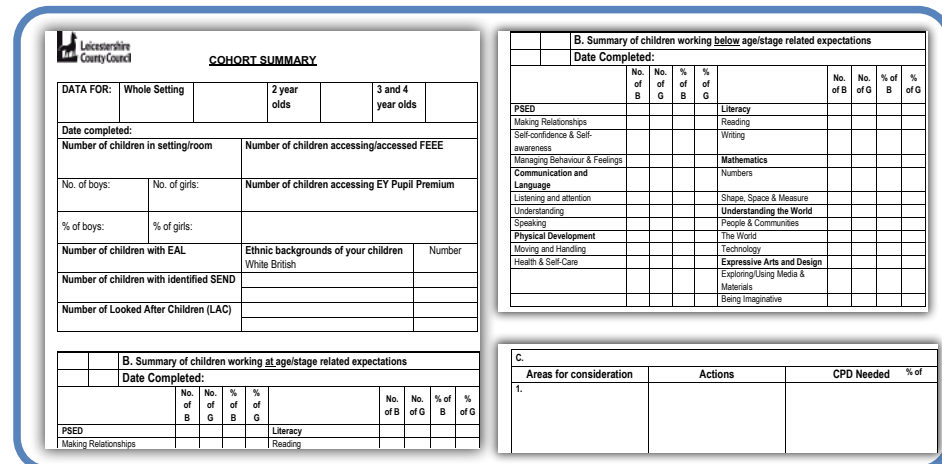
Leaders and Managers must ensure that:

- cohort trackers are completed twice a year, in line with the guidance on this card
- the information gathered in this process contributes to the development of practice and provision

Think about:

How you identify and support the most vulnerable children to ensure they make progress? Refer to:

- *Tracking Vulnerable Children Template*
- *Tracking Vulnerable Children Grid*
- *EYPP Guidance and Resources*

Fig J Cohort Summary Documant