Content

Introduction

Pupil Premium is additional funding for publicly funded schools in England and Wales. The Pupil Premium Grant provides funding for two categories:

- raising the attainment of disadvantaged pupils and closing the gap with their peers

- supporting children and young people with parents in the regular armed forces

<u>Eligibility</u>

- Ever 6 FSM (Eligble for Free School Meals at any time in within the past 6 years.)

- Looked-after children (CLA) and children Adopted from Care or who have left care.

- Ever 6 Service Child (ever recorded as Service Child in past 6 years)

The Pupil Premium Indicator (PPI) in SIMS is for internal school use only and is **NOT** collected by School Census. It can be assigned for previous (and future) academic years, as well as for the current year so that when running reports with an effective date, the correct pupils will be identified. The field does not automatically roll over in September, so it will always need to be reviewed and, if necessary, assigned again each new academic year. However, if you import the CSV file provided by the DfE (which contains details of pupils for which your school has received funding) then the field will be ticked for two academic years. You can then use this to track and monitor the appropriate pupils.

The following instructions take you through how to import this CSV file, as well as how to check the list of pupils contained in the file through the **Maintain Pupil Premium** Screen. We recommend importing the CSV each time a file becomes available, and then using the

Maintain Pupil Premium Screen (as described from page 6 onwards) to check the list of pupils in the file. A report can be run from this screen giving a full list of Pupil Premium pupils and their Premium Types. If new pupils arrive in school that are eligible, or existing pupils become eligible e.g. become FSM for the first time, then they can be manually assigned as Pupil Premium.

IMPORTANT: in order to import the CSV file or use the Maintain Pupil Premium screen you will need either School Administrator or System Manager permissions.

Once the Pupil Premium Indicator has been correctly assigned, it can be used to monitor and track progress of disadvantaged pupils e.g. in reports or Assessment manager marksheets.

The Pupil Premium Indicator is available as an Additional Student column and as a Group Filter in marksheets, as well as being in the Reporting Dictionary. It is also available in the Student List reporting area.


Downloading and Importing the DfE CSV File

The DfE provides a CSV file containing Pupil Premium data which can be obtained from the Key to Success website. This file is usually available by the end of July with an updated version available in November. However, the updated version will usually have the same pupils as in the July version. It is important to download this file to a **secure** folder as it potentially contains sensitive data e.g. adopted from care information.

Please note: Looked After Children are not included in the file unless they are also eligible for another type of premium, as their money is allocated via the Virtual School for Looked After Children.

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1. Log into the **Key To Success** website via **DfE Secure Access** portal at https://sa.education.gov.uk/idp/Authn/UserPassword (the password for this website is the same as the S2S website).
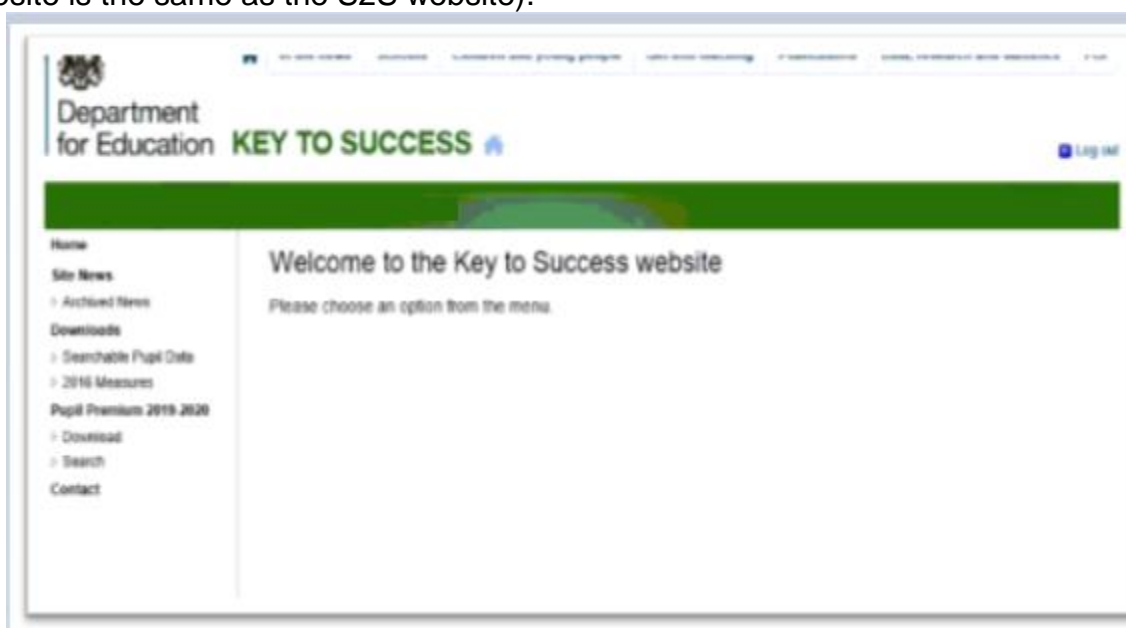
2. Click on **Download** under the **Pupil Premium** heading on the left of the screen.
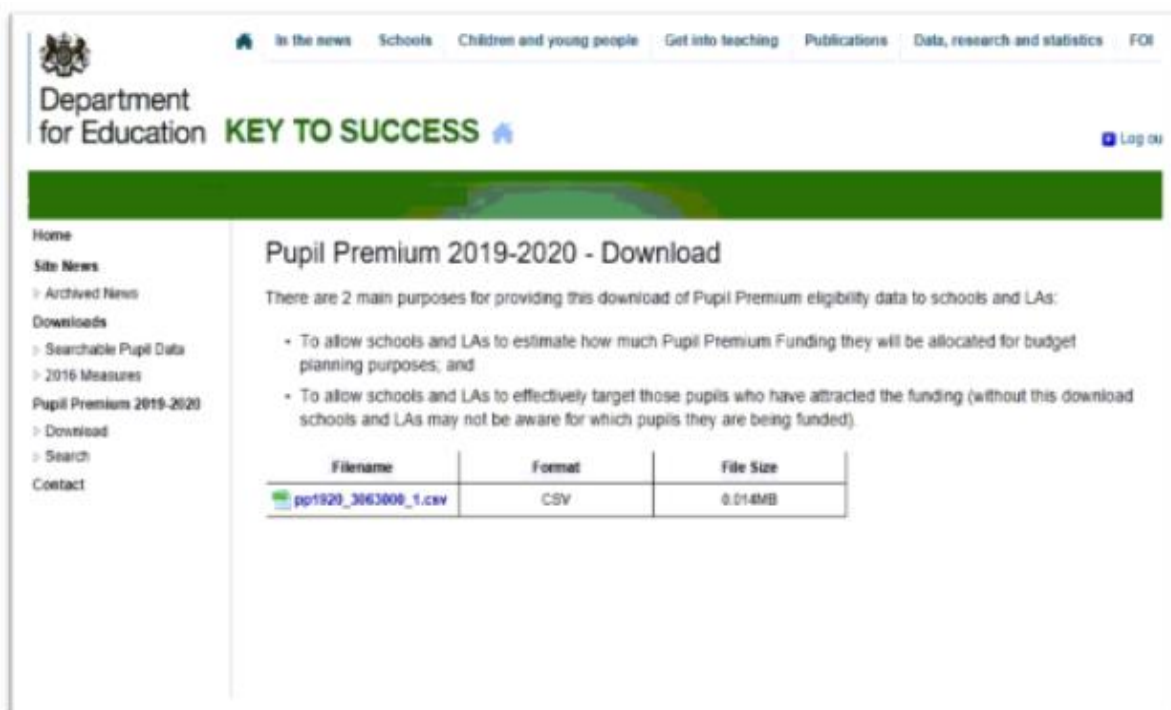
3. The file for the current academic year will be displayed. Right click on the file and choose **Save target as** (if using Internet Explorer). Choose to save the file to a suitable location, remembering that it contains sensitive information.

4. In SIMS choose **Tools > Pupil Premium > Import**

5. In panel **1 Premium Type** you have the option to select any or all of the Premium Types for import from the following:

- Deprivation (pre-select by default)

- Service Child (pre-selected by default)

- Looked After (however CLA pupils will only appear if eligible for another type of premium)
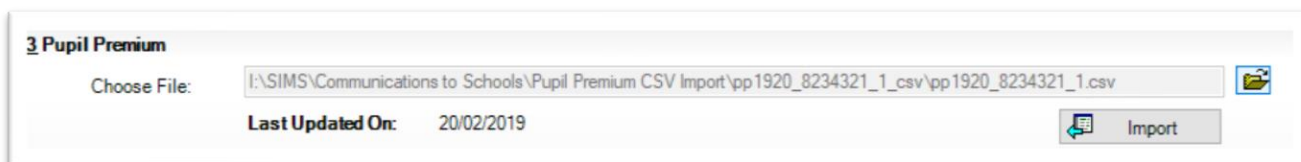
- Adopted from Care

6. Select all of the required types (usually this would be all of them unless you are reimporting a file for a specific pupil or type of premium, or do not wish to include Service children) before continuing**.**

7. In panel **2 Premium Type to update Pupil Premium Indicator** you can then choose which types to use to update – only those indicators relating to the Premium Types selected in panel 1 will be available. Again, you would usually tick all available types (unless you do not wish to include Service children).

> **NOTE: If you do not choose to update all the Indicators at this stage, then they can be updated at a later stage via Maintain Pupil Premium (see Page 5).**

8. Once you have selected all the required options, click on the **Browse** icon at the end of the Choose File box in panel **3 Pupil Premium** and then locate the

This will show the relevant year 2019
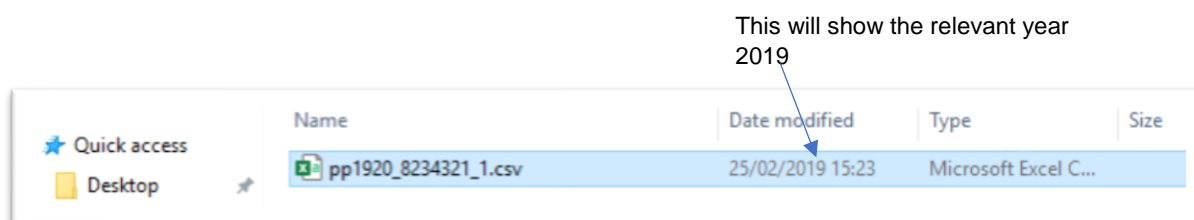
9. Double click on the file (which will be named with your school's DfE number) or select it and click **Open**.

10. Click **Yes** at the prompt to proceed with the import then click on the **Import** button.

11. A list of the pupil details contained in the file is displayed.

12. The Panel shows the Premium Type for each pupil and so can be used to determine why the pupil is eligible. The **Start** and **End Dates** of the eligible period (Financial Year) are also displayed. When the information is saved, the **Pupil Premium Indicato**r will be ticked for the Academic Years that include those **Start** and **End** dates. In the above example, the **Start** date is April 2015 and the **End** date is March 2016, so the PP indicator will be ticked for both the 2014/15 and 2015/16 Academic years. (**You will tick the Pupil Premium Indicator for years 2017/2018 and 2018/2019 regardless of the date on which the import took place.**

> **As CLA (Children Looked After) will only be included in the file if they are eligible for another type of premium, you will need to assign the PPI for those pupils – either manually (page 7), or through the Maintain Pupil Premium screen (page 5).**

13. Click **Save** to add this information.

14. Any exceptions will be reported on panel **4 Exception Log** – example on next page.

15. When matching pupils, the import ONLY looks at the UPN together with the **Date of Birth**, so any exceptions will be due to mismatch on the **Date of Birth**. If this is the case, we recommend you check the pupil's DOB again, and if necessary open the CSV file and change the date in the relevant column to match the date in SIMS and then repeat the import process again.

16. You should receive a message in the bottom left of your screen advising the status of the import.

Maintaining Pupil Premium

This area can be used to review the information imported from the CSV file**. However, please note that the pupils who have been assigned directly in their record or by the Bulk Update routine will not appear in this area.**

1. Choose **Tools > Pupil Premium > Maintain** from the menu.

2. Records can be added, removed or updated here. There are various filters available to aid any searches. By default, data for all Academic years is displayed, which will result in some pupils appearing more than once. To display only the current year, you can use the **FY Start Date** or **PP Academic Year 1**

    filters

3. Click [Search] to refresh the list after using a filter.   Search

4. You can also sort the list by clicking on any of the column headings (the default sort is by Surname). Click once for **Ascending**, and twice for **Descending**.

5. Although you can still add pupils in this screen, you are restricted by the **Financial Year Start** and **End** dates (which only allow you to enter 01/04 to 31/03), so you may prefer to keep the list in this screen as a record of pupils in the DfE file (i.e. those for which you have received funding during that financial year) and manually assigned the pupil as described on page 7 onwards.

6. You could however, add the details of CLA pupils in this screen, as they are not included in the DfE file. To add a pupil click **Add** [Add] from the right hand side to search for a pupil.
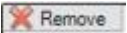
7. Click **Search** to display all pupils in the school or use the filters to search by name, year etc. Once you have found the required pupil either double click on their name or select them and click **OK**.

You cannot select more than one pupil at a time in this screen, so will have to add each pupil individually.

8. Enter the **FTE** as 1; **FY start Date** and **FY End date** (these dates can be typed in or selected from the calendar and should be the same for the imported pupils i.e. 01/04 and 31/03) and the **Premium Type**. The Academic Years are automatically filled in from the Financial Year start and end dates.

9. By default, saving the information will not update the Pupil Premium Indicator unless the relevant Pupil Premium Indicator(s) are ticked, so you must ensure that you have ticked the box or boxes in the top part of the screen.

10. Click **Save** and then **Yes** to save the changes.

11. To remove a pupil that may have been added in error, highlight the record to be removed and click **Remove** from the right hand side. However, removing a record from this area after changes have been saved will **NOT** remove the Pupil Premium Indicator flag from a pupil's details and so this will have to be manually changed. Click **Yes** and then **Save**.
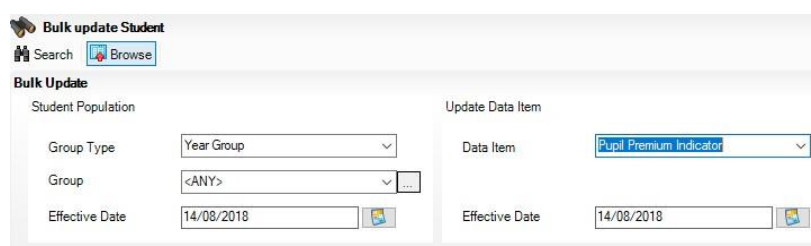
Assigning Pupil Premium Manually

If you have new pupils in school who fulfil the eligibility requirements for Pupil Premium or have an existing pupil who has just become eligible (e.g. has just become eligible for FSM) then they need to be assigned as Pupil Premium for tracking purposes. Although your school may not have received funding for those pupils, they will need to be monitored and tracked in the same way as those for whom you did receive funding. In the next January census, their reason for eligibility will be collected and the appropriate funding allocated by the DfE in the next Financial Year.

Assigning via Bulk Update

The most effective way of assigning Pupil Premium information in bulk is to import the CSV file from the Key to Success website as previously detailed. However, if you have only a small number of pupils in the file, or need to update a number of new pupils, or if you need to update historical information in bulk, you can do so as follow below.

Note: when you assign Pupil Premium in bulk it defaults to assigning the field for the **current** academic year. If you wish to assign for a previous academic year, you will need to put the **Effective date back** (any date in the September of that academic year will do.)

1. Go to **Routines > Pupil/Student > Bulk Update**. Change the **Group Type** to **Year Group**, the **Group** to **<ANY>** or to a specific Year group and change the **Data Item** to **Pupil Premium Indicator**.

2. To bulk update the pupil Premium Indicator for a **previous** Academic Year, change the **Effective Date** on the **right** of the screen to one in that Year, or leave the date as today, and click **Search**.

3. Click in the **Yes** column to place a tick against the required pupils. You **DO NOT** need to tick the No column for children not receiving the premium. If you tick a child by mistake, then click in the box again to remove the tick.

1 Members			Yes	No
Name	Year Group	Assigned		
Abdullah, Tamwar	4	Yes	✓	
Abhra, Abjit	3	Unassigned		
Abhra, Alisha	3	Yes	✓	
Abhra, Neel	3	Yes	✓	
Abhra, Shaquib	N2	Unassigned		

4.   Once you are sure you have made the correct selections, click the **Save** button, and close the screen.

Assigning Pupil Premium Manually

Assigning to an Individual Pupil

If you have only a small number of pupils to assign, or need to remove ticks added in error, then you can manually update on the pupils record as follows. Please remember that the field **does not automatically 'roll over' in September**, so may need to be reviewed and, if necessary, assigned again in the new academic year.

1.   Open the pupil record **via Focus > Pupil/Student > Pupil/Student Details** and click on hyperlink **9 Additional Information**.

2.   To assign the **Pupil Premium Indicator** for the current year (as indicated by the field name) place a tick in the box.

3.   You can also add a **Note** if you wish. For example, if a pupil was previously a Service Child you could note this (as the Service Child field does not have a history) so the reason for receiving Pupil Premium is known.

However, please <u>DO NOT</u> put notes re the child being Adopted from Care as this information should <u>NEVER</u> be visible on the pupil record.

4.   To assign the **Pupil Premium Indicator** for previous or future years, click the button at the end of the **Notes** field.

5.   Tick the indicator box next to the appropriate Academic Year. If you tick the box for the next Academic Year, then in September of that year, the box will appear already ticked.

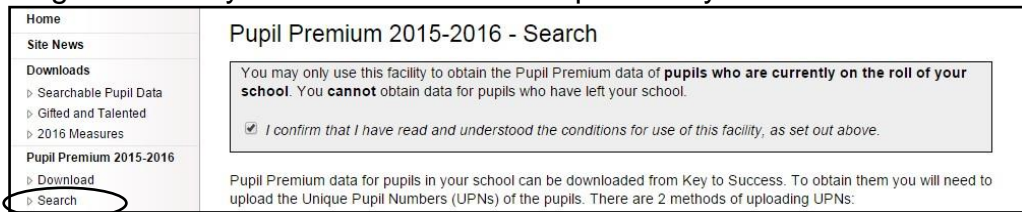| Year	Indicator	Notes
2019/2020	☐	
2018/2019	☑	Previously Service Child
2017/2018	☑	

6.   Click **OK** and then **Save** the record.

Please note that the pupils assigned directly via their record, or by Bulk Update will not appear in the Maintain Pupil Premium screen.

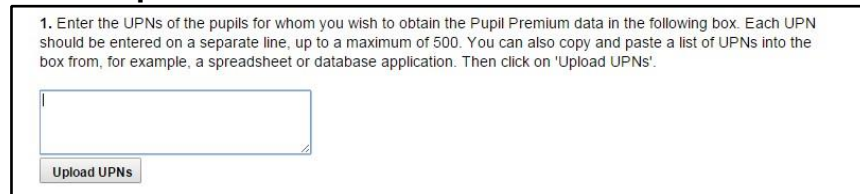## Searching for Pupil Premium Pupils

As well as downloading the latest DfE file from the Key to Success website, you can also search for Pupil premium information for newly arrived pupils in your school. Provided that they were eligible at their previous school (and were returned as such in the January census) then you can view or import their details as with the main file import.

1. Log into the key to Success website as previously described
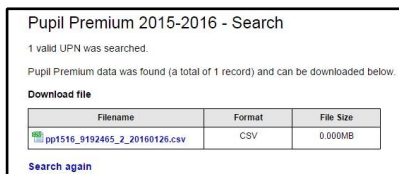
Assigning Pupil Premium Manually

2. Click on **Search** under the **Pupil Premium** heading on the left of the screen to display the search options. Tick to confirm that you have read the conditions.

3. Follow the instructions on the screen to enter one or more UPN's into the box, then click **Upload UPN's.**

4. If results are found, then a file will be created.

5. This file can be opened to view the details, or it can be downloaded and imported into SIMS in the same way as the main file. See **page 3 onwards**.

Pupil Premium Reports

Maintain Pupil Premium report

1.   To run a report listing all pupils assigned as Pupil Premium either by importing the CSV file provided by the DfE or by using the **Maintain Pupil Premium** screen, go to **Tools > Pupil Premium> Maintain.**

2.   By default, data for all Academic years is displayed, which will result in some pupils appearing more than once. If you only wish to report for a particular year ensure that you filter the list first as previously described.

3.   Click the **REPORT** button at the top of the screen.

4.   Click the magnifying glass at the end of the **Destination Folde**r box to choose a location for saving the report.

      IMPORTANT NOTE: this report contains sensitive information, particularly if any pupils are Adopted from Care, and so please take care when choosing the location.
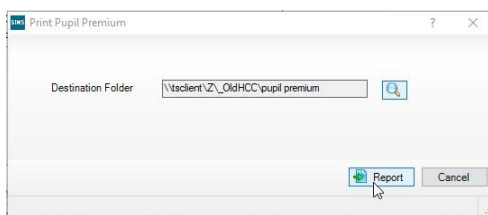
5.   After selecting the location click the **Report** button to generate the report in Internet Explorer (or your default web browser).

6.   The report can then be printed if required, or if you are using Internet Explorer, then you can export to Excel by right clicking anywhere in the table and choosing **Export to Microsoft Excel.** You will then be able to use Excel to sort, filter etc.

APPENDIX

Frequently Asked Questions.

Q   Will I lose out on funding if the Pupil Premium Indicator is not correctly ticked?

A   The Pupil Premium Indicator is for internal school use only, e.g. for tracking progress and attainment, attendance etc. The indicator itself is not collected by the School Census or any other statutory return, so you will not lose funding.

Q   Why are there no Children Looked After in the DfE CSV file?

A   The Pupil Premium money for these children is allocated via the Virtual School for Looked After Children. CLA will only appear in the file if they are also eligible for other types of premium.

Q   There are pupils in the DfE CSV file receiving the premium for Deprivation that we do not have a FSM history for in SIMS, why is this?

A   A common reason for this is that the pupil has moved school and if CTF's have not been used to transfer data then any previous FSM history may have been lost. You could contact previous schools to ascertain when the pupil was eligible for FSM or you can use the FFT Aspire (if your school subscribes to this) to find out exactly during which term(s) the pupil was deemed as eligible. You could then add the FSM history for that pupil into SIMS. See page 16 for more information.

Q   Why are there pupils in our SIMS who are showing as Current FSM or Ever 6 FSM, but who are not included in the file?

A   The DfE CSV file is released in July each year, and contains details of those pupils eligible for Pupil Premium for that financial year (April – March), based on the January Census for that year. An updated file is released in November, but is still based on the eligibility from the January Census. If you have eligible pupils arriving in school after January, or a pupil becomes FSM eligible for the first time after January, then they will not be included in the file. However, your school must still assign them as Pupil Premium as they will need to be tracked along with the rest of the group.

Please note: the DfE only started collecting FSM period data (i.e. eligibility between Censuses) from Spring 2013. Prior to this, they collected whether pupils were FSM eligible at the time of the Census. So, if a child was not FSM eligible at the exact time of any census prior to 2013, they would not have attracted pupil premium funding. They will however, still show as Ever 6 FSM in SIMS and must be tracked along with eligible pupils.

Q   **Why is the number of Pupil Premium pupils not the same as the number of Ever 6 FSM pupils when I run the SITSS – Pupil Premium List report?**

A   Pupil Premium can be assigned for other reasons than Ever 6 FSM so may include Children Looked After (CLA), Service or Adopted from Care Pupils.

Q   **There are pupils in the SITSS – Pupil Premium List report showing as 'Yes' for Pupil Premium, but not for any of the other categories, why is this?**

A   If you have imported the DfE CSV file, then you can go to **Tools > Pupil Premium > Maintain** and see the type e.g. Deprivation (FSM), Adopted from Care etc. otherwise, it is likely that the pupil premium has been manually assigned for a reason, rather than using the **Maintain Pupil Premium** screen.

Q   **Why is one sibling in a family not showing as eligible, but others are?**

A   One reason may be that during the period that older siblings were FSM eligible a younger sibling was too young (Year N or below) to qualify.

Q   **Should I assign Pupil Premium to Nursery pupils in receipt of Early Years Pupil Premium?**

A   Yes, if you wish, as they can be tracked in Assessment and other areas of SIMS. However, they will not automatically qualify as Pupil Premium when they move to Reception, unless the reason for being EYPP still applies (e.g. the family is eligible for FSM).

Q   **A pupil had FSM dates added in error on SIMS and this information was included in one of the termly School Census?**

A   The DfE should be notified using this link.

https://form.education.gov.uk/fillform.php?self=1&form_id=hGz7nZcsdnX&noLoginP rompt=1