End of Year 2023

13

September Tasks - How to Import DfE Pupil Premium Files into SIMS

For School Administrative Staff

Contents

DfE Pupil Premium Files 1
Import Pupil Premium File into SIMS 1
Maintaining Pupil Premium 4
Reporting on Entries in the Pupil Premium Maintain Table 5

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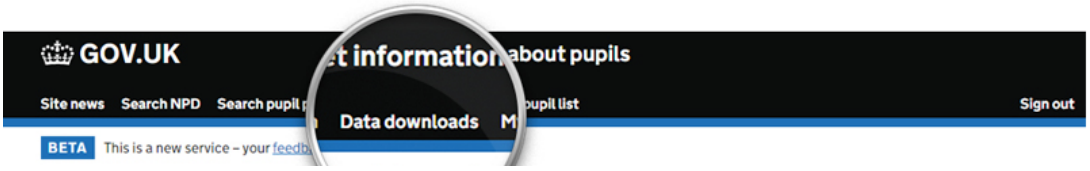
DfE Pupil Premium Files

Annually, the DfE compile csv (comma separated value) files for each school, listing pupils who have attracted the Pupil Premium. The DfE calculates pupil premiums, based on the October census data. There is often a significant time lapse before these files are made available. It may be necessary to update pupil premium indicators in SIMS manually and then to later import the DfE pupil premium file electronically into SIMS.

The DfE upload Pupil Premium files onto the **GIAP** (Get Information about Pupils') website. To access your schools' file, you will need to use your DfE Secure Login that you use to access the **School to Schools S2S)** website.



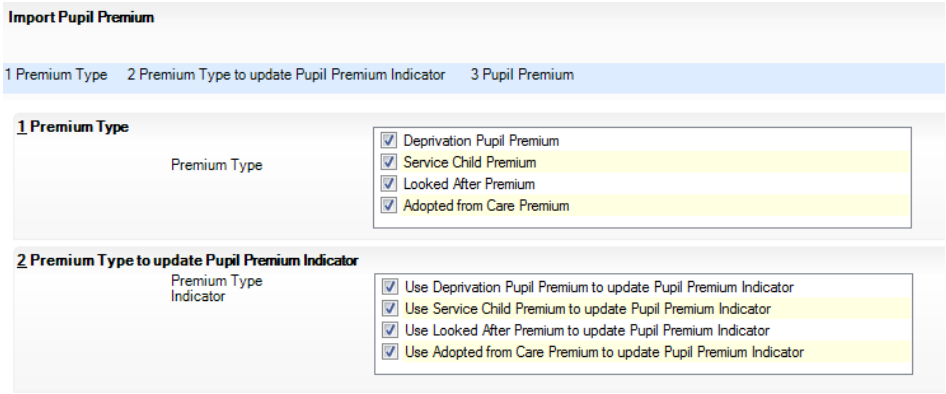
Once logged in, you will need to navigate to **Downloads** to find your latest Pupil Premium file. If you cannot locate the latest Pupil Premium file, you may need to submit a Service Request to the DfE.

Download and save your Pupil Premium file into a shared drive on your workstation and into a Pupil Premium folder.

Importing this file into SIMS will not disturb student records which have previously been updated manually.

Import Pupil Premium File into SIMS

1. Follow route **Tools / Pupil Premium / Import**.



2. Tick all Pupil Premium types in panels 1 and 2.

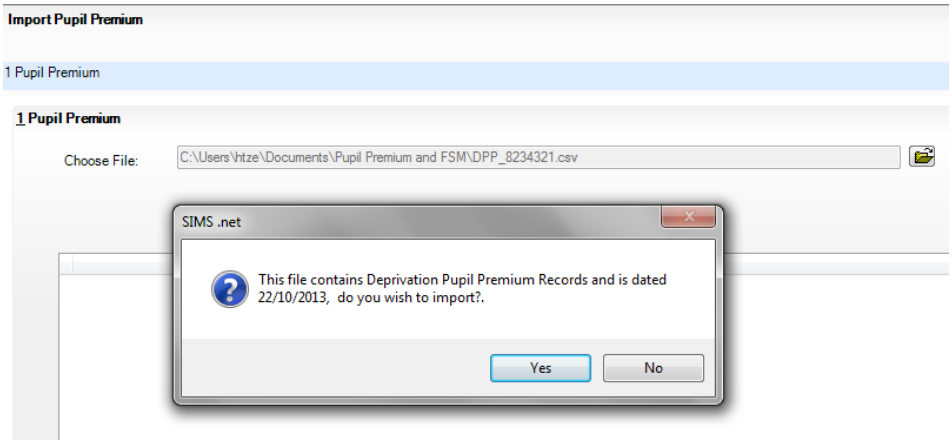
   Panel 1 allows users to import Pupil Premium types separately if schools wish to produce individual reports for each type of Pupil Premium. This is usually unnecessary as users can easily separate out PP types at a later stage in Excel.

3. Click the **Choose File** open file icon in Panel 3.

4. Navigate to where you have saved the DfE csv file you downloaded.

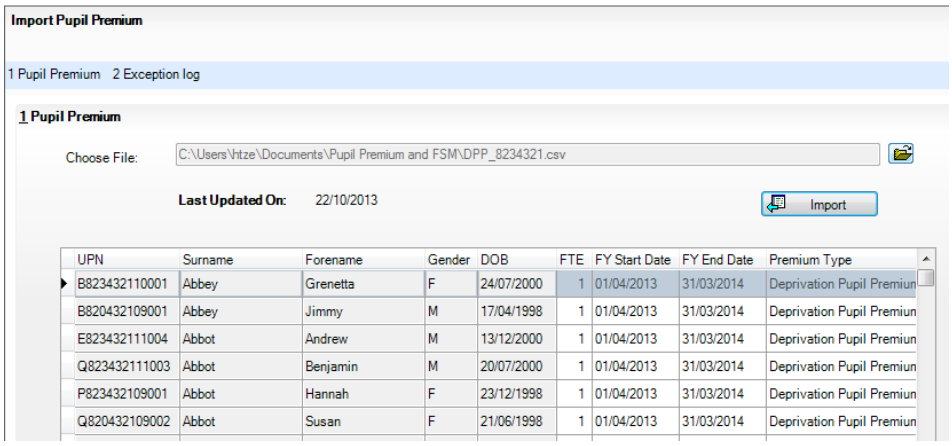
   Remember that SIMS can't "see" your desktop and so it is best to have saved the file in a shared drive.

5. Click **Yes** when the dialogue box appears.



6. Click the **Import** button.

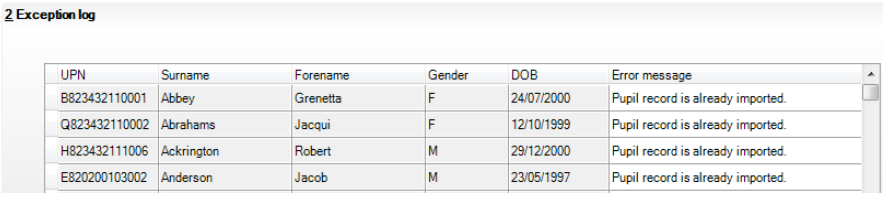
   A temporary table will appear depicting what is contained in the csv file.



UPN	Surname	Forename	Gender	DOB	FTE	FY Start Date	FY End Date	Premium Type
B823432110001	Abbey	Grenetta	F	24/07/2000	1	01/04/2013	31/03/2014	Deprivation Pupil Premiun
B820432109001	Abbey	Jimmy	M	17/04/1998	1	01/04/2013	31/03/2014	Deprivation Pupil Premiun
E823432111004	Abbot	Andrew	M	13/12/2000	1	01/04/2013	31/03/2014	Deprivation Pupil Premiun
Q823432111003	Abbot	Benjamin	M	20/07/2000	1	01/04/2013	31/03/2014	Deprivation Pupil Premiun
P823432109001	Abbot	Hannah	F	23/12/1998	1	01/04/2013	31/03/2014	Deprivation Pupil Premiun
Q820432109002	Abbot	Susan	F	21/06/1998	1	01/04/2013	31/03/2014	Deprivation Pupil Premiun

7. Click **Save** at the bottom of the table.

   This will populate the permanent table.



UPN	Surname	Forename	Gender	DOB	Error message
B823432110001	Abbey	Grenetta	F	24/07/2000	Pupil record is already imported.
Q823432110002	Abrahams	Jacqui	F	12/10/1999	Pupil record is already imported.
H823432111006	Ackrington	Robert	M	29/12/2000	Pupil record is already imported.
E820200103002	Anderson	Jacob	M	23/05/1997	Pupil record is already imported.

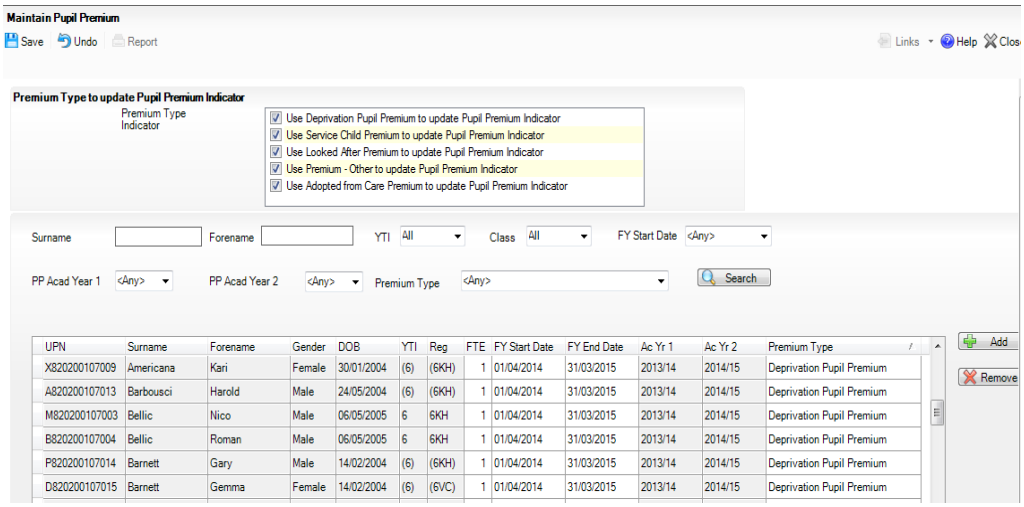
The Exception Log will display records that have already been imported and also records where the student does not exist in your SIMS database.

Maintaining Pupil Premium

This routine allows schools to view all previously downloaded Pupil Premium files as well as being able to edit existing records or enter completely new manual records.

All entries contained in the Maintain Pupil Premium table will update Indicators for the correct academic year on individual student records once the Premium Type Indicators have been selected and saved.

1. Follow route **Tools / Pupil Premium / Maintain**.



You can Add or Remove entries if necessary from this table but the need to do so would be extremely rare.

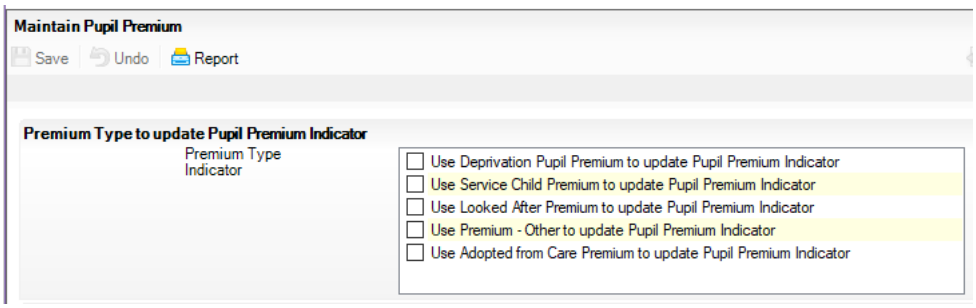
Note: You should expect to see **<u>Leavers</u>** in the table as funding is based on those pupils that were on roll at your school, on October census day (past). New pupils who were not on roll at your school on January census day will not be in your pupil premium file, i.e. New Reception pupils.

Note: If you remove an entry from the Pupil Premium table, a pre-existing premium tick on a student record will not automatically be removed. This will have to be done separately.

Reporting on Entries in the Pupil Premium Maintain Table

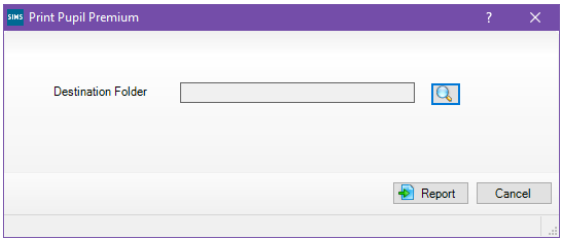
It is only possible to report on those entries in the Pupil Premium table that have been saved.

1. Follow route **Tools / Pupil Premium / Maintain**.



2. Click **Report** at the top of the **Maintain Pupil Premium** panel.

3. Select a **Destination Folder** by clicking on the magnifying glass.



4. Navigate to the required location for the report output.

5. Click **Ok**.

6. Click **Report** on the dialogue box to produce the report.

   The report will then display in your web browser.

7. Right click on the report and select Export to Microsoft EXCEL if required.