

Pupil Premium Checklist

Task	Location	Tick Box
<p>Keep all Free School Meal eligibility up to date on pupil records, especially before a census return.</p> <p><i>Pupil Premium Background and Guide to Documentation</i></p>	<p>SIMS Pupil record / Dietary panel / Eligible for Free Meals</p>	
<p>Keep all Service Children in Education details up to date on pupil records, especially before a census return.</p> <p><i>Pupil Premium Background and Guide to Documentation</i></p>	<p>SIMS Pupil record / Additional Information / Service Children in Education Source of Service Children in Education</p>	
<p>Keep the Post looked After Arrangements table up to date, especially before a Census return.</p> <p><i>Pupil Premium Background and Guide to Documentation</i></p>	<p>SIMS Tools / Statutory Return Tools / Update Post Looked After Arrangements</p>	

<p>Keep all In Care details up to date on pupil records for internal reference. The Pupil Census does not collect Looked After Children data. The DfE rely on LA Virtual School Teams to keep them informed on the number and whereabouts of In Care students. <i>Pupil Premium Background and Guide to Documentation</i></p>	<p>SIMS Pupil record / Welfare</p>	
<p>Update Pupil Premium indicators manually if necessary. <i>How to Manually Update Pupil Premium Indicators in SIMS</i></p>	<p>SIMS Pupil record / Additional Information OR Routines / Pupil / Bulk Update</p>	
<p>Download CSV files (as supplied by the DfE) detailing the reasons and dates over which students at your school have attracted Pupil Premium funding.</p>	<p>DfE Secure Access GIAP - site Downloads.</p>	

<p>Import your Pupil Premium CSV files into SIMS - <i>How to Import Pupil Premium Indicators Electronically into SIMS</i></p> <p>Make manual amendments if necessary - <i>How to Update Pupil Premium Indicators Manually in SIMS</i></p>	<p>SIMS Tools / Pupil Premium / Import</p> <p>Tools / Pupil Premium / Maintain</p>	
<p>Run a report to return all students who have attracted Pupil Premium funding currently and previously <i>How to Write A Pupil Premium History Report</i></p>	<p>SIMS Reports / Run Report / Focus / Student: <i>Pupil Premium Students</i></p>	
<p>Analyse the attainment and attendance of Pupil Premium students <i>How to Analyse Pupil Premium Data</i></p>	<p>SIMS Focus / Assessment Manger / Marksheets</p> <p>Tools / Performance / Assessment / Wizard Manager</p> <p>Focus/ Attendance or Lesson Monitor</p> <p>Focus / School / Report</p>	

The **Discover** module is extremely useful for analysing Pupil Premium pupils.
Discover analyses are optional rather than obligatory.

Wait for Pupil Premium indicators to transfer into Discover overnight or run a manual data transfer

How to Analyse Pupil Premium Data

Discover Administration Utility

Create Dynamic Groups

How to Analyse Pupil Premium Data

Discover