

How to Manually Update Pupil Premium Indicators in SIMS

For All Schools

DfE CSV Pupil Premium files

Annually, the DfE compile a csv (comma separated value) file for each school, listing pupils who have attracted the Pupil Premium. These files are often only available after June in any given academic year. Schools are encouraged to update student's Pupil Premium indicators manually in SIMS, whilst they wait for their electronic Pupil Premium file from the DfE.

Pupil Premium

To monitor performance of Pupil Premium pupils we need to identify them in SIMS using the Bulk Update Tool. This information can then be used in Assessment Manager, Performance Analysis and Reports. There are two ways to manually update Pupil Premium Students, either individually through the pupil's record or by using the Bulk Update tool.

Selecting Pupil Premium through Pupil Records

Focus / Pupil / Pupil Details

The screenshot shows the 'Find Student' interface. At the top, there are search filters for Surname, Forename, Admission Number, Tier, Year Group, Class, and House. Below the filters is a table of pupils. The row for 'Abraham, Jane' is highlighted in blue. Below the table is the 'Pupil Details' section with 'Save', 'Undo', and 'Print' buttons.

Name	Year Group	Class	House	Gender	Admission Number
Aaron, Chris	2	2JB		Male	001069
Aaron, Liz	2	2JB		Female	001070
Aaron, Sophie	2	2JB		Female	001071
Abraham, Jane	3	3CB		Female	000981
Ackton, Stan	6	6VC		Male	000842
Ackton, Stephen	2	2JB		Male	001106
Adasheii, Mohammed	2	2GH		Male	001107

Select the pupil whom you wish to assign 'Pupil Premium' status to. Navigate to panel 9 - **Additional Information**

The screenshot shows the 'Additional Information' panel. It contains several sections: 'Meals' with checkboxes for Free Meal, Home, and Sandwiches; 'Modes of travel' with checkboxes for Boarder, Bus, and Car Share; 'Service Children in Education' with a dropdown menu; 'Uniform Allowance' with a checkbox; 'Pupil Premium Indicator for year 2012/2013' with a checked checkbox and a 'Notes' field; and 'Eligible for Free School Transport' with a table for Start Date and End Date. There are also buttons for 'New', 'Open', and 'Delete'.

Place a tick in the **Pupil Premium Indicator** for the appropriate academic Year. Please note that 2012/2013 is used here as an example academic year just for the purposes of this documentation.

You can add a note, if you wish, to the note panel but this is not mandatory. The note functionality is only available through the pupil's record and not using the Bulk Update tool.

Additional Information

Meals

Free Meal

Home

Sandwiches

Modes of travel

Boarder - not applicable

Bus (type not known)

Car Share (with child/children)

Service Children in Education

Uniform Allowance

Pupil Premium Indicator for year 2012/2013

Notes Father in SAS

Eligible for Free School Transport

Start Date	End Date

Linked Agencies

Agency Name	Address	Telephone No

Recoupment

Route

LA Provided Transport

Source of Service Children in Education

New

Open

Delete

New

By default, the Pupil Premium Indicator will apply to the current academic year, but you can select previous or future academic years by clicking onto the history browser, (the magnifying glass icon).

Pupil Premium Indicator History

Year	Indicator	Notes
2013/2014	<input type="checkbox"/>	
2012/2013	<input checked="" type="checkbox"/>	Father in SAS
2011/2012	<input type="checkbox"/>	

OK Cancel

If required, select the academic Year(s) by placing a tick in the relevant box(es), click OK and then save the pupil's record.

Note: If you tick the Pupil Premium Indicator on a student's record, the tick will automatically be applied in the Bulk Update tool and reversely if applied through the Bulk Update tool the tick will automatically update in the student's record.

Pupil Premium Bulk Update Tool

The Bulk Update tool is used to update student data fields particularly prior to a census, for data items such as Ethnicity and First Language. It is also possible to bulk update Pupil Premium Indicators for a group of pupil records at once.

Routines / Pupil / Bulk Update

Bulk update Student

Search Browse

Bulk Update

Student Population

Group Type [Redacted]

Group []

Effective Date 18/04/2013

Update Data Item

Data Item []

Effective Date []

Bulk update Student

Save Undo Print

Members

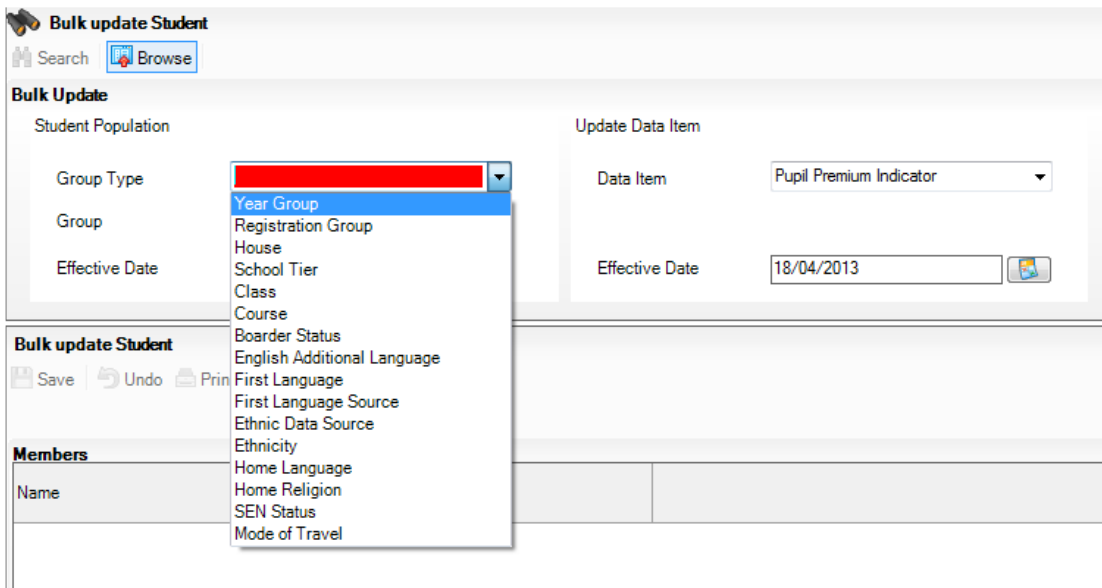
Name	Year Group	Assigned

- Boarder Status
- English Additional Language
- First Language
- First Language Source
- Ethnic Data Source
- Ethnicity
- Home Language
- Home Religion
- SEN Status
- Mode of Travel
- Service Children in Education
- Source of Service Children
- National Identity
- Speaks Welsh
- SEN Provision Type
- Gifted/Talented subject
- Parental Consent
- Disabilities
- Birth Certificate Seen
- Emergency Consent
- Pupil Premium Indicator**

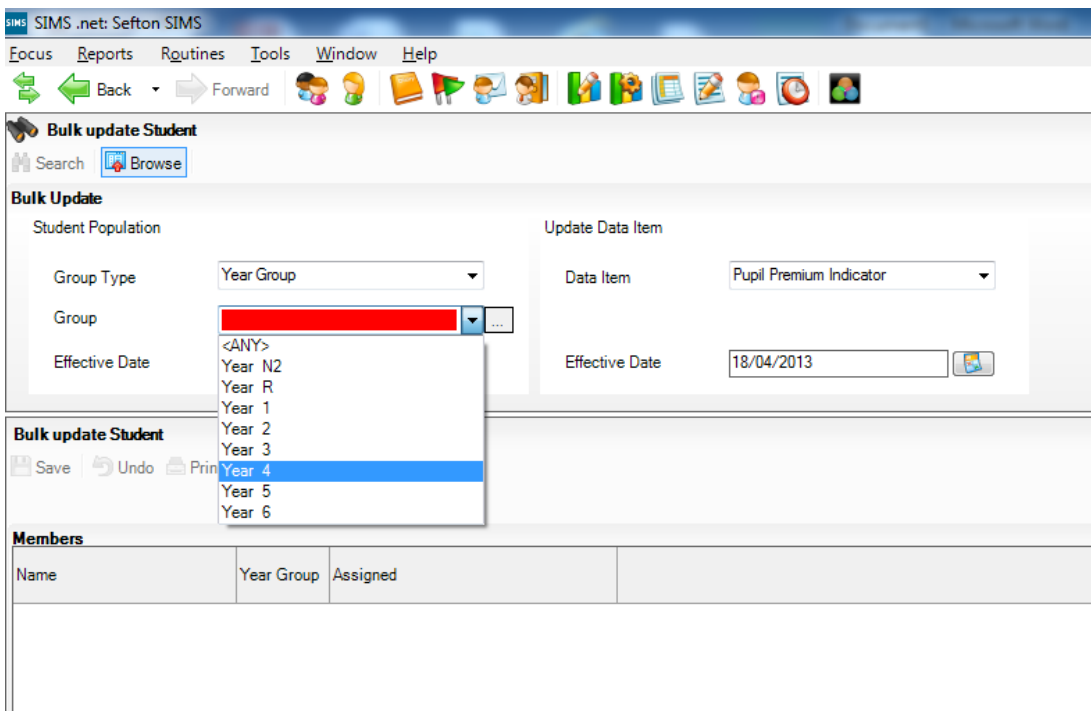
Please be very aware of the Effective Dates. You can amend these dates if you wish.

On the right side of the screen, click onto the drop-down arrow next to '**Data Item**' and select the **Pupil Premium Indicator**.

On the left side of the screen, click onto the '**Group Type**' drop down arrow and select **Year Group**.



Click onto the '**Group Type**' drop down arrow and select either your desired year group or select (ANY) which will return all year groups in your school.



Click **Search** to populate the panel below with selected students

Bulk Update Pupil Premium Indicator (as from 18/04/2013) - Year Group: Year 4 (as at 18/04/2013)

Save Undo Print

1 Members

1 Members

Name	Year Group	Assigned	Yes	No
Adebayor, Emmanuel	4	Unassigned		
Americana, Kari	4	Unassigned		
Baccina, Tia	4	Unassigned		
Baker, Jake	4	Unassigned		
Ballinger, Eden	4	Unassigned		
Barbousci, Harold	4	Unassigned		
Barnett, Gary	4	Unassigned		
Barnett, Gemma	4	Unassigned		
Barnett, Jamie	4	Unassigned		
Black, Peter	4	Unassigned		
Bond, Jamie	4	Unassigned		
Brown, Kirsty	4	Unassigned		
Cale, James	4	Unassigned		
Chapman, Joy	4	Unassigned		
Davis, Cherrie	4	Unassigned		
Davis, Jemma	4	Unassigned		
Dean, Jake	4	Unassigned		
Dean, Megan	4	Unassigned		
Total	61		61	0

Click in the **Yes** column to assign **Pupil Premium** status to a student.

Bulk Update Pupil Premium Indicator (as from 18/04/2013) - Year Group: Year 4 (as at 18/04/2013)

Save Undo Print

1 Members

1 Members

Name	Year Group	Assigned	Yes	No
Adebayor, Emmanuel	4	Yes	✓	
Americana, Kari	4	Unassigned		
Baccina, Tia	4	Unassigned		
Baker, Jake	4	Yes	✓	
Ballinger, Eden	4	Unassigned		
Barbousci, Harold	4	Yes	✓	
Barnett, Gary	4	Yes	✓	
Barnett, Gemma	4	Yes	✓	
Barnett, Jamie	4	Yes	✓	
Black, Peter	4	Yes	✓	
Bond, Jamie	4	Unassigned		
Brown, Kirsty	4	Yes	✓	
Cale, James	4	Yes	✓	
Chapman, Joy	4	Unassigned		
Davis, Cherrie	4	Yes	✓	
Davis, Jemma	4	Unassigned		
Dean, Jake	4	Unassigned		
Dean, Megan	4	Unassigned		
Total	61		24	0

Note: The Total number of Pupil Premium students will display at the bottom of the **Assigned** column. The **Unassigned** column indicates students who are not Pupil Premium students.

DO NOT USE the **No** column as any tick in this column will disappear once the table is saved.

Remember to Save your entries.