

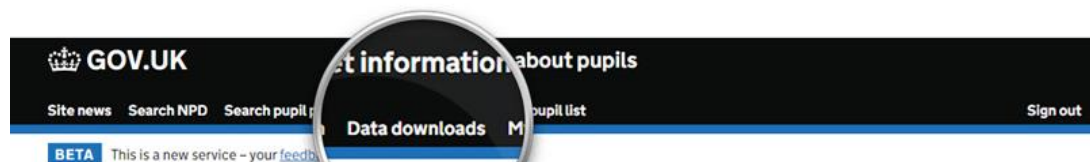
How to Import Pupil Premium Indicators Electronically into SIMS

For All Schools

DfE CSV 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 is therefore, expedient to update pupil premium indicators in SIMS manually and then to later import the DfE pupil premium file electronically into SIMS so as to receive confirmation of and additional information about schools' pupil premium students.

The DfE upload these files onto the [GIAP](#) website. To access your schools' file/s, you will need to use your DfE Secure Login. This is the same login that you use to access the **Schools to Schools (S2S)** website.



Once logged in, you will need to navigate to **Downloads** to find your latest Pupil Premium file. Download and save your Pupil Premium file into a shared drive on your workstation. You may need to submit a

Service Request to the DfE if you are unable to find your latest Pupil Premium file.

In SIMS:

Tools / Pupil Premium / Import

Click on the folder icon alongside the **Choose File** field and navigate to where you have saved your DfE csv file. Remember that SIMS can only access files from a shared drive.

The dialogue box above will activate once you have selected the file. Click YES if you wish to proceed.

Import Pupil Premium

1 Pupil Premium 2 Exception log

1 Pupil Premium

Choose File: C:\Users\htze\Documents\Pupil Premium and FSM\DPP_8234321.csv

Last Updated On: 22/10/2013

Import

Click on the **Import** button to populate a temporary table below. This table will show you what is contained in the csv file.

Import Pupil Premium

1 Pupil Premium 2 Exception log

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Choose File: C:\Users\htze\Documents\Pupil Premium and FSM\DPP_8234321.csv

Last Updated On: 22/10/2013

Import

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 Premium
B820432109001	Abbey	Jimmy	M	17/04/1998	1	01/04/2013	31/03/2014	Deprivation Pupil Premium
E823432111004	Abbot	Andrew	M	13/12/2000	1	01/04/2013	31/03/2014	Deprivation Pupil Premium
Q823432111003	Abbot	Benjamin	M	20/07/2000	1	01/04/2013	31/03/2014	Deprivation Pupil Premium
P823432109001	Abbot	Hannah	F	23/12/1998	1	01/04/2013	31/03/2014	Deprivation Pupil Premium
Q820432109002	Abbot	Susan	F	21/06/1998	1	01/04/2013	31/03/2014	Deprivation Pupil Premium

Click Save at the bottom of the table. This will populate the permanent table and update individual student records.

2 Exception log

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 on your SIMS database.

Maintain Pupil Premium

Tools / Pupil Premium / Maintain

This option allows you 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 Pupil Premium indicators, for the correct academic year, on individual student records.

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

Maintain Pupil Premium

Save Undo Report Links

Surname: Forename: YTI: All Reg: All FY Start Date: <Any>

PP Acad Year 1: <Any> PP Acad Year 2: <Any> Premium Type: <Any> Search

PN	Surname	Forename	Gender	DOB	YTI	Reg	FTE	FY Start Date	FY End Date	Ac Yr 1	Ac Yr 2	Premium Type
820200103001	Amiel	Tanzeel	Female	02/07/2000	9	9B	1	01/04/2013	31/03/2014	2012	2013	Adopted from Care Premium
823432110001	Abbey	Grenetta	Female	24/07/2000	9	9F	1	01/04/2013	31/03/2014	2012	2013	Deprivation Pupil Premium
820432109001	Abbey	Jimmy	Male	17/04/1998	11	11A	1	01/04/2013	31/03/2014	2012	2013	Service Child Premium
823432111004	Abbot	Andrew	Male	13/12/2000	8	8E	1	01/04/2013	31/03/2014	2012	2013	Looked After Premium
823432111003	Abbot	Benjamin	Male	20/07/2000	9	9A	1	01/04/2013	31/03/2014	2012	2013	Premium - Other
823432109001	Abbot	Hannah	Female	23/12/1998	10	10B	1	01/04/2013	31/03/2014	2012	2013	Adopted from Care Premium
820432109002	Abbot	Susan	Female	21/06/1998	11	11B	1	01/04/2013	31/03/2014	2012	2013	Deprivation Pupil Premium
823432111005	Able	Cameron	Male	10/12/2000	8	8A	1	01/04/2013	31/03/2014	2012	2013	Deprivation Pupil Premium

Reporting on entries in the Pupil Premium Maintain table

Click on the Report icon to run a report of your entries.

Notice you can choose to view and / or print by a specific Premium Type

UPN	Surname	Forename	Gender	DOB	YTI	Premium Type
T820444405020	Akram	Amina	Female	12/06/1995	(13)	Adopted from Care Premium
G820432106009	Ambrose	Chaz	Male	14/02/1996	13	Deprivation Pupil Premium
F820432109079	Rainbird	Peaches	Female	19/06/1998	11	Deprivation Pupil Premium
Q820200103001	Amiel	Tanzeel	Female	02/07/2000	9	Adopted from Care Premium

1. Select a **Destination Folder** by clicking on the magnifying glass.
2. Navigate to the required location for the report output.
3. Click the **OK** button to return to the **Print Pupil Premium** dialog.
4. Click the **Report** button to produce the report. The report is displayed in your web browser. Right click on the report and select Export to Microsoft EXCEL if required.

Note: You may find anomalies such as your import containing leavers. This should be expected as the DfE is working within a financial year, 1st April to 31st March and not in accordance with an academic year. You will therefore see students who left your school at the end of the summer term. Thereafter, in the next financial year the premium will travel with the student to their new school.
