

# How to Access Pupil Premium History Fields When Designing Reports in SIMS

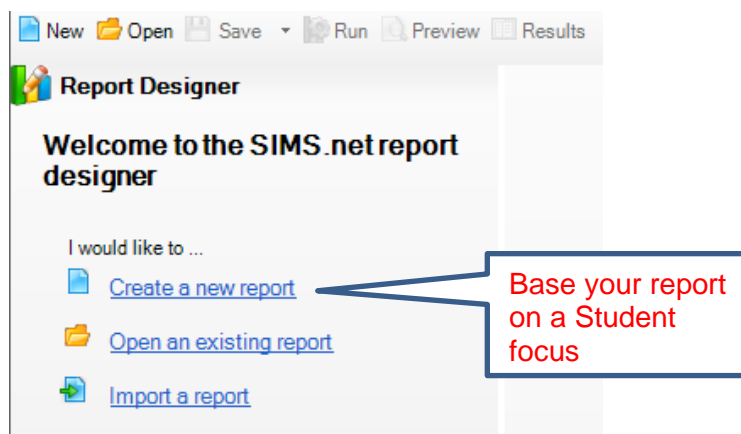
For All Schools

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**Note:** This document has been written for users who are comfortable with writing their own SIMS reports. The intention is to help these users identify fields and sub reports necessary for reporting on historical Pupil Premium data, rather than supplying detailed instructions on every aspect of report writing.

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## Reports / Design Reports



**Refine Data Area**

Refine the Data area that you have chosen to base your report on.

My report is based on Student

On roll  
Accepted Pre-admissions  
Leavers  
All students  
Leavers (Deceased)

You may wish to run one report for current students (On roll) and a separate report for recent leavers (Leavers). Use a *between* date range clause on date of leaving to capture leavers in a particular academic year.

If you wish to report on current students as well as leavers on the same report, select **All Students**. You may need to use a *between* clause as a filter on the date of leaving to restrict the report to leavers within the last academic year.

**Select fields to be included in the report**

Focus Student

Find   Full list

Registration...  
Family home...  
Fees Details...  
Additional information...  
Medical...  
Dietary...

Legal Surname  
Legal Forename [Forename]  
Year group [Year]  
Reg group [Reg]

Open the Additional information folder to access Pupil Premium fields.

**Select fields to be included in the report**

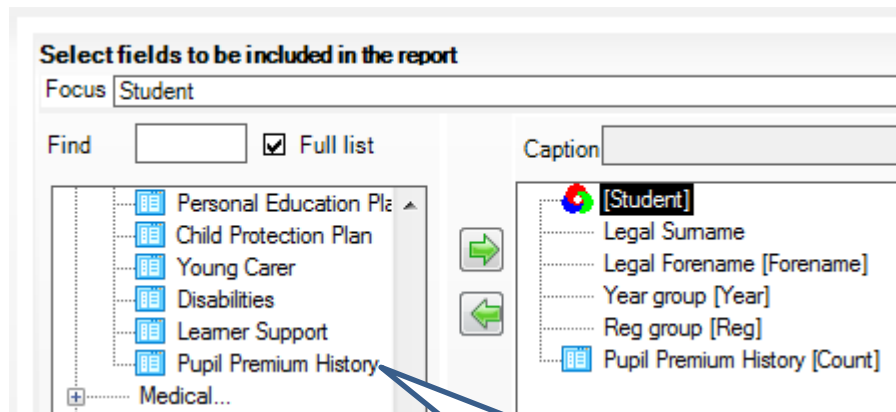
Focus Student

Find   Full list

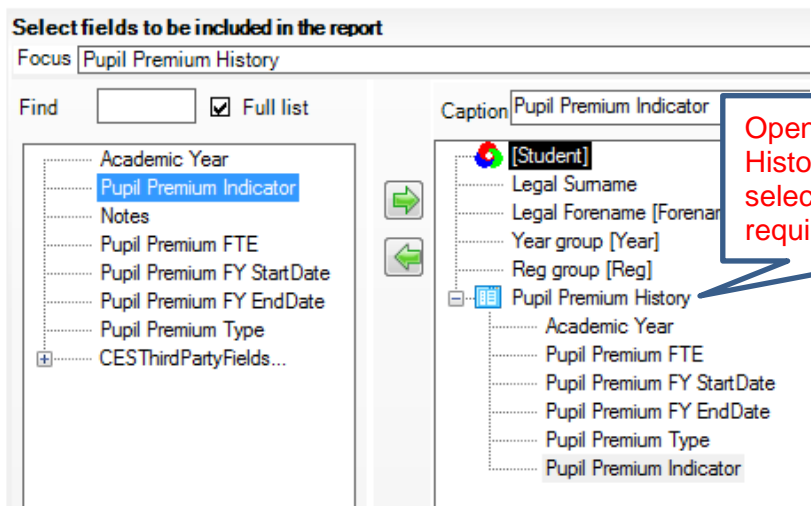
Modes of travel  
Fees Pupil Reference  
Meal arrangements  
Route  
UCI  
Connexions Assent  
Youth Support Service  
Service Children Educa  
Source Of Service Chil

Legal Surname  
Legal Forename [Forename]  
Year group [Year]  
Reg group [Reg]

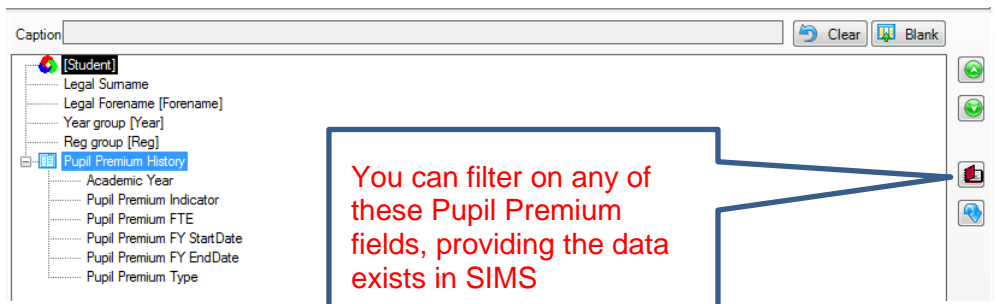
Scroll to the bottom of the Additional information folder to find the **Pupil Premium History** sub report



Select the Pupil Premium History sub report



Open the Pupil Premium History sub report and select the fields you require.



You can filter on any of these Pupil Premium fields, providing the data exists in SIMS

