

How to Analyse Pupil Premium Data

For All Schools

This document has been written to assist users with analysing data for students who have attracted Pupil Premium funding. Users will be able to view these students in relation to their Attendance, Free School Meal Eligibility, Ethnicity, EAL, possible SEN and Attainment.

Note: The assumption is that users will have already updated Pupil Premium indicators for the current academic year in SIMS, either manually or by importing the DfE Pupil Premium file/s. If this is not the case, please refer to,

How to Update Pupil Premium Indicators Manually in SIMS, or,
How to Import Pupil Premium Indicators Electronically into SIMS.

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Pupil Premium and Attendance Reporting

Reports / Attendance or Lesson Monitor / Group Reports / Group Analysis by Vulnerability

If you select the STAR field of **Pupil Premium**, the report will return separate attendance figures for Pupil Premium students and for non-Pupil Premium students to facilitate easy comparisons between these two groups.

Group Analysis by Vulnerability

Period: 06/09/2021 AM to 31/12/2021 PM

Whole School

Percentages

	Pupils in group	Attendances	Authorised Absences	Unauthorised Absences	Late Before	Late After
Pupil Premium	91	93.10	0.85	2.76	1.49	0.06
Not Pupil Premium	352	90.63	0.08	1.37	0.57	0.06

Reports / School Report

If your Pupil Premium indicators are up to date in SIMS, then this report will return the percentage of Pupil Premium students in each year group as well as **Session Attendance Summary percentages** for: Percentage Present, Authorised Absence, Unauthorised Absence, Persistent Absence and Lates

Session Attendance Summary (02 Sep 2021 - 22 Mar 2022) for Present									
	Year N2	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
All (Current)	98.71%	96.92%	94.94%	49.32%	97.82%	97.78%	96.67%	95.71%	90.24%
Male	97.84%	98.42%	96.28%	53.25%	98.04%	97.92%	97.11%	95.52%	91.02%
Female	99.59%	95.44%	93.61%	45.09%	97.61%	97.64%	96.22%	95.88%	89.47%
FSM	0%	95.54%	88.38%	70.28%	96.79%	96.16%	95.90%	94.43%	91.92%
Not FSM	98.71%	97.25%	96.94%	45.13%	98.14%	98.47%	96.87%	95.97%	89.80%
CLA	0%	0%	79.17%	0%	99.58%	99.58%	0%	92.50%	94.08%
Not CLA	98.71%	96.92%	95.21%	49.32%	97.79%	97.72%	96.67%	95.76%	90.20%
CLA or FSM	0%	95.54%	88.38%	70.28%	96.79%	96.16%	95.90%	94.43%	91.92%
Not CLA or FSM	98.71%	97.25%	96.94%	45.13%	98.14%	98.47%	96.87%	95.97%	89.80%
Pupil Premium	0%	95.54%	88.38%	70.28%	96.57%	96.16%	96.06%	94.43%	91.90%
Not Pupil Premium	98.71%	97.25%	96.94%	45.13%	98.10%	98.47%	96.85%	95.97%	89.80%
EAL	100%	99.58%	99.58%	50.24%	99.58%	97.08%	96.92%	96.57%	93.26%
Not EAL	98.02%	95.73%	93.26%	49.04%	96.96%	98.01%	96.54%	95.09%	88.89%
SEN	0%	92.29%	79.17%	4.17%	0%	0%	97.08%	96.67%	84.92%
Not SEN	98.71%	97.07%	95.21%	50.09%	97.82%	97.78%	96.65%	95.65%	90.37%
Traveller	0%	82.08%	66.53%	0%	82.08%	82.92%	0%	79.17%	67.96%
Not Traveller	98.71%	97.15%	95.42%	50.16%	98.09%	98.29%	96.67%	96.00%	90.61%
All (Leavers)	0%	0%	0%	0%	0%	0%	0%	0%	0%
Male	0%	0%	0%	0%	0%	0%	0%	0%	0%
Female	0%	0%	0%	0%	0%	0%	0%	0%	0%

If you wish to run an attendance report which includes Pupil Premium student names, you will need to create a Pupil Premium User Defined Group and /or a Discover Group. These groups can be used as filters when running Attendance or Lesson Monitor reports.

How to use Assessment Manager functionality to analyse Pupil Premium students

This analysis method employs the use of a **marksheet**, as found in the Assessment Manager module. You do **not** need to be proficient in Assessment Manager to carry out the instructions which follow.

Users will be taken through the process of creating a new Aspect (column heading) and a simple Template before their analysis of Pupil Premium data can be viewed in a Marksheet.

How to create an Assessment Comments Aspect

Focus / Assessment / Aspect

Select **New** and enter the aspect name – Pupil Premium Comments

Enter the Column Heading name and Description panel as detailed on the next page.

Aspect Details: New Aspect

Save Undo Print Clone

1 Basic 2 Categories 3 Properties

1 Basic

Name Pupil Premium Comments

Column Heading Comments

Description This is a free text column

Type Comment Active Progress Grid

Select Comment from the Type drop down list.
Remember to save. You do not need to do anything in panels 2 or 3.

How to create a Pupil Premium Assessment Template

Focus / Assessment / Template

Select **New** and enter a template name: Pupil Premium Analysis.

Template Details : New Template

Save Undo Print Clone

1 Basic 2 Template Columns 3 Marksheets 4 Categories 5 Properties

1 Basic

Name

Notes

Group Filter

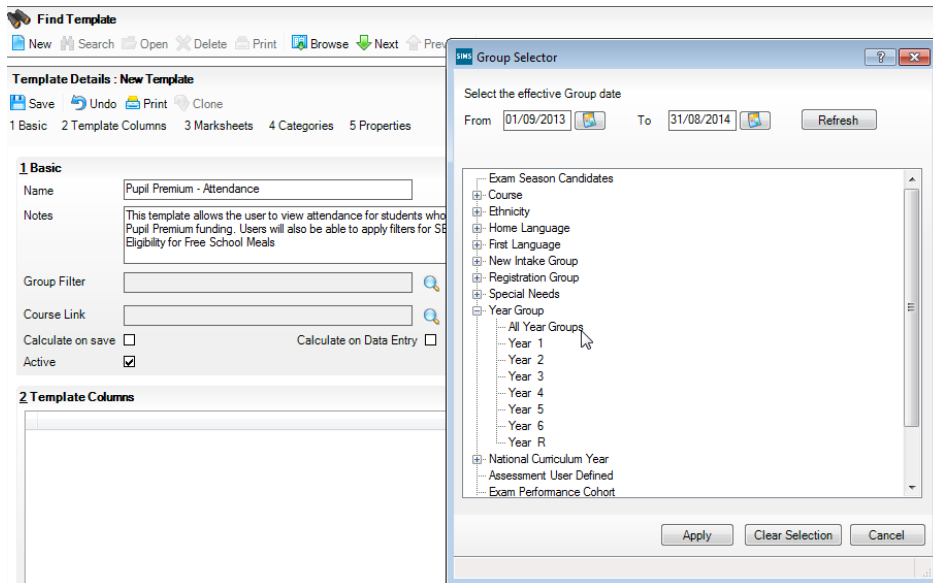
Course Link

Calculate on save Calculate on Data Entry

Active

If you wish, you can enter notes to describe the purpose of the template.

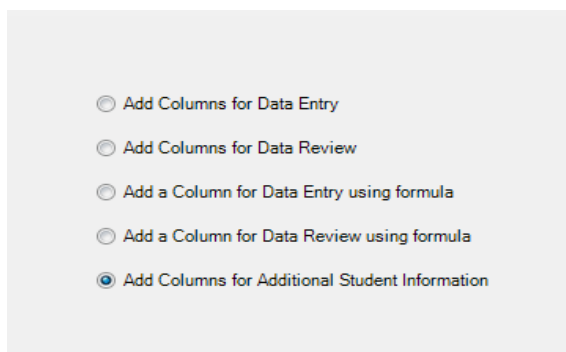
Click on the magnifying glass alongside the Group Filter field and select All Year Groups, as shown below, and **Apply**.



Make sure that there is a tick in the Active box.

The next step is to insert columns, including the new Aspect you created, into the template - panel 2.

Click on New and select Add Columns for Additional Student Information.



Select Student Columns to be displayed in the Template

- Date of Birth
- Age in years/months
- Gender
- National Curriculum Year
- Registration Group
- Class
- House
- Free School Meals
- Admission Number
- Date of Admission
- Application Status
- Ethnicity
- SEN Status
- SEN Need
- Gifted / Talented
- Looked After
- Asylum Status
- Previous School
- Home Language
- First Language
- English Additional Language
- Authorised Absences
- Unauthorised Absences
- Possible Sessions
- Percentage Attendance
- Examination Number
- Pupil Premium Indicator

On the popup screen, tick the options you would like to be able to filter on in your marksheet/s. The options selected above are all very useful for analysis of pupil data. You can always remove options which you are not interested in, later when viewing the associated marksheet. The Pupil Premium Indicator is at the end of the list.

Click finish.

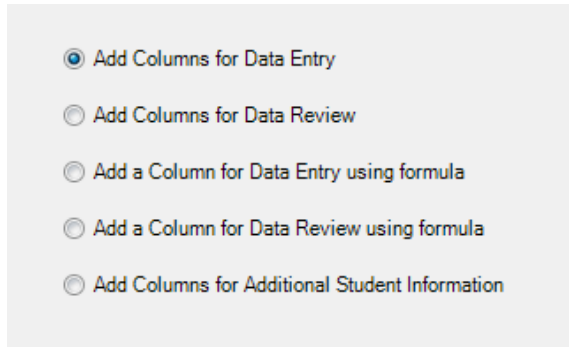
2 Template Columns

Column Heading	Aspect Name	Result Set	Display	From	To	Formula	Read Only	Hidden
NC Year								
Pupil Premium Indicator								
FSM								
Ethnicity								
First Language								
EAL								
SEN Status								
Possible Sessions								
Auth Absences								
Unauth Absences								
% Attendance								

Notice that you can alter the position of the columns by using the green arrows on the right side of the table. You may find it useful to re-order the columns as shown above.

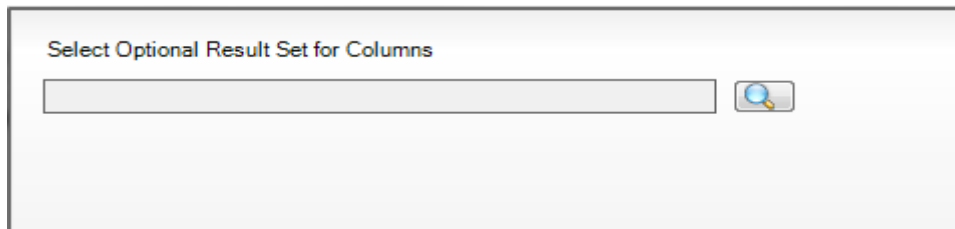
The marksheets generated from this template, will **not** retain the Additional Student Information columns you have just selected, unless you add at least one data review column. Data review columns are also created in panel 2 – Template Columns

Click on New and select Add Columns for Data Entry.

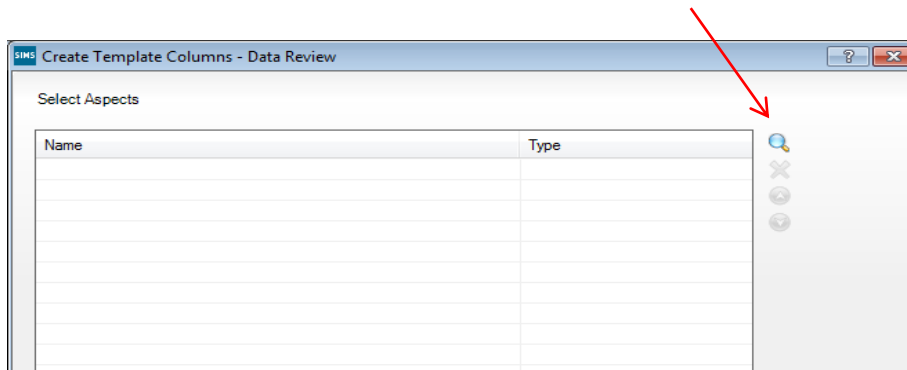


Click Next

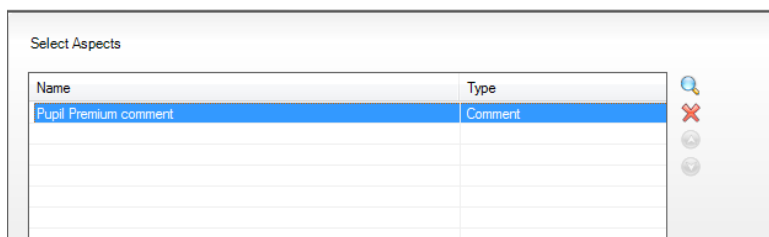
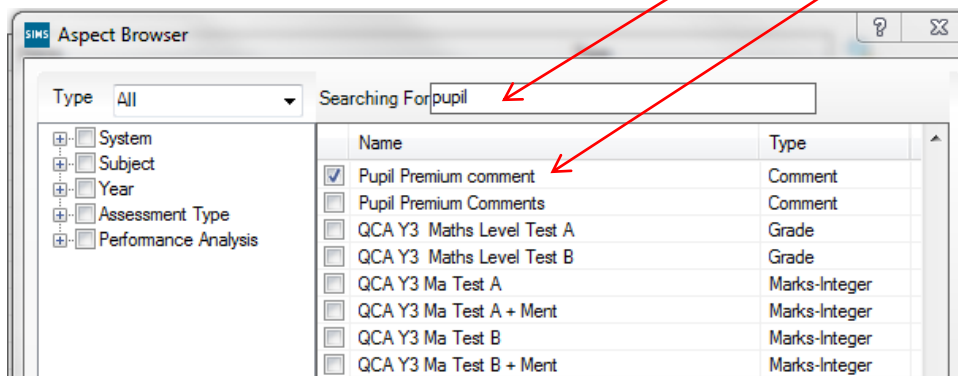
Ignore the screen shown below by clicking on Next at the bottom of the panel. The data review column we are going to insert into the template does not have any Result Sets.



Select the magnifying glass on the Select Aspects screen, as shown below.

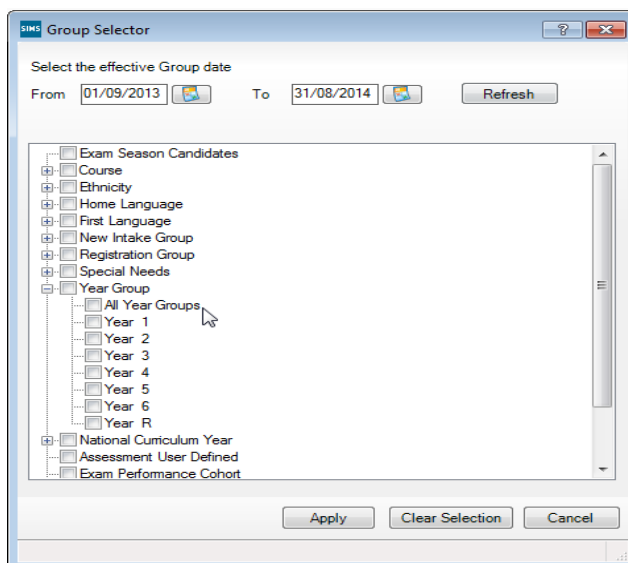


Search for and tick the Pupil Premium Comments aspect. Click to place a tick alongside Pupil Premium commentst and then click on Select at the bottom of the panel.



Click Finish

In the Marksheets panel -3, select New, open the + alongside Year Group and put a tick into All Year Groups – Apply.



Save the template.

How to use Assessment Marksheets to interrogate pupil data

Focus / Assessment / Marksheet Entry

Enter part of the template name and click on the Search binoculars to find the Pupil Premium template you created earlier.

Double click to open.

2 Marksheet

Result Date Group Membership Date Refresh Summary Narrow Zoom

Group Filter

Students	Pupil Premium Indicator		Ethnicity	First Language	EAL	SEN Status	Possible Sessions	Auth Absences	% Attendance	Unauth Absences	Pupil Premium comment
	FSM										
AARON, Chris	Y		White - English	English	N	N	78	0	0	0	
AARON, Liz	Y		White - English	English	N		78	0	0	0	
AARON, Sophie	Y		White - English	English	N		78	0	0	0	
ABDULLAH, Tamwar	N		Bangladeshi	English	Y	A	78	0	0	0	
ABRAHAM, Jane	Y		White - English	English	N		78	0	0	0	
ACKTON, Stephen	Y		White - English	English	N		78	0	0	0	
ACTON, Jordan	N		White - English	English			78	0	0	0	
ACTON, Samantha	N		White - English	English			78	0	0	0	
ADAMS, Adam	Y		White - English	English	N		78	0	0	0	
ADAMS, Laura	N		White - English	English			78	0	0	0	
ADASHEJI, Mohammed	N		Asian and any other ethnic grou	Bengali	Y		78	0	0	0	
ADEBAYOR, Emmanuel	Y		Black Caribbean	English			78	0	0	0	
AKEMAN, Rebecca	N		White - English	English			78	0	0	0	
AMERICANA, Kari	Y		White - English	English			78	0	0	0	
AMNAR, Tarak	N		Turkish	Turkish	Y		78	0	0	0	

Note: Attendance columns on the marksheet can only return data which displays year to date attendance figures. The Group Membership date defaults to the date on which you open the marksheet. If you wish to view attendance data for an earlier time in the year, such as the first month of the year, then you will need to adjust the Group Membership date to being the 30th of September. After you click the Refresh option, the attendance figures will adjust accordingly.

To analyse your data in separate year groups, place your cursor in the first column heading – Student. Right click and choose the Select additional Student Columns option. This will give you access to the pop-up box below which you used when designing your template.

2 Marksheet

Result Date 04/11/2013 Group Membership Date 04/11/2013 Refresh Summary Narrow Zoom

Group Filter

Students	Pupil Premium Indicator	FSM	Ethnicity	First Language	EAL	SEN Status	Possible Sessions	Auth Absences	% Attendance	Unauth Absences	Pupil Premium comment
TIMOTHY, Christian	N	White - English	English	N	78	0	0	0			
THOMSON, Tyra	N	White - English	English	N	78	0	0	1			
TEAL, Ryan	N	White - English	English		78	0	0	0			

Place a tick in the National Curriculum Year box and click OK.

SIMS Select Columns to Display

Available Columns

<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Previous School
<input type="checkbox"/> Age in years/months	<input type="checkbox"/> Home Language
<input type="checkbox"/> Gender	<input checked="" type="checkbox"/> First Language
<input checked="" type="checkbox"/> National Curriculum Year	<input checked="" type="checkbox"/> English Additional Language
<input type="checkbox"/> Registration Group	<input checked="" type="checkbox"/> Authorised Absences
<input type="checkbox"/> Class	<input checked="" type="checkbox"/> Unauthorised Absences
<input type="checkbox"/> House	<input checked="" type="checkbox"/> Possible Sessions
<input checked="" type="checkbox"/> Free School Meals	<input checked="" type="checkbox"/> Percentage Attendance
<input type="checkbox"/> Admission Number	<input type="checkbox"/> Examination Number
<input type="checkbox"/> Date of Admission	<input checked="" type="checkbox"/> Pupil Premium Indicator
<input type="checkbox"/> Application Status	
<input checked="" type="checkbox"/> Ethnicity	
<input checked="" type="checkbox"/> SEN Status	
<input type="checkbox"/> SEN Need	
<input type="checkbox"/> Gifted / Talented	
<input type="checkbox"/> Looked After	
<input type="checkbox"/> Asylum Status	

OK Clear All Cancel

This will create an additional column in your marksheet - NC Year. If you Save the marksheet now, the NC Year column will remain on the marksheet.

When you place your cursor in the NC Year column heading, you will notice a picture of a small funnel. Clicking on the funnel will allow you to restrict the population on the marksheet to one or more year groups. See screen displays on the following page.

2 Marksheet

Result Date 05/11/2013 Group Membership Date 05/11/2013 Refresh Summary Narrow Zoom

Group Filter

Notice the filter icon.

Students	Pupil Premium Indicator	FSM	Ethnicity	First Language	EAL	SEN Status	Possible Sessions	Auth Absences	Unauth Absences	% Attendance	NC Year	Pupil Premium comment
AARON, Liz	Y	White - English	English	N		80	0	0	0	3		
AARON, Sophie	Y	White - English	English	N		80	0	0	0	3		
ABDULLAH, Tamwar	N	Bangladeshi	English	Y	A	80	0	0	0	3		
ABRAHAM, Jane	Y	White - English	English	N		80	0	0	0	4		
ACKTON, Stephen	Y	White - English	English	N		80	0	0	0	3		
ACTON, Jordan	N	White - English	English			80	0	0	0	5		
ACTON, Samantha	N	White - English	English			80	0	0	0	6		
ADAMS, Adam	Y	White - English	English	N		80	0	0	0	4		
ADAMS, Laura	N	White - English	English			80	0	0	0	2		
ADASHEJI, Mohammed	N	Asian and any other ethnic group	Bengali	Y		80	0	0	0	3		
ADEBAYOR, Emmanuel	Y	Black Caribbean	English			80	0	0	0	5		
AKEMAN, Rebecca	N	White - English	English			80	0	0	0	1		
AMERICANA, Kari	Y	White - English	English			80	0	0	0	5		
AMNAR, Tarak	N	Turkish	Turkish	Y								

Clicking on the filter displays a list of the values held in the column

2 Marksheet

Result Date 05/11/2013 Group Membership Date 05/11/2013 Refresh Summary Narrow Zoom

Group Filter

Students	Pupil Premium Indicator	FSM	Ethnicity	First Language	EAL	SEN Status	Possible Sessions	Auth Absences	Unauth Absences	% Attendance	NC Year	Pupil Premium comment
AMOSO, Silv	N	Italian	Italian			80	0	0	0	6		
AMOSO, Stephanie	N	Italian	Italian			80	0	0	0	6		
ANDERSON, Neo	Y	White - English	English			80	0	0	0	4		
ANDREWS, Jasmine	Y	White - English	English			80	0	0	0	5		
ANDREWS, Paul	N	White - English	English			80	0	0	0	6		
ANGLER, Harry	N	White - English	English			80	0	0	0	6		

All students displayed now, are in year 6

2 Marksheet

Result Date 05/11/2013 Group Membership Date 05/11/2013 Refresh Summary Narrow Zoom

Group Filter

Students	Pupil Premium Indicator	FSM	Ethnicity	First Language	EAL	SEN Status	Possible Sessions	Auth Absences	Unauth Absences	% Attendance	NC Year	Pupil Premium comment
TEAL, Ryan	N	White - English	English			80	0	0	0	6		
POCKET, Preety	N		English			80	0	0	0	6		
POCKET, Polly	N	White Other	English			80	0	0	0	6		
PARKER, Penny	Y	White - English	English			80	0	0	0	6		
MCDONALD, Yvonne	N	White - Irish	English			80	0	0	0	6		
LAWTON, Thomas	N	White - English	English			80	0	0	0	6		
KLOFTA, Billy	N	White Western European	Norwegian	Y		80	0	0	0	6		
KENNEDY, Amelia	Y	White - English	English	N	P	80	0	0	0	6		
KELLY, Keenan	Y	White - English	English			80	0	0	0	6		
KAVANAGH, Emma	N	White - Irish	English			80	0	0	0	6		
KARIM, Jasmin	N	Kashmiri Pakistani	Kashmiri			80	0	0	0	6		

The marksheet is now reporting on year 6 students exclusively. You can, of course, report on several year groups at a time.

Experimenting with the filters in each column heading will allow users to interrogate their data using several different analyses.

In the example below, the marksheet is returning all year 6 pupils whose first language is not English. To find pupils who do have English as their first language click on the filter icon in the First Language column and Select All. Then remove the tick alongside English.

2 Marksheet

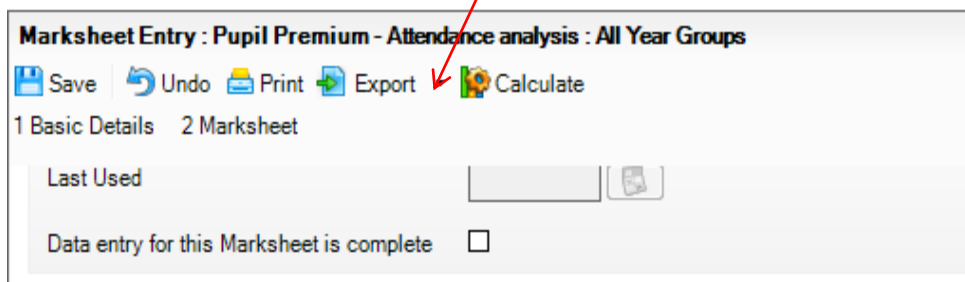
Result Date Group Membership Date Refresh Summary Narrow Zoom

Group Filter

Students	Pupil Premium Indicator	FSM	Ethnicity	First Language	EAL	SEN Status	Possible Sessions	Auth Absences	Unauth Absences	% Attendance	NC Year	Pupil Premium comment
AMOSO, Rosanna	N		Italian	Italian			80	0	0	0	6	
AMOSO, Silv	N		Italian	Italian			80	0	0	0	6	
AMOSO, Stephanie	N		Italian	Italian			80	0	0	0	6	
CERVEIRA, Pedro	N		White Eastern European	Polish	Y		80	0	0	0	6	
FERRERO, Alessio	N		Italian	Italian			80	0	0	0	6	
GORMAN, Michael	N		Chinese + any other ethnic grou	Chinese			80	0	0	0	6	
HUSSAIN, Isha	N		Asian and any other ethnic grou	Bengali			80	0	0	0	6	
KARIM, Jasmin	N		Kashmiri Pakistani	Kashmiri			80	0	0	0	6	
KLOFTA, Billy	N		White Western European	Norwegian	Y		80	0	0	0	6	

Users can select pupils where the Pupil Premium Indicator is = to Y. This will allow users to view Pupil Premium pupils in relation to their attendance, first language, possible SEN and Ethnicity.

Once you have made your selections and have the marksheet displaying the required data, you can easily export this sheet into Excel.



You can insert Additional Student Columns to any of your existing marksheets, including Key Stage marksheets accessed via,

Tools / Performance / Assessment / Wizard Manager

These columns may be used in a temporary capacity or saved permanently onto marksheets.

How to analyse data using Assessment Marksheets for leavers

It is possible to set the Group Membership Date back to a previous academic year, so as to display leavers instead of current pupils, on your marksheet.

2 Marksheet
 Result Date 13/11/2013 Group Membership Date 13/11/2013 Refresh Summary Narrow Zoom
 Group Filter

Students	Pupil Premium Indicator	FSM	Ethnicity	First Language	EAL	SEN S	Possible	Auth A	Unauth	% Alte	NC Year	Pupil P
AARON, Chris	Y		White - English	English	N	N	92	0	0	0	3	
AARON, Liz	Y		White - English	English	N		92	0	0	0	3	
AARON, Sophie	Y		White - English	English	N		92	0	0	0	3	
ABDULLAH, Tamwar	N		Bangladeshi	English			0	0	0	0	R	
ABRAHAM, Jane	Y		White - English	English			0	0	0	0	4	
ACKTON, Stephen	Y		White - English	English			0	0	0	0	3	

Notice the Group Membership Date defaults to the day the marksheet is accessed

Set the Group Membership date back to the previous academic year.

Always refresh the marksheet after altering the Group Membership date.

Brackets around year groups represent year groups where pupils are currently leavers but who were on roll at the time of the Group Membership Date.

2 Marksheet
 Result Date 13/11/2013 Group Membership Date 06/06/2013 Refresh Summary Narrow Zoom
 Group Filter

Students	Pupil Premium Indicator	FSM	Ethnicity	First Language	EAL	SEN Status	Possible Sessions	Auth Absences	Unauth Absences	% Attendance	NC Year	Pupil P
AARON, Chris	Y		White - English	English	N		320	0	104	67.5	3	
AARON, Liz	Y		White - English	English	N		320	0	67	79.1	3	
AARON, Sophie	Y		White - English	English	N		320	0	0	11.9	3	
ABDULLAH, Tamwar	N		Bangladeshi	English	Y	A	247	8	0	96.8	R	
ABRAHAM, Jane	Y		White - English	English	N		320	0	2	99.4	4	
ACKTON, Stan	N		White - English	English	N	N	320	2	53	82.8	(6)	

The marksheet is now returning year 6 pupils who were on roll on 06/06/2013

2 Marksheet
 Result Date 13/11/2013 Group Membership Date 06/06/2013 Refresh Summary Narrow Zoom
 Group Filter

Students	Pupil Premium Indicator	FSM	Ethnicity	First Language	EAL	SEN Status	Possible Sessions	Auth Absences	Unauth Absences	% Attendance	NC Year	Pupil P
ACKTON, Stan	N		White - English	English	N	N	320	2	53	82.8	(6)	
AFFLECK, Alexis	Y		White - English	English	N		320	0	68	78.8	(6)	
ALIOIA, Paolo	N		Italian	English	Y		320	0	67	79.1	(6)	
BAGNALL, Keith	N		White - English	English	N		320	0	70	78.1	(6)	
BARR, Wendy	Y		White - English	English	N		320	0	0	100	(6)	
CHANG, Xhang	Y		Malaysian Chinese	English	N		320	0	0	100	(6)	
CHANNING, Herbie	N		White - English	English	N	A	320	0	0	100	(6)	
COX, Toby	N		White - English	English	N		320	0	0	100	(6)	
EMERSTON, Sam	N		White - English	English	N		320	0	0	100	(6)	

Inserting additional student columns and using column filters enables users to easily create several varied analyses which can be further manipulated and printed in Excel.

How can Discover improve the analysis of Pupil Premium data?

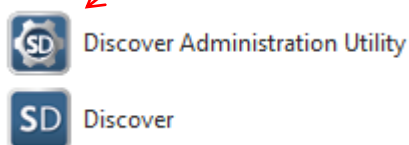
Creating Dynamic Groups or cohorts of students in Discover, which can then be utilised in SIMS, is an excellent way to overcome the limitations of Attendance reporting on marksheets. Dynamic Discover Groups update automatically, unlike User-Defined Groups, which are static in nature and require manual maintenance.

To create accurate Dynamic Groups, Discover needs to be setup correctly and to be updated with current SIMS data. Data entered into SIMS is transferred automatically into Discover overnight. Users can, however, force a manual transfer of data at any time.

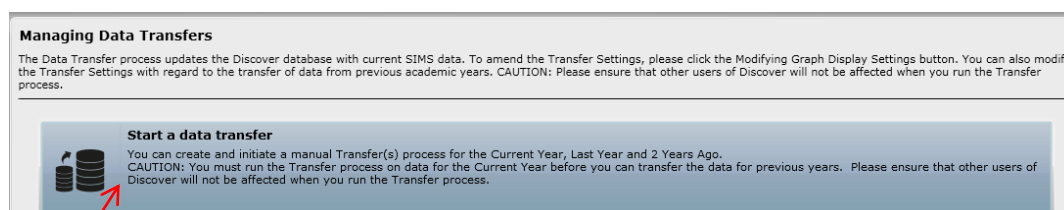
If you experience any problems with Discover, please log a call with The Service Desk.

How to manually transfer SIMS data into Discover

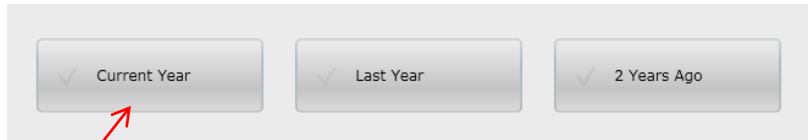
Select your **Discover Administration Utility**, either from your desktop, Remote Applications folder or from your Windows start menu.



You will need to login with your SIMS login details

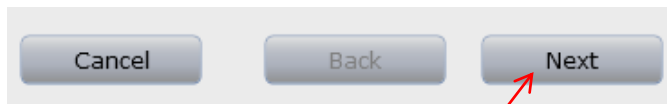


Select **Start a data transfer**

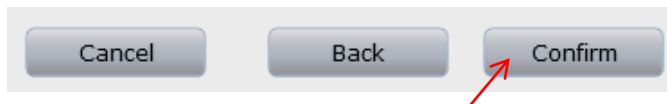


Select **Current Year**.

Although it is possible to select all three of the above options, it is recommended that you select one option at a time due to memory constraints.

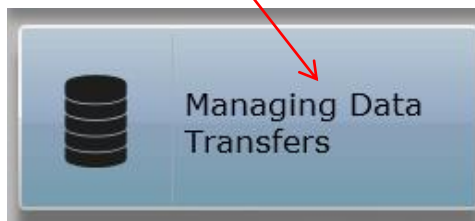


Select **Next** at the bottom of the screen

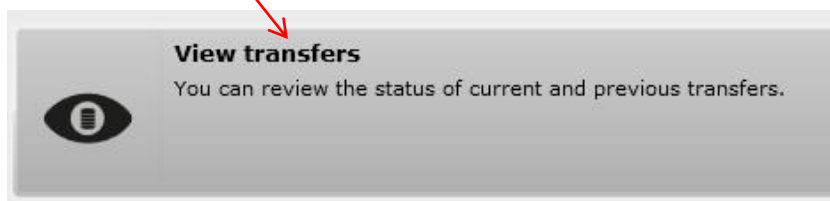


Select **Confirm** at the bottom of the screen

If you wish to monitor the transfer, click on the **Managing Data Transfers** option,



and **View transfers**



Transfers will vary in time depending on the speed of your machine and the size of your school.

Refresh Status				
Discover Instance	Discover Databas	Description	Academic Year	Progress
(local)\sims20...	Discover	None	2013/2014	Transfer started...
(local)\sims20...	Discover	None	2012/2013	
(local)\sims20...	Discover	None	2011/2012	

Refresh Status until the Progress column reads – Transfer started...

Refresh Status				
Discover Instance	Discover Databas	Description	Academic Year	Progress
(local)\sims20...	Discover	None	2013/2014	Transfer succeeded.
(local)\sims20...	Discover	None	2012/2013	
(local)\sims20...	Discover	None	2011/2012	

Refresh Status until the Progress column reads – Transfer succeeded. This is an indication that you have successfully transferred data from SIMS into Discover. You can now close the *Discover Administration Utility* software.

Basic Discover functionality



Click on the Discover icon in SIMS. If this icon is either not visible or does not work, then please access Discover via **Focus / Assessment / Discover**. Alternatively, you can also access Discover from your Remote Application folder.

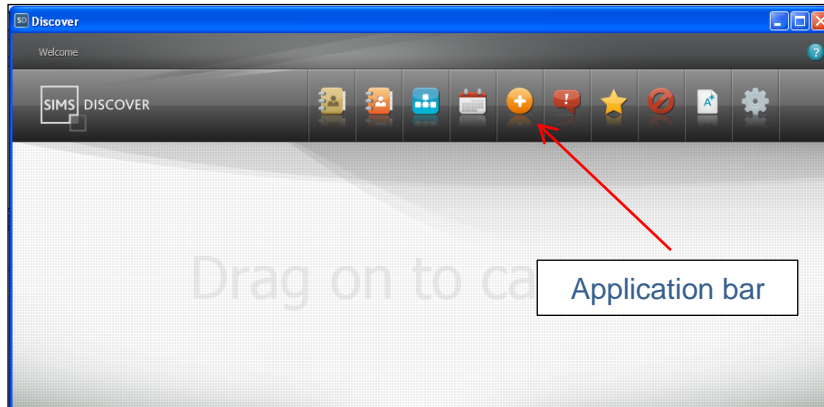
Discover is essentially a drag and drop application. Users are presented with a blank canvas on which they can drag and drop data items from predefined graphs which are accessed through the category buttons or menus on the Discover Application bar. These include:

Pupil, Preadmission, Staff, Pastoral, Attendance, SEN, Behaviour, Achievement, Exclusion, Assessment, Exams, Custom Graphs and Groups

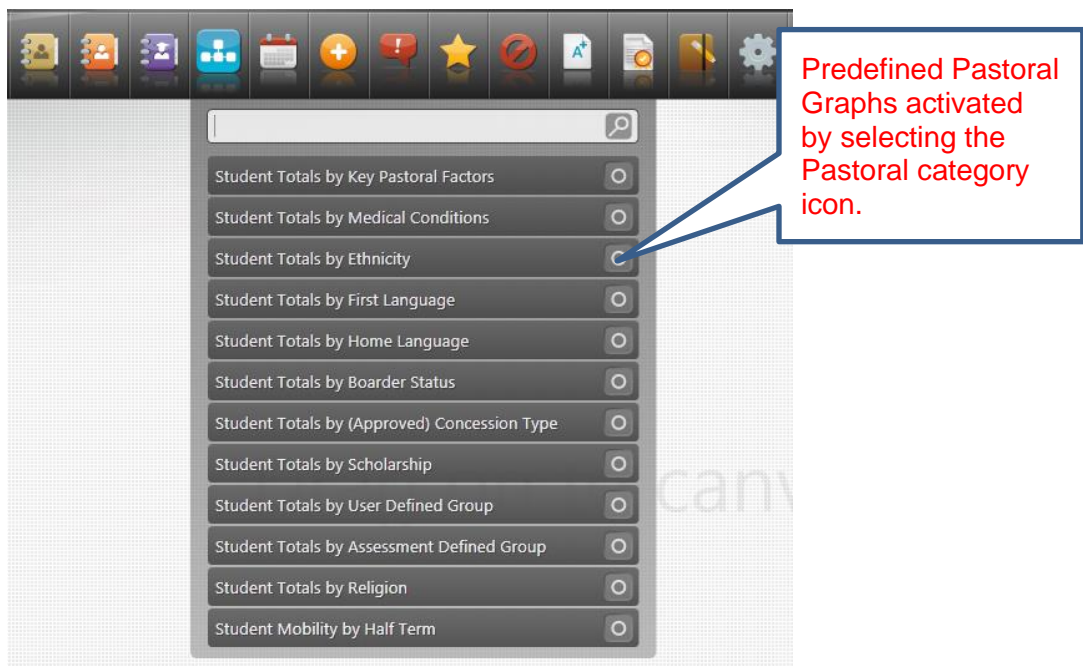


The Discover Canvas

The Discover canvas is the area below the Discover Application bar and this is where different graphs or selections of graphs can be manipulated and analysed.



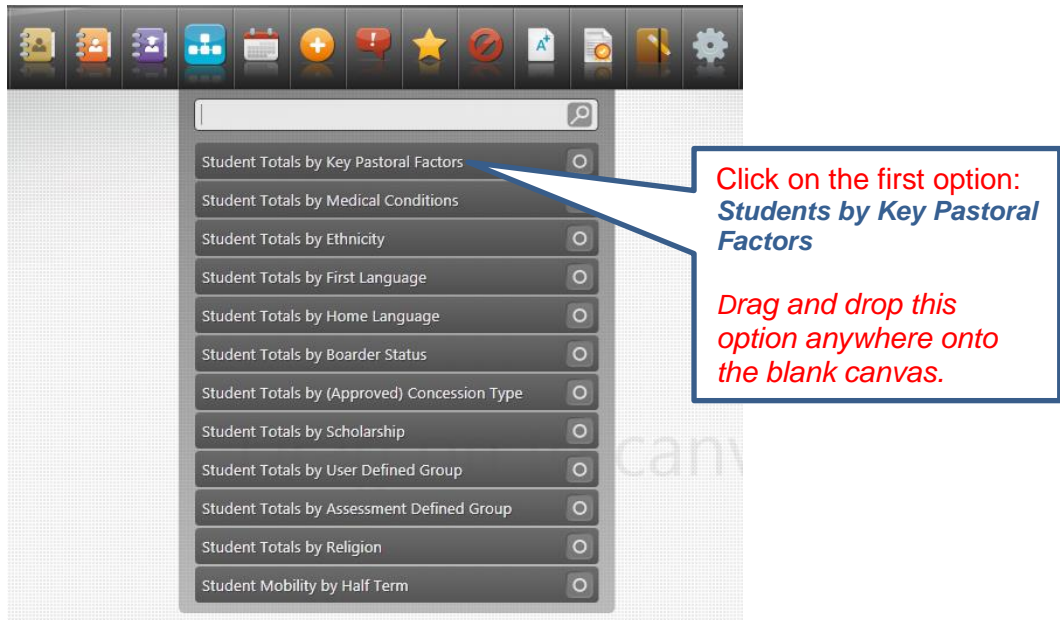
Clicking on one of the category buttons on the Discover Application bar will offer a range of category specific graphs, such as the **Pastoral** graph options listed below.



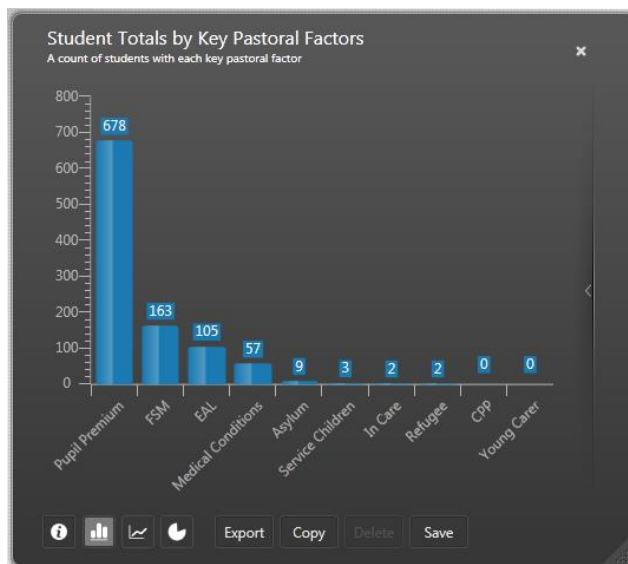
How to create Dynamic Groups in Discover

Detailed below are instructions for creating a Dynamic Group containing all students in SIMS who have Pupil Premium indicators.

Select the Pastoral category button on the Discover Application bar.

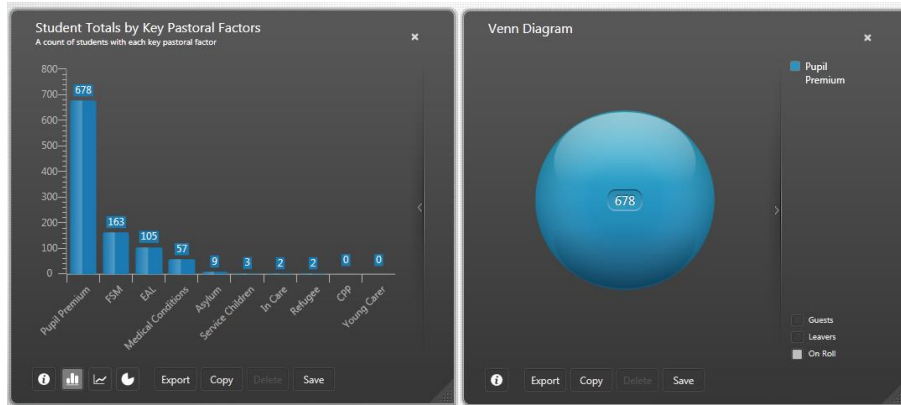


The result will be a bar chart / graph as displayed below.

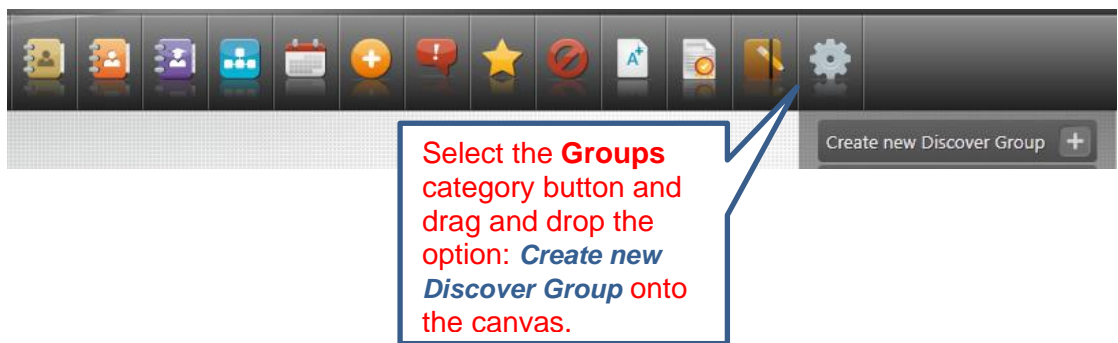


Click on the bar representing the cohort of Pupil Premium students.
Drag and drop this bar onto a space on the canvas.

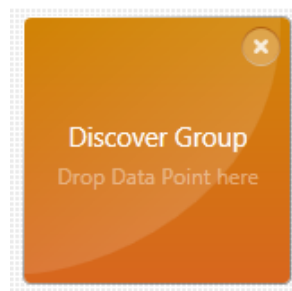
The Pupil Premium cohort will convert into a Venn diagram as shown below.



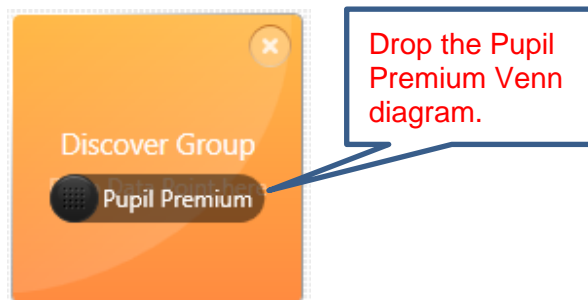
You can close the Pastoral Factors graph but retain the Venn diagram.



This will result in the orange **Discover Group** square as shown below.



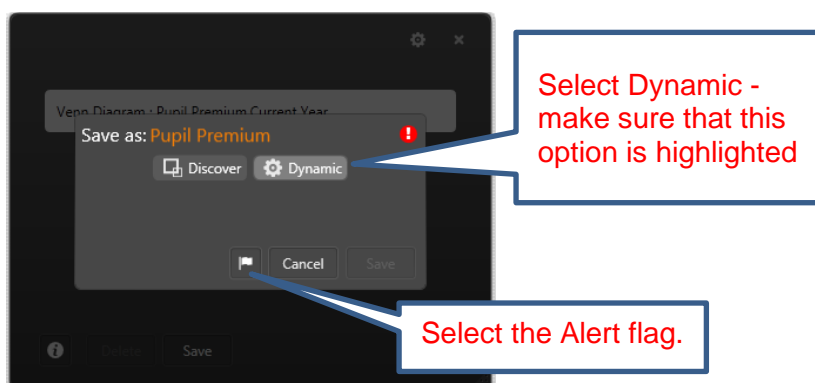
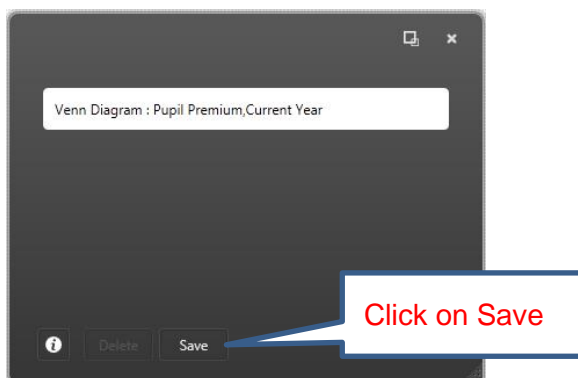
Now drag the Pupil Premium Venn diagram and drop it onto the Data Point on the orange square.



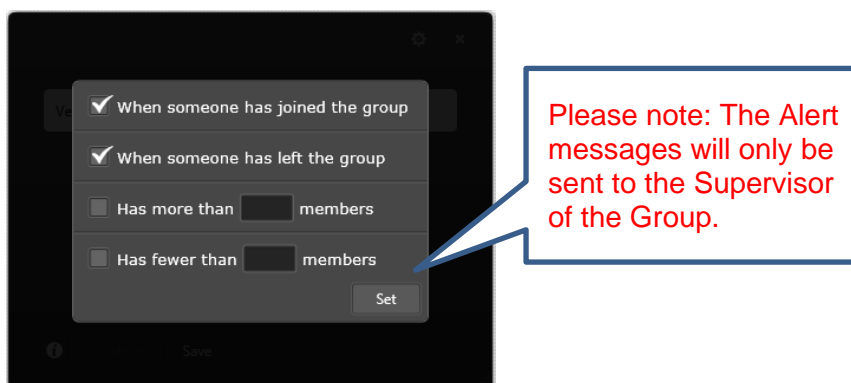
Discover has two types of groups.

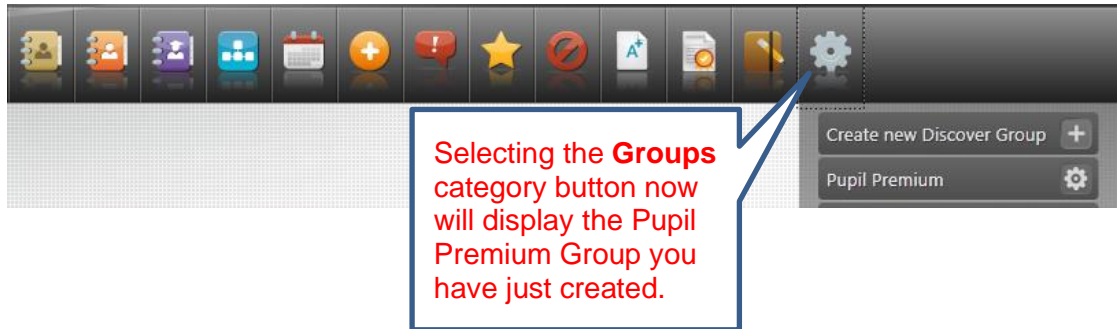
Discover Groups – these are groups of students which exist only in Discover and cannot be seen in SIMS. Discover groups do not have the Alert functionality.

Dynamic Groups – these are groups of students which exist in Discover and are also accessible in SIMS. Dynamic groups do have the Alert functionality.



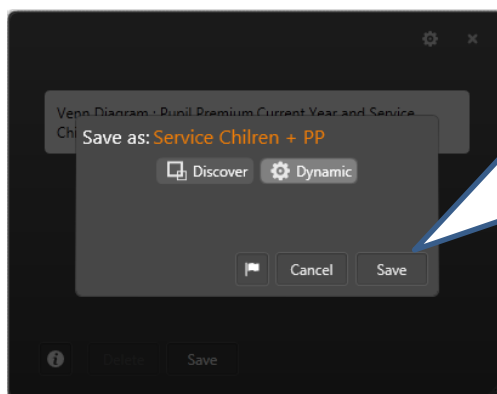
The Alert flag allows the you to ask for notification when someone either joins or leaves the group. You can also ask to be notified if the group membership either drops below or exceeds a specified number of members.





You can create Dynamic groups which consist of students with different combinations of attributes such as Pupil Premium and SEN status, Pupil Premium and English as an Additional Language, or Pupil Premium by gender. Please be mindful that these groups require unique names.

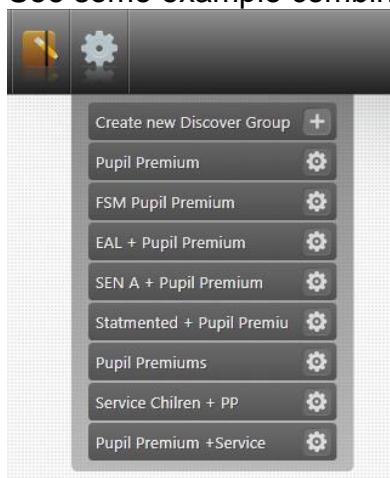
The example below shows a Venn diagram of pupils who have both Pupil Premium indicators and are also Service Children. From this, we can tell that 10 of our Pupil Premium students attracted the Premium by virtue of being Service Children. The functionality is identical to the Pupil Premium group you created previously. This time drag and drop (onto the Data Point on the orange Discover Group square) the intersection (purple coloured area) between the Service Children and Pupil Premium diagrams.



Once you have saved this Dynamic group, you will have a cohort of 10 Pupil Premium Students who are also Service Children. If a new pupil is subsequently tagged in SIMS with both a Service Child and a Pupil Premium indicator, then this group will automatically contain 11 students after the nightly transfer of data from SIMS to Discover.

Venn diagrams can accommodate up to 5 different groups of students. You can mix and match cohorts from different graphs housed under any of the Category areas on the Discover Application bar.

See some example combinations below.



Remember these groups will be accessible for use in SIMS and so it is probably a good idea to make simple single criteria groups as well.

Potential Pupil Premium Students:

Create Dynamic groups for students who **will** attract the Pupil Premium in the future. This will help you to identify potential Pupil Premium Students before you have access to the DfE csv files.

Dynamic Groups for pupils without Pupil Premium Indicators:

- Eligible for Free School Meals
- In Care
- Service Children

Dynamic Groups created in Discover can be found in SIMS via

Focus / Groups / Discover Groups

How to create an Adopted from Care group

It is not possible to create a Dynamic Group for students Adopted from Care because the data, due to its confidential nature, is not held on a student's record.

In SIMS you will have to create a User Defined Group for these students.

Focus / Groups / User Defined Groups

Click on **New** and enter data into the required fields.

User Group Details:
 Save Undo Print
 1 Group Details 2 Membership

1 Group Details
 Group Description: Adopted from Care
 Active State: Active
 Short Name: Post LAC
 Current Main Supervisor: [Search]
 Notes: This group contains students who are no longer In Care due to Adoption, a Special Guardianship Order or a Residence Order.
 Include in Discover:

2 Membership
 Effective Date Range: 01/09/2013 - 31/08/2014
 Academic Year: Academic Year 2013/2014
 Cursor Day: Monday
 Cursor Date: 01/01/0001

Zoom Action...
 Member: Add Student, Add Member, Remove Membership

Callout 1: Enter a name for the group. You may wish to call it something less obvious than Adopted from Care. The short name Post LAC stands for Post Looked After Children.

Callout 2: Tick this box if you wish to use this group in Discover.

Callout 3: Click on the Action cog and Add Student to populate the group

You will have to search for individual students who have been adopted and add them separately to the group. User Defined Groups are always maintained manually. Any new students you add, will be carried over into Discover after the Data Transfer has run.

Discover Menu Items:

- Student Totals by Key Pastoral Factors
- Student Totals by Medical Conditions
- Student Totals by Ethnicity
- Student Totals by First Language
- Student Totals by Home Language
- Student Totals by Boarder Status
- Student Totals by (Approved) Concession Type
- Student Totals by Scholarship
- Student Totals by User Defined Group
- Student Totals by Assessment Defined Group
- Student Totals by Religion
- Student Mobility by Half Term

Callout: User Defined Groups are found in the Pastoral category in Discover

Discover Dynamic Groups and Assessment Management

2 Marksheet

Result Date Group Membership Date Refresh Summary Narrow Zoom

Group Filter

SIMS Select the Group Filter

Select the effective Group date
From To Refresh

Saved Filters

Name	Description	Private
FSM	Free School Meals:Free School Meals	<input type="checkbox"/>

Filter Name Private

Description

- Exam Season Candidates
- Course
- Ethnicity
- Home Language
- First Language
- New Intake Group
- Registration Group
- Special Needs
- Year Group
- National Curriculum Year
- Discover**
 - EAL + Pupil Premium (AB)
 - FSM Pupil Premium (AB)
 - Pupil Premium (AB)
 - Pupil Premium +Service (AB)
 - Pupil Premiums (AB)
 - SEN A + Pupil Premium (AB)
 - Service Children + PP (AB)**
 - Statmented + Pupil Premi (AB)
- House
- Free School Meals
- Gender
- Gifted/Talented
- SEN Status
- English as an Additional Language

Include Exclude Apply Clear Selection Cancel

Click on the magnifying glass to access Discover Groups via the Group Filter on Marksheets.

Note: Group filters can be saved for future use.

Click on the + sign alongside Discover and reveal your Dynamic Discover groups.

Selecting the Service Children Pupil Premium Discover group, will populate this marksheet only with students belonging to the group.

Marksheet displays with the 10 Pupil Premium Service Children from the Dynamic group created in Discover

2 Marksheet

Result Date Group Membership Date Refresh

Group Filter

Students	EN AT1 Speak & Listen KS3 Key Stage 3 Validated Result	EN AT2 Reading KS3 Key Stage 3 Validated Result	EN AT3 Writing KS3 Key Stage 3 Validated Result	EN TA English Subject KS3 Key Stage 3 Validated Result	MA AT1 Use and Apply KS3 Key Stage 3 Validated Result
ABBEY, Grenetta	6	4			
BARNSTABLE, Tracy	1	1			
GOULD, Nicola	4	4			
HAMILTON, Gloria	5	4			
HANDLE, Richard	5	5			
JACKSON, Mary	W	W			
JONES, Sarconia	2	2		7	
TAN, Karen	D	D			
WALKER, Piers	2	2		7	
ZOG, Simon	3	3		6	

User Defined Groups operate in the same way as Discover groups, in Assessment Manager.

Dynamic Discover Groups and Attendance

Discover groups can be used together with the whole array of Attendance / Lesson Monitor reports found in SIMS.

The screenshot shows the 'Percentage Attendance Report' interface. A callout box points to the 'Group Type' dropdown menu, stating: 'Selecting the Group Type of Discover, will allow access to your Dynamic Groups of students'. Another callout points to the 'From' date field (07/04/2014), stating: 'Only Groups which have been created on or after the selected From date, will be available for selection.' A third callout points to the 'Discover' option in the 'Group Type' dropdown, stating: 'Adopted from Care'. The 'Report Type' dropdown is also visible, with 'Discover' selected.

After clicking on **Search** you will see a list of your Discover Groups displayed in the browse below.

Short Name	Description
EAL + Pupi	EAL + Pupil Premium (AB)
FSM Pupil	FSM Pupil Premium (AB)
Pupil Prem	Pupil Premium (AB)
Pupil Prem	Pupil Premium +Service (AB)
Pupil Prem	Pupil Premiums (AB)
SEN A + Pu	SEN A + Pupil Premium (AB)
Service Ch	Service Children + PP (AB)
Statmented	Statmented + Pupil Premiu (AB)

Select All Deselect All

Percentage Attendance		
Period:	07/04/2014 to 10/04/2014	
Scope:	Discover Service Children + PP (AB)	
Name	Reg	% Attend
Abbey, Grenetta	9F	79
Barnstable, Tracy	10D	92
Gould, Nicola	10E	100
Hamilton, Gloria	9C	98
Handle, Richard	9B	72
Jackson, Mary	8E	55
Jones, Sarconia	11E	85
Tan, Karen	10E	91
Walker, Piers	11D	68
Zog, Simon	P	88
10 pupils		

This is a Percentage Attendance report run for Pupil Premium Service Children.