

Pupil premium download 2022 to 2023

User guide

April 2022

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# Version history

|  |  |  |
| --- | --- | --- |
| Version history | Change history | Author / date |
| V1.0 | Rolled forward and updated for the new year | Jon Leyshon  21 April 2022 |

# 1. Introduction

## 1.1 Purpose of this document

The purpose of this document is to act as a user guide to accompany downloads of data relating to pupil premium allocations for 2022 to 2023. Changes to pupil premium policy are explained with further information available in the [conditions of grant](https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2022-to-2023).

We will provide a download of data in summer 2022 that we will update in autumn 2022 when final data for all aspects of pupil premium are available.

This user guide is for schools and local authorities.

## 1.2 Background to the pupil premium and the download

### 1.2.1 School-age pupil premium

The Pupil Premium Grant (PPG) is additional funding for schools and local authorities. It covers pupils reported in the October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census or alternative provision census who were aged 4 and above in Reception to year 11 and solely or dual main registered at that school. It has four elements:

1. Deprivation pupil premium (known as ‘FSM ever 6’) – pupils known to have been eligible for free school meals (FSM) on any school census in the six years up to October 2021 (mainstream and special schools) or January 2022 (PRUs and academy alternative provision) inclusive.
2. Post LAC pupil premium (adopted from care) – pupils recorded in October 2021 (mainstream and special schools) or January 2022 (PRUs and academy alternative provision) as either adopted from care or ceased to be looked after through a child arrangement order, special guardianship order or residence order.
3. Looked after children pupil premium – pupils reported in the local authority children looked-after data return (SSDA903). A provisional amount was allocated in June 2022 based on last year’s March 2021 children looked-after data return (SSDA903). We will update and finalise the allocations in December 2022 based on the latest March 2022 children looked-after data return (SSDA903). This update may have an impact on some schools’ allocations.
4. Service child pupil premium (known as ‘Service ever 6’) – pupils recorded as a service child in any school census between January 2016 and October 2021 (mainstream and special schools) or January 2022 (PRUs and academy alternative provision) inclusive. These pupils are NOT regarded as disadvantaged; they do not underperform at school and the use/impact of the service premium is not monitored. Schools use this grant for pastoral support. It is included in the pupil premium processes for convenience.

Due to the FSM ever 6 and service child ever 6 aspects used to allocate elements of the pupil premium, it is possible that some schools and local authorities may not know the identity of all the children for whom they are being funded. For this reason, the download was introduced to help schools and local authorities identify which of their pupils attract pupil premium funding to their schools for the current financial year.

Further information is available in the [pupil premium guidance](https://www.gov.uk/government/publications/pupil-premium/pupil-premium).

|  |
| --- |
| Get information about pupils (GIAP) is available through [DfE Sign In](https://interactions.signin.education.gov.uk/8e96f04f-fa5d-497c-a29a-fd216e0e98eb/usernamepassword?clientid=help&redirect_uri=https://help.signin.education.gov.uk:443/auth/cb).  Help on how to use GIAP can be found by selecting the Help link at the bottom of any GIAP page. A [video user guide](https://www.youtube.com/watch?v=BBG3HYigspw) is also available.  If the GIAP Help page does not contain an answer to your query you can submit a service request using the Contact link at the bottom of any GIAP page and selecting the 'Key to Success' option from the form.  You can provide feedback about your GIAP experience and / or leave your contact details for taking part in future user research by following the user satisfaction survey link in the beta banner as you sign in to GIAP or via this [feedback link](https://forms.office.com/Pages/ResponsePage.aspx?id=yXfS-grGoU2187O4s0qC-QFBqGuEiypClSvu8k1WmbJUMllIMU5EOTFIUEpNM1c2NzhCUlZCQ0dSTyQlQCN0PWcu). |

## 1.3 Changes from last year

The guide has been rolled forward from 2021 to 2022 with updated dates and pupil premium amounts.

## 1.4 Funding rates for 2022 to 2023

The announced per pupil amounts for each element of the premium are:

| Disadvantaged pupils | Pupil premium per pupil |
| --- | --- |
| Pupils in Year Groups R to 6 recorded as Ever 6 FSM | £1,385 |
| Pupils in Year Groups 7 to 11 recorded as Ever 6 FSM | £985 |
| Looked After Children (LAC) | £2,410 |
| Post-LAC: Children adopted from care under the Adoption and Children Act 2002 and children who have left care under a Special Guardianship or Residence Order | £2,410 |
| **Service children** |  |
| Pupils in Year Groups R to 11 recorded as Ever 6 Service Child or in receipt of a child pension from the Ministry of Defence | £320 |

## 1.5 The issue of double funding

Pupils eligible for the deprivation pupil premium and the LAC or post-LAC premium will only be included in the allocation for the LAC or post-LAC premium as this element of the premium receives a higher level of funding.

To remove double funding, the Ever 6 data will be matched to the SSDA903 collection. As the final data from the March 2022 SSDA903 collection will not be available until autumn, we will use a proxy measure for allocations in summer 2022, which we will update in autumn 2022.

Data for post-LAC pupils are collected as part of the October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census so are available in summer 2022.

## 1.6 Proxy measure and final data

As the criteria for the LAC premium is that the pupil is in care for at least 1 day, the proxy measure will take all pupils in care on 31 March 2021 from the March 2021 SSDA903 collection. This is on the assumption that these pupils will also be in care on 1 April 2021.

The proxy will not capture any pupils who enter care during 2021 to 2022 or those with multiple periods of care that were not in care on 31 March 2021. Therefore, when final data from the March 2022 SSDA903 collection becomes available we will need to adjust the allocations. This will generally be a reduction in funding as in autumn more pupils will be identified as both in care and FSM ever 6 so the amount of funding paid to schools will be reduced and this will be reflected in the final two payments of pupil premium grant made in December 2022 and March 2023. Analysis has shown that at a school level these adjustments in most cases will be for a small number of pupils.

We will provide a second download in autumn 2022 that will form the final allocations.

## 1.7 Pupils who ceased to be in care during 2021 to 2022

If a pupil ceased to be in care during 2021 to 2022 and is FSM ever 6 they will be included in the allocations for the LAC premium and deprivation premium. This is due to the LAC premium being designed to be spent on those pupils currently in care within the local authority, that is, in care between 1 April 2022 and 31 March 2023. For these pupils, the school will receive the deprivation pupil premium to target towards the pupil. The local authority will receive the LAC premium to spend on the pupils in care during 2022 to 2023.

## 1.8 Summary and payment arrangements for looked after children

| If a pupil is Ever 6 and… | They will be included in allocations for the…. | Payments will… |
| --- | --- | --- |
| In care on 31 March 2021 | LAC premium based on proxy data | Go to the local authority based on proxy data until the final data is available |
| In care on 31 March 2021 but not in care between 1 April 2021 and 31 March 2022 | LAC premium using proxy data then deprivation premium using final data | Go to the local authority based on proxy data. When final data is available we will adjust payments so the full deprivation premium is paid to the school and the LAC premium is not paid to the local authority. |
| In care between 1 April 2021 and 31 March 2021 and still in care on 31 March 2022 | LAC premium based on final data | Go to the local authority |
| In care between 1 April 2021 and 31 March 2022 and leaves care before 31 March 2022 | LAC and deprivation premiums | Go to the local authority for the LAC premium and to the school for the deprivation premium |
| Not in care on 31 March 2021 and enters care between 1 April 2021 and 31 March 2022 | Deprivation premium based on proxy data and LAC premium based on final data | Go to the school based on proxy data. When the final data is available payments will be adjusted so the full LAC premium is paid to the local authority and the deprivation premium is not paid to the school. |

## 1.9 Process

A pupil premium download is available up to twice annually. Both downloads will be made available on the get information about pupils (GIAP) website which is accessed through DfE Sign-in.

Once logged into the site, schools and local authorities wishing to access the download should select the ‘Pupil Premium 2022-2023’ option from the menu.

## 1.10 Timing and allocations

The first download will be made available in summer 2022. This will contain the final data for the FSM ever 6, post-LAC and service child ever 6 premiums.

It will include all the pupils eligible for the deprivation pupil premium as being FSM ever 6 and the pupils included from the proxy for the LAC premium who are also FSM ever 6.

It will not identify pupils who are only eligible for the LAC premium. The purpose of providing the pupils who are both eligible as FSM ever 6 and eligible as looked after under the proxy is to help schools identify the pupils who will not be included in the deprivation pupil premium allocations due to also being looked after.

A second download will be made available in autumn 2022. This will be in the same format as the first download with the only difference being that final data from the March 2021 SSDA903 collection will be used rather than a proxy estimate.

The population of pupils included in the download will remain the same as only pupils included as LAC and one of the other premiums will be included, that is, if a pupil is only included in the LAC premium they will not be included as the data will have been recorded by the local authority and the funding will be sent directly to the local authority.

The cash amount field may change if a change in the looked after status for the pupil has occurred between the first download using the proxy and the second download using the final data.

# 2. Frequently Asked Questions

**Which pupils are included in our pupil premium allocation?**

Schools can download a pupil premium report for their pupils from the get information about pupils (GIAP) portal available through DfE Sign-in (DSI)

The download file shows pupils counted towards pupil premium allocations for 2022 to 2023, based on eligible pupils who were sole or dual-main registered in year groups Reception to year 11 at your school in the October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census.

You can also check which newly arrived pupils who joined your school since October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census are eligible for support from your pupil premium by using the Search facility on GIAP (you can paste in up to 2,000 UPNs at a time).

**We missed a pupil off our school census data. Can you recalculate our pupil premium allocation to include them?**

While this is an unfortunate situation, we are unable to agree to your request to recalculate the pupil premium allocation for your school/local authority.

We are not in a position to change the data on which the allocations are made, or to allocate on different data outside of the census collection. There are a number of reasons for this, most importantly to ensure that schools take responsibility for the data submitted. It is also not possible to make ad hoc changes on a case-by-case basis outside of the census collection process as the formal census window enables robust budget management and resource planning. That would be put at risk if changes could be made at any point in the year.

We do understand the difficulties this has caused the school, but we cannot recalculate the allocation as requested.

[See also next question for special case of future ever 6 calculations]

**There is an error in previously reported FSM or Service child eligibility. Can you amend it for ever 6 calculations in future years?**

We can amend the National Pupil Database so that FSM and Service child eligibility are taken into account for pupil premium ever 6 calculations next year and in the future.

Please send details of the reporting error, such as FSM eligibility not reported, along with the pupil details UPN, Surname, Forename, DOB and the census term(s) the error was made on in a spreadsheet.

The generic file should be sent via S2S with the following filename:

If sent by the school: LAESTAB\_DFESXXX\_ppamends (where LAESTAB is the school number such as 1236789)

Or if sent by the LA: LEALLLL\_DFESXXX\_ppamends (where LEA is the 3 digit LA code such as 123)

**A pupil joined our school after the October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census – how do I check their details?**

You can also check which newly arrived pupils who joined your school since October 2021 (mainstream and special schools) or January 2022 (PRUs and academy alternative provision) school census are eligible for support from your pupil premium by using the Search facility on GIAP (you can paste in up to 2,000 UPNs at a time).

**A pupil first became eligible for FSM after the October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census – when will we get paid for them?**

Any pupils who were reported as eligible for FSM for the first time after the October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census will be included in the 2023 to 2024 allocations based on pupils in the October 2022 (mainstream and special schools) and January 2023 (PRUs and academy alternative provision) school census, that we will calculate in the summer of 2023.

**When will FSM ever 6 ‘expire’ for a pupil?**

In your pupil premium Download file column ‘LastFSM’ indicates the last term/year, up to October 2021 (mainstream and special schools) and January 2021 (PRUs and academy alternative provision) school census, in which FSM eligibility was reported to us, and from this you can predict when FSM ever 6 will expire for that pupil.

**Why have our looked after children pupils been allocated £0?**

Any pupils reported as being Children Looked After (CLA) have their allocation paid directly to the local authority. These pupils will appear in your school’s Download file on GIAP but with the ‘PupilPremiumCashAmount’ shown as zero. You can contact the virtual school head at your local authority to discuss how the allocation can be spent to benefit the pupil.

**Why does our MIS report from the October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census show a different number of PPG pupils to our allocation?**

The pupil premium allocation for 2022 to 2023 is based on the pupils reported in your October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census. We check their pupil records going back six years in our National Pupil Database to calculate FSM ever 6 and Service ever 6. Although many schools include a pupil premium indicator in their local MI system, we don’t collect this from schools. You can download these latest pupil premium figures from GIAP to update your own MIS.

**Why doesn’t our school have a download file on GIAP?**

The pupil premium download files are prepared for schools that were open in the October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census. If your school opened after that then you can login as your predecessor school if you have those login details - the old school’s details remain live for six months after its closure date to allow the transfer of data to the new school. If your new school doesn’t have a predecessor, or it is more than six months since the predecessor closed, then you can instead use the pupil search facility on GIAP (you can paste in up to 2,000 UPNs at a time).

**We have more FSM-eligible pupils this year so why has the number eligible for deprivation pupil premium fallen?**

As well as changes in pupils joining and leaving your school between in the last year, we also take account of pupils whose FSM ever 6 ‘expired’ as they were last reported as eligible for FSM more than 6 years ago; as well as any who were first reported as newly eligible for FSM (and therefore FSM ever 6) in the last year.

At national level, and for some individual schools, we have seen a recent trend of falling FSM ever 6 rates while the rate of current FSM eligibility is now growing. While this may sound counter intuitive it is fed by a couple of issues: 1) a long-term downward trend in FSM eligibility as unemployment fell up to 2021; and 2) recent FSM protection rules during Universal Credit roll out so any pupil eligible for FSM since 31 March 2018 now retains eligibility until at least summer 2023.

This means that while FSM ever 6 is still reducing (as pupils whose eligibility to FSM ended 7 years ago flow out of the group) the number of pupils with current FSM eligibility is now growing as no one is currently dropping out of that group.

# 3. File structure and guidance

## 3.1 School file

### 3.1.1 Naming convention

|  |
| --- |
| The pupil premium download files in GIAP are currently labelled under the academic year 2022 the pupils were in, in October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census, rather than the financial year 2223 the allocations relate to. The naming convention will be updated in a future GIAP release to reflect the financial year, as described below. |

The download will be available as a single file with the filename in the format:

**First download (summer 2022) - ‘pp2223\_laestab\_1.csv’** where ‘laestab’ is the schools 7-digit LAEstab number and ‘1’ identifies the file as being the first download.

**Second download (autumn 2022) - ‘pp2223\_laestab\_2.csv’** where ‘2’ identifies the file as being the second download.

### 3.1.2 Data Items

Below are the fields that the school download will include:

| CBDS identifier | Codeset | Field name (as per download file) | Description |
| --- | --- | --- | --- |
| N00001 |  | UPN | 13-digit Unique Pupil Number for the pupil as recorded on the census. |
| N00003 |  | Surname | Surname of the pupil as recorded on the census.  *Note: Double quotation marks are used as well as commas, for example “Surname” rather than just Surname* |
| N00004 |  | Forename | Forename of the pupil as recorded on the census.  *Note: Double quotation marks are used as well as commas, for example “Forename” rather than just Forename* |
| N00007 | CS001 | Gender | Gender of the pupil as recorded on the census. |
| N00006 |  | DOB | Date of birth of the pupil as recorded on the census. |
| N00182 | CS086 | NCYear | NC year of the pupil as recorded on the census. |
| N00658 | CS106 | Deprivation Pupil Premium | ‘1’ if the pupil has been identified as FSM Ever 6 otherwise ‘0’. |
| N00658 | CS106 | Service Child Premuim | ‘1’ if the pupil has been identified as FSM Ever 6 otherwise ‘0’. |
| N00658 | CS106 | Adopted from Care Premium | ‘1’ if the pupil has been identified as FSM Ever 6 otherwise ‘0’.  *Note: This data item is not included in files produced via the search function (see* [*section 4*](#_4_Search_function) *for details)* |
| N00658 | CS106 | Looked After Premium | For the first download this field will show ‘1’ if the pupil has been identified using the proxy as LAC, otherwise ‘0’. For the second download this field will show ‘1’ if the child has been identified as LAC, otherwise ‘0’. |
| N00659 |  | PupilPremiumFTE | Full time equivalent of the pupil as taken from the census. For most pupils this will be 1 but pupils with unresolved duplicate registrations when the spring census database is closed will have funding split between the registrations. |
| N00660 |  | PupilPremiumCashAmount | Cash amount to be paid direct to the school based on the already announced per pupil amounts. This will potentially be ‘0’ if the pupil is identified as eligible for the deprivation pupil premium and the LAC premium as the funding will go to the local authority. This will consider the FTE of the pupil. For example, a pupil in a secondary year group included in the deprivation pupil premium with an FTE of 0.50 will have a cash amount of ‘492.50’. A pupil in a primary year group included in the deprivation pupil premium and the adopted from care premium with an FTE of 1.00 will have a cash amount of ‘2410.00’. |
| N00661 |  | PupilPremiumFYStartDate | As the download relates to the 2022 to 2023 financial year, for all pupils this will be set at 2022-04-01. |
| N00662 |  | PupilPremiumFYEndDate | As the download relates to the 2022 to 2023 financial year, for all pupils this will be set at 2022-03-31. |
| N00660 |  | LastFSM | The termly census in which the pupil was most recently recorded as eligible for FSM. This will be represented by three letters followed by two numbers to represent the term and year of the census. For example: AUT21. |

### 3.1.3 Example school file

An example file is in annex 1a. Please note that these have formatted in Microsoft Excel for presentational purposes but the download from GIAP will be a a .csv file type.

## 3.2 Local authority files

### 3.2.1 Naming convention

|  |
| --- |
| The pupil premium download files in GIAP are currently labelled under the academic year 2022 the pupils were in, in October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census, rather than the financial year 2223 the allocations relate to. The naming convention will be updated in a future GIAP release to reflect the financial year, as described below. |

The local authority download files will have filenames in the following format:

* **The local authority copies of the static data distributed to schools in that authority**

**‘pp2223\_lea\_N.csv’** where ‘lea’ is the local authority 3-digit number and ‘N’ will be either ‘1’ (for the first download in summer) or ‘2’ (for the second download in autumn).

* **The static data for pupils educated in alternative provision in the local authority area.**

**‘pp2223\_lea\_AP\_N.csv’** where ‘lea’ is the local authority 3-digit number and ‘N’ will be either ‘1’ (for the first download in summer) or ‘2’ (for the second download in autumn).

### 3.2.2 Data items

Below are the fields that the local authority download will include:

| CBDS identifier | Codeset | Field name (as per download file) | Description |
| --- | --- | --- | --- |
| N00216 | CS003 | LA | 3-digit local authority number |
| N00279 |  | Estab | 4 digit DfE establishment number  Note: This is only included in the local authority school file (pp2223\_lea\_N.csv). For the local authority alternative provision file (pp2223\_lea\_AP\_N.csv) this is replaced by the ‘AlternativeProvision’ field. |
| N00664 | CS107 | AlternativeProvision | This field is now always ALT as the type of alternative provision is no longer collected in the AP census.  *Note: This is only included in the local authority local authority alternative provision file (pp2223\_lea\_AP\_N.csv). For the local authority school file (pp2223\_\_lea\_N.csv) this is replaced by the ‘Estab’ field.* |
| N00001 |  | UPN | 13-digit Unique Pupil Number for the pupil as recorded on the census or the alternative provision census. |
| N00003 |  | Surname | Surname of the pupil as recorded on the census or the alternative provision census.  *Note: Double quotation marks are used as well as commas, for example “Surname” rather than just Surname* |
| N00004 |  | Forename | Forename of the pupil as recorded on the census or the alternative provision census.  *Note: Double quotation marks are used as well as commas, for example “Forename” rather than just Forename* |
| N00007 | CS001 | Gender | Gender of the pupil as recorded on the census or the alternative provision census. |
| N00008 |  | DOB | Date of birth of the pupil as recorded on the census or the alternative provision census. |
| N00182 | CS086 | NCYear | NC year of the pupil as recorded on the school census. For pupils in the local authority alternative provision file (pp2223\_lea\_AP\_N.csv) this may be blank as NCYear is not collected via the alternative provision census. |
| N00658 | CS106 | Deprivation Pupil Premium | ‘1’ if the pupil has been identified as FSM Ever 6 otherwise ‘0’. |
| N00658 | CS106 | Service Child Premuim | ‘1’ if the pupil has been identified as FSM Ever 6 otherwise ‘0’. |
| N00658 | CS106 | Adopted from Care Premium | ‘1’ if the pupil has been identified as FSM Ever 6 otherwise ‘0’.  *Note: This data item is not included in files produced via the search function (see* [*section 4*](#_4_Search_function) *for details)* |
| N00658 | CS106 | Looked After Premium | For the first download this field will show ‘1’ if the pupil has been identified using the proxy as LAC, otherwise ‘0’. For the second download this field will show ‘1’ if the child has been identified as LAC, otherwise ‘0’. |
| N00659 |  | PupilPremiumFTE | Full time equivalent of the pupil as taken from the census. For most pupils this will be 1 but pupils with unresolved duplicate registrations when the spring census database is closed will have funding split between the registrations. |
| N00660 |  | PupilPremiumCashAmount | Cash amount to be paid direct to the school based on the already announced per pupil amounts. This will potentially be ‘0’ if the pupil is identified as eligible for the deprivation pupil premium and the LAC premium as the funding will go to the local authority. This will consider the FTE of the pupil. For example, a pupil in a secondary year group included in the deprivation pupil premium with an FTE of 0.50 will have a cash amount of ‘492.50’. A pupil in a primary year group included in the deprivation pupil premium and the adopted from care premium with an FTE of 1.00 will have a cash amount of ‘2410.00’. |
| N00661 |  | PupilPremiumFYStartDate | As the download relates to the 2022 to 2023 financial year, for all pupils this will be set at 2022-04-01. |
| N00662 |  | PupilPremiumFYEndDate | As the download relates to the 2022 to 2023 financial year, for all pupils this will be set at 2022-03-31. |
| N00663 |  | LastFSM | The termly census in which the pupil was most recently recorded as eligible for FSM. This will be represented by three letters followed by two numbers to represent the term and year of the census. For example: AUT21. |

### 3.2.3 Example local authority files

Example files for the local authority copies of the static data distributed to schools in that authority and the local authority copy of the static data for pupils educated in alternative provision in the authority are provided in [annex 1b](#_Annex_1b_-) and [annex 1c](#_Annex_1c_-) respectively. Please note that these have formatted in Microsoft Excel for presentational purposes but the download from GIAP will be a .csv file type.

# 4 Search function

As with previous downloads, a search function will be included. This will allow schools and local authorities to search by UPN for pupils entering their school or area. A successful search will display pupils that have been included in the pupil premium allocations in the financial year to which the download relates (the 2022 to 2023 financial year).

**Please note that the ‘adopted from care’ flag will not be included in the search results as this information is not intended to be passed between schools –** consequently, in order to allow search files to be imported into MIS, systems should be able to accept files both with, and without, the ‘[Adopted from Care Premium](#_3.1.2_Data_Items)’ data item included.

The file name of the search results will indicate if it has been taken from the first or the second download – once the second download is available on the website it will not be possible to search from the first download.

## 4.1 Example search file names

|  |
| --- |
| The pupil premium download files in GIAP are currently labelled under the academic year 2022 the pupils were in, in October 2021 (mainstream and special schools) and January 2022 (PRUs and academy alternative provision) school census, rather than the financial year 2223 the allocations relate to. The naming convention will be updated in a future GIAP release to reflect the financial year, as described below. |

School search files:

**‘pp2223\_laestab\_1\_YYYYMMDD.csv’** where ‘laestab’ is the schools 7-digit laestab number and ‘\_1’ identifies the file as being the first download.

**‘pp2223\_laestab\_2\_YYYYMMDD.csv’** where ‘\_2’ identifies the file as being the second download.

Local authority search files:

* The LA search results for pupils not in Alternative Provision.

**‘pp2223\_lea\_N\_YYYYMMDD.csv’** where ‘lea’ is the local authority 3-digit number and ‘N’ will be either ‘1’ (for the first download in summer) or ‘2’ (for the second download in autumn).

* The LA search results for pupils in Alternative Provision.

**‘pp2223\_lea\_AP\_N\_YYYYMMDD.csv’** (as above regarding the ‘lea’ and ‘N)

## 4.2 How to access the downloads

The downloads are available on the GIAP website accessed through [DfE Sign-in](https://services.signin.education.gov.uk/).

Once logged into the site schools should select the Data downloads from the banner at the top of the page to see their list of Pre-prepared downloads.

## 4.3 Support

The GIAP website which is accessed through [DfE Sign-in](https://services.signin.education.gov.uk/). If you need access, you will need to [create an account](https://profile.signin.education.gov.uk/register).

For security reasons you will need to be approved by one of your organisation's approvers before you can access the service. Once you add your organisation to your account, you can find a list of all recognised approvers under the organisation section of your DfE Sign-in account.

If you have forgotten your username or password, please use the [forgotten password or username web page](https://interactions.signin.education.gov.uk/42fc07cf-c614-4fc8-af7a-2e8d2ea6be4c/resetpassword/request?clientid=services&redirect_uri=https://services.signin.education.gov.uk:443/auth/cb) - you will need your school email address.

Further help on how to use GIAP can be found by selecting the Help link at the bottom of any GIAP page. A [Video User Guide](https://www.youtube.com/watch?v=BBG3HYigspw) is also available.

If the GIAP Help page does not contain an answer to your query you can submit a service request using the Contact link at the bottom of any GIAP page and selecting the 'Key to Success' option from the form.

You can provide feedback about your GIAP experience and / or leave your contact details for taking part in future user research by following the user satisfaction survey link in the beta banner as you sign in to GIAP or via this [feedback](https://forms.office.com/Pages/ResponsePage.aspx?id=yXfS-grGoU2187O4s0qC-QFBqGuEiypClSvu8k1WmbJUMllIMU5EOTFIUEpNM1c2NzhCUlZCQ0dSTyQlQCN0PWcu) link.

If you have queries specifically related to pupil premium allocations data, please contact us: [Data.Pupilpremium@education.gov.uk](mailto:Data.Pupilpremium@education.gov.uk).

## Annex 1a – Example school file

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UPN | Surname | Forename | Gender | DOB | NCYear | Deprivation Pupil Premium | Service Child Premium | Adopted from Care Premium | Looked After Premium | PupilPremiumFTE | PupilPremiumCashAmount | PupilPremiumFYStartDate | PupilPremiumFYEndDate | LastFSM |
| A123456789012 | Surname 1 | Forename 1 | M | 2015-04-04 | R | 1 | 0 | 0 | 0 | 1 | 1345 | 2021-04-01 | 2022-03-31 | AUT20 |
| B123456789012 | Surname 2 | Forename 2 | F | 2007-04-14 | 9 | 1 | 1 | 0 | 0 | 1 | 1655 | 2021-04-01 | 2022-03-31 | AUT20 |
| C123456789012 | Surname 3 | Forename 3 | M | 2014-02-01 | 1 | 1 | 0 | 1 | 0 | 1 | 2345 | 2021-04-01 | 2022-03-31 | AUT20 |
| D123456789012 | Surname 4 | Forename 4 | F | 2011-12-25 | 5 | 1 | 0 | 0 | 1 | 1 | 0 | 2021-04-01 | 2022-03-31 | SPR17 |
| E123456789012 | Surname 5 | Forename 5 | M | 2011-11-01 | 5 | 1 | 0 | 0 | 0 | 1 | 1345 | 2021-04-01 | 2022-03-31 | AUT17 |
| F123456789012 | Surname 6 | Forename 6 | F | 2012-01-02 | 3 | 0 | 1 | 1 | 0 | 1 | 2655 | 2021-04-01 | 2022-03-31 |  |
| G123456789012 | Surname 7 | Forename 7 | M | 2014-1b0-01 | R | 1 | 0 | 0 | 0 | 0.5 | 672.5 | 2021-04-01 | 2022-03-31 | AUT20 |
| H123456789012 | Surname 8 | Forename 8 | F | 2013-11-11 | X | 0 | 0 | 1 | 0 | 1 | 2345 | 2021-04-01 | 2022-03-31 |  |
| J123456789012 | Surname 9 | Forename 9 | M | 2010-12-12 | 4 | 0 | 0 | 1 | 0 | 0.5 | 1172.5 | 2021-04-01 | 2022-03-31 |  |
| K123456789012 | Surname 10 | Forename 10 | F | 2010-10-15 | 5 | 0 | 1 | 0 | 1 | 1 | 310 | 2021-04-01 | 2022-03-31 | SUM17 |

## Annex 1b - Example local authority file of the static data distributed to schools in that authority

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LA | Estab | UPN | Surname | Forename | Gender | DOB | NCYear | Deprivation Pupil Premium | Service Child Premium | Adopted from Care Premium | Looked After Premium | PupilPremiumFTE | PupilPremiumCashAmount | PupilPremiumFYStartDate | PupilPremiumFYEndDate | LastFSM |
| 123 | 1234 | A123456789012 | Surname 1 | Forename 1 | M | 2015-04-04 | R | 1 | 0 | 0 | 0 | 1 | 1345 | 2021-04-01 | 2022-03-31 | AUT20 |
| 123 | 1234 | B123456789012 | Surname 2 | Forename 2 | F | 2007-04-14 | 9 | 1 | 1 | 0 | 0 | 1 | 1655 | 2021-04-01 | 2022-03-31 | AUT20 |
| 123 | 1234 | C123456789012 | Surname 3 | Forename 3 | M | 2014-02-01 | 1 | 1 | 0 | 1 | 0 | 1 | 2345 | 2021-04-01 | 2022-03-31 | AUT20 |
| 123 | 4321 | D123456789012 | Surname 4 | Forename 4 | F | 2011-12-25 | 5 | 1 | 0 | 0 | 1 | 1 | 0 | 2021-04-01 | 2022-03-31 | SPR17 |
| 123 | 4321 | E123456789012 | Surname 5 | Forename 5 | M | 2011-11-01 | 5 | 1 | 0 | 0 | 0 | 1 | 1345 | 2021-04-01 | 2022-03-31 | AUT17 |
| 123 | 4321 | F123456789012 | Surname 6 | Forename 6 | F | 2012-01-02 | 3 | 0 | 1 | 1 | 0 | 1 | 2655 | 2021-04-01 | 2022-03-31 |  |
| 123 | 4321 | G123456789012 | Surname 7 | Forename 7 | M | 2014-1b0-01 | R | 1 | 0 | 0 | 0 | 0.5 | 672.5 | 2021-04-01 | 2022-03-31 | AUT20 |
| 123 | 9999 | H123456789012 | Surname 8 | Forename 8 | F | 2013-11-11 | X | 0 | 0 | 1 | 0 | 1 | 2345 | 2021-04-01 | 2022-03-31 |  |
| 123 | 9999 | J123456789012 | Surname 9 | Forename 9 | M | 2010-12-12 | 4 | 0 | 0 | 1 | 0 | 0.5 | 1172.5 | 2021-04-01 | 2022-03-31 |  |
| 123 | 9999 | K123456789012 | Surname10 | Forename 10 | F | 2010-10-15 | 5 | 0 | 1 | 0 | 1 | 1 | 310 | 2021-04-01 | 2022-03-31 | SUM17 |

## Annex 1c - Example local authority file of the static data for pupils educated in alternative provision in that authority

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LA | AlternativeProvision | UPN | Surname | Forename | Gender | DOB | NCYear | Deprivation Pupil Premium | Service Child Premium | Adopted from Care Premium | Looked After Premium | PupilPremiumFTE | PupilPremiumCashAmount | PupilPremiumFYStartDate | PupilPremiumFYEndDate | LastFSM |
| 123 | ALT | A123456789012 | Surname 1 | Forename 1 | M | 2015-04-04 |  | 1 | 0 | 0 | 0 | 1 | 1345 | 2021-04-01 | 2022-03-31 | AUT20 |
| 123 | ALT | B123456789012 | Surname 2 | Forename 2 | F | 2007-04-14 |  | 1 | 1 | 0 | 0 | 1 | 1655 | 2021-04-01 | 2022-03-31 | AUT20 |
| 123 | ALT | C123456789012 | Surname 3 | Forename 3 | M | 2014-02-01 |  | 1 | 0 | 1 | 0 | 1 | 2345 | 2021-04-01 | 2022-03-31 | AUT20 |
| 123 | ALT | D123456789012 | Surname 4 | Forename 4 | F | 2011-12-25 |  | 1 | 0 | 0 | 1 | 1 | 0 | 2021-04-01 | 2022-03-31 | SPR17 |
| 123 | ALT | E123456789012 | Surname 5 | Forename 5 | M | 2011-11-01 |  | 1 | 0 | 0 | 0 | 1 | 1345 | 2021-04-01 | 2022-03-31 | AUT17 |
| 123 | ALT | F123456789012 | Surname 6 | Forename 6 | F | 2012-01-02 |  | 0 | 1 | 1 | 0 | 1 | 2655 | 2021-04-01 | 2022-03-31 |  |
| 123 | ALT | G123456789012 | Surname 7 | Forename 7 | M | 2014-1b0-01 |  | 1 | 0 | 0 | 0 | 0.5 | 672.5 | 2021-04-01 | 2022-03-31 | AUT20 |
| 123 | ALT | H123456789012 | Surname 8 | Forename 8 | F | 2013-11-11 |  | 0 | 0 | 1 | 0 | 1 | 2345 | 2021-04-01 | 2022-03-31 |  |
| 123 | ALT | J123456789012 | Surname 9 | Forename 9 | M | 2010-12-12 |  | 0 | 0 | 1 | 0 | 0.5 | 1172.5 | 2021-04-01 | 2022-03-31 |  |
| 123 | ALT | K123456789012 | Surname10 | Forename 10 | F | 2010-10-15 |  | 0 | 1 | 0 | 1 | 1 | 310 | 2021-04-01 | 2022-03-31 | SUM17 |



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