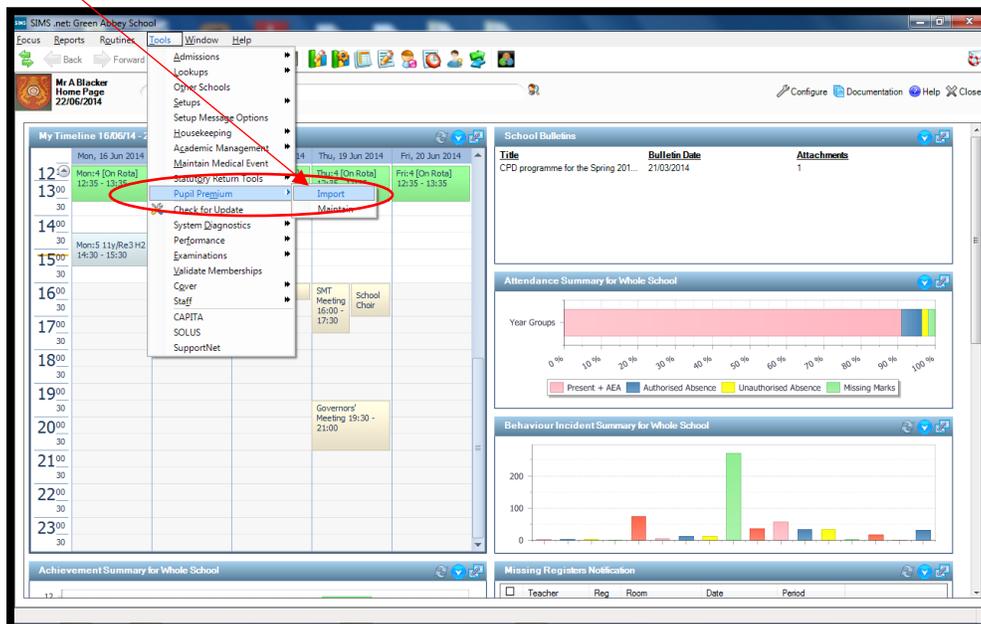# Pupil Premium - Importing and Maintaining

There is now a quicker process available to update pupil premium each year. The DFE have made a file available on the Key To Success website to download in to Sims.net.
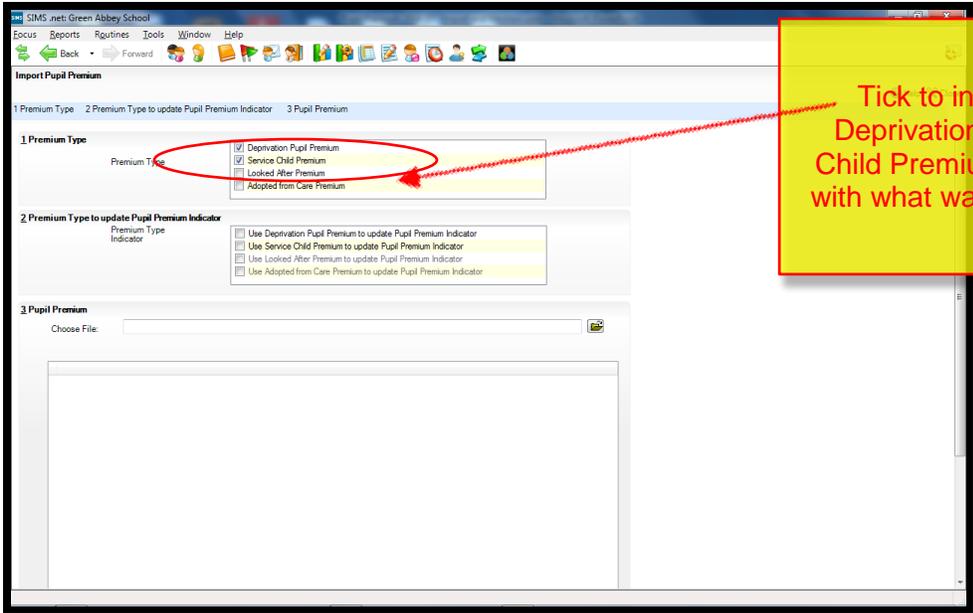
Downloading the DfE CSV file for Financial Year

- Capita expect the DfE to make two versions of the CSV file available to schools from the Key to Success website (Secure Access) .

- They expect the first version to be made available by the DfE around July/August and the second around October

- It will make no difference whether the first or second version is imported as only the financial information will change and that is not imported into SIMS, however there is a separate spreadsheet available which will help schools to calculate expected funding.

- It is important to download the DfE CSV file to the data folder (where you normally import ctf's) as it includes UPN and sensitive information that can indicate vulnerability, e.g. in care with local authority
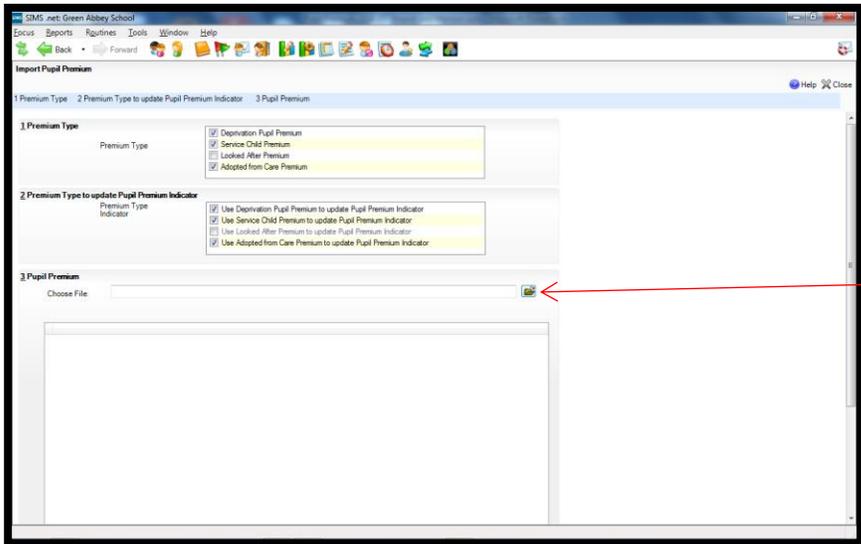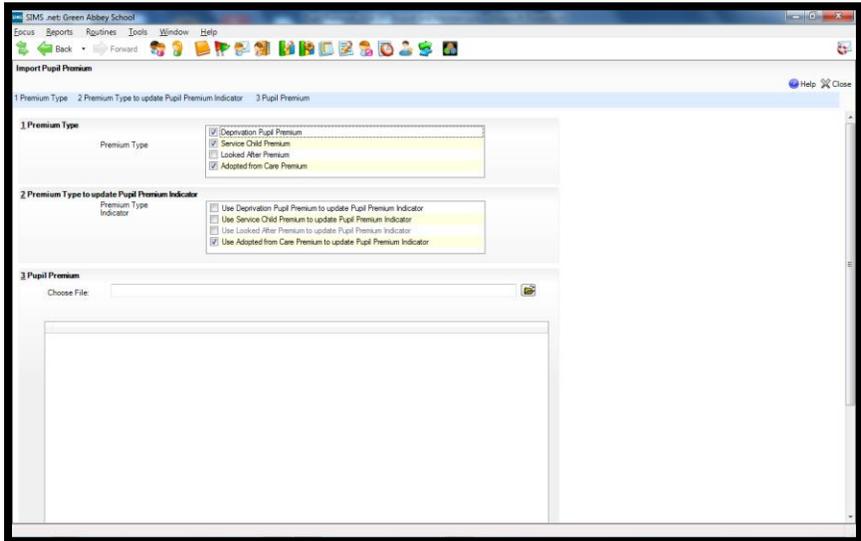
Importing Information from the DfE CSV file
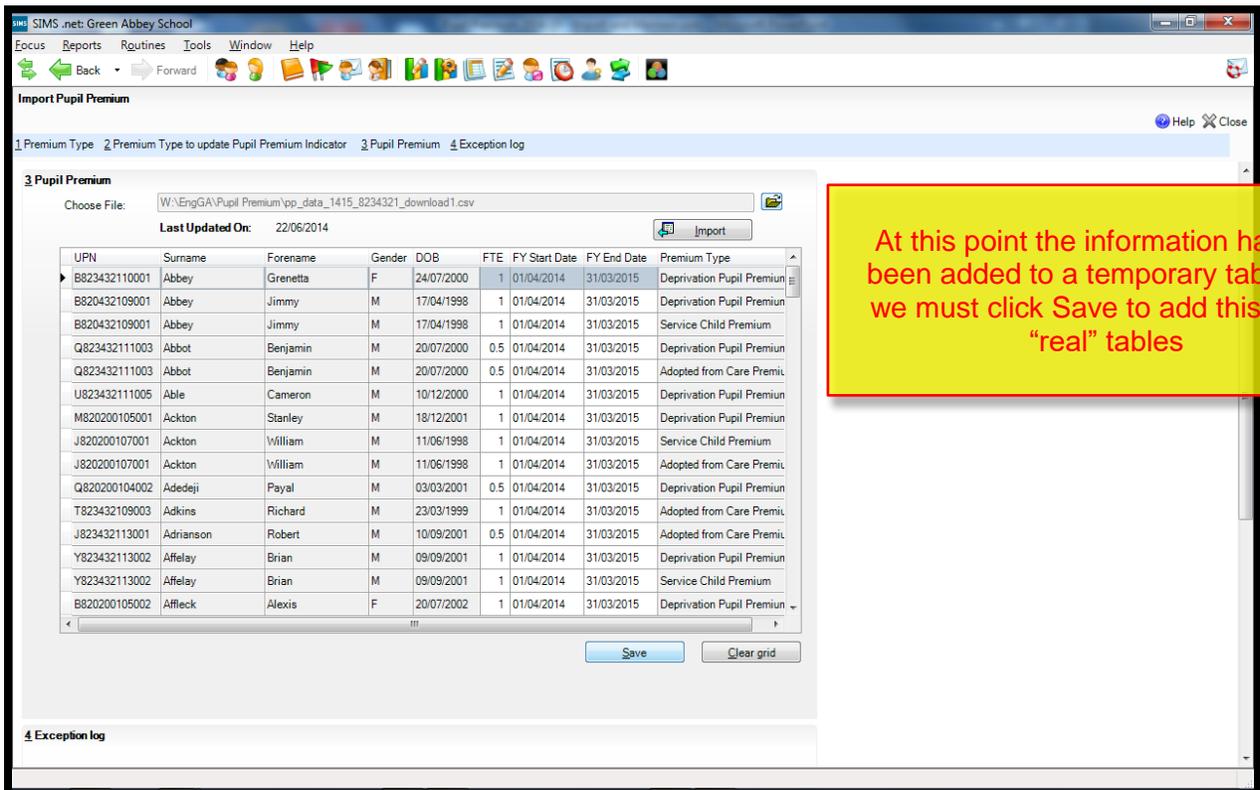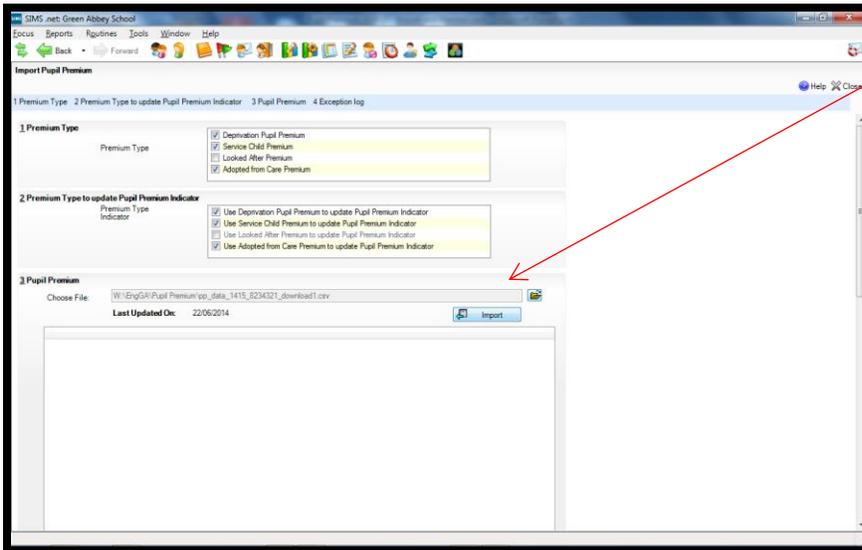
Tools | Pupil Premium | Import

Tick to indicate which types of Pupil Deprivation Pupil Premium and Service Child Premium are ticked by default in line with what was available for import last year

Choose the CSV file to import- S:/sims/data/ctfimport/ pp_data_followed by school number etc.

Once you have selected the file click open and yes to the message and then click import

At this point the information has just been added to a temporary table and we must click Save to add this to the "real" tables

Once saved the Pupil Premium indicator is ticked.