

## **2013 July downloads of your school's pupil list of FSM Ever 6 pupils for Pupil Premium funding (£900 per pupil) (and Service Child list):**

As we had indicated to schools in our monthly bulletins during Spring 2012, it is important that schools hold the necessary historical data for their pupils' FSM-eligibility (history for last 6 years) in their Management Information Systems, for the calculation of Pupil Premium funding, so that this historical eligibility data is then able to be transferred, with the pupils' record; For this purpose, back in February 2012 the DfE made available (on the KeyToSuccess website) an initial CTF file download of this historical FSM data for your school, which all schools were asked to import into their MIS at that time. This initial one-off file was in order to populate schools' MIS with the data.

The DfE had not intended to produce updates each year and have said no further importable CTF files will be available, however in order that schools are aware of which of their (school census) pupils are entitled to Pupil Premium funding, the DfE have made available a CSV file in July 2013 (which will be able to be opened and read by humans, but which unfortunately will **not** be able to be imported into the MIS directly this time).

We strongly recommend referring to a copy of the DfE guide on this July 2013 download available at: <http://media.education.gov.uk/assets/files/pdf/p/fsm%202013%20download%20guide.pdf>

(if that link is no longer available then a snapshot copy of the guide as at July 2013 is stored at <http://webfronter.com/towerhamlets/dataandstatistics/other/FSM%202013%20Download%20guide.pdf> )

The Pupil Premium files themselves are available by logging into SecureAccess>**KeyToSuccess** and once in KeyToSuccess, by looking on the righthand list for the "Pupil Premium" downloads.

Beware that there may be two separate files as downloadable CSV pupil lists:

- 1) One for the "FSM Ever 6" and
- 2) One for "Service Child Ever 3" (remember that even if you school doesn't have any pupils who are currently service children, it is still possible that a few of your pupils may perhaps have had a history of being service children which ended before joining your school).

### **Please can schools ensure:**

- **The school downloads and uses the new July 2013 Pupil Premium Csv file(s)**
- **That Headteachers should keep a copy of the lists for future reference)**
- **That the schools MIS is kept up-to-date (for which this data may be a helpful extra source of data on the pupils' historical eligibility) for all pupils (and particularly those pupils that have joined you since October 2011).**

**Updates of the MIS with such data should be done as early as possible**, in order that the data can then follow the pupils in the common transfer file (as pupils move from one school to another).

Please refer to guidance link above for further details on this FSM and Service Child data and what needs to be loaded. Please note this data will need to be in your MIS so that elements of it can later be extracted from the MIS in any pupil transfer CTF files and in the School Pupil Census.

If necessary, please call you MIS support provider for any details you need regarding how to either check records already in your MIS or how to manually load individual data items (e.g. loading one record at a time) that have been found in this CSV download, if they are missing from your MIS.

DfE guidance passed on to schools in July 2013 Data & Statistics Team Monthly Bulletin. (SPP, ESCW Tower Hamlets).