



Department
for Education

Download of Pupil Premium Allocation Data

**User guide for the download of
deprivation pupil premium and service
child premium data from the department
to schools and LAs**

June 2013

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1. Introduction

In February 2012 the Department for Education (DfE) provided schools and LAs with a download of Free School Meal (FSM) eligibility. This was intended as a one-off exercise, however, this year the DfE has decided to produce another download showing pupils included in the Pupil Premium allocations for the 2013-14 financial year.

The purpose of this document is to explain the rationale behind the change in direction for the download and to provide some detailed guidance to schools and LAs on the use of the download to be provided by the DfE in July 2013.

2. Background

2.1 FSM Ever 6 and Service Child Ever 3

FSM Ever 6 has been used as the measure for determining eligibility for the Deprivation Pupil Premium since 2012-13. It includes pupils known to have been eligible for free school meals (FSM) on any pupil level census in the last six years with each eligible pupil attracting £900. FSM eligibility in the previous six years will be determined by those pupils recorded on the January 2013 School/Pupil Referral Unit and Alternative Provision Census who were recorded as known to be eligible for FSM on any of the censuses (School, PRU and AP censuses) since Summer 2007.

The use of FSM Ever 6 for the payment of the Pupil Premium does not affect the data required from schools via the 2013 Census collections as data providers will only be expected to return FSM eligibility during the census periods. The change to collecting FSM periods in January 2013 will help to ensure that pupils with any period of FSM eligibility will be included. The Department uses the National Pupil Database (NPD) to map on the history of FSM eligibility for each pupil on the January collections to determine the actual numbers of FSM Ever 6 pupils eligible for the Pupil Premium.

Similarly, DfE introduced an 'Ever' measure for the payment of Service Child premium in 2012-13. For the 2012-13 Pupil Premium this was Service Child Ever 2 – meaning a pupil recorded as being a Service Child in the past 2 years – and is being extended to cover Service Child Ever 3 in 2013-14 with each pupil attracting £300. Service Child eligibility in the previous three years will be determined by those pupils recorded on the January 2013 School/PRU and AP Census who were recorded as a Service Child on the School/PRU or AP censuses in 2013 or 2012 or on the School Census in 2011 (Service Child indicator was not collected on PRU or AP Census until 2012 and is only collected on the January School Census).

The Department uses the NPD to map on the history of Service Child eligibility for each pupil on the January collections to determine the actual numbers of Service Child pupils eligible for the Pupil Premium. Additionally, the DfE receives war child pension data¹ from Ministry of Defence (MOD) which is matched onto the NPD and those pupils who can be successfully matched are included in the allocations.

2.2 2012 Download

In February 2012 DfE provided a download of historical FSM eligibility to allow schools and LAs to estimate their allocation for 2012-13. The 3 main drivers of this download were

- To provide an initial population of schools systems with historical FSM eligibility which will follow the individual pupils around the system if they transfer schools (for this reason it is important that, where the functionality exists, schools take the opportunity to upload the CTF download into their system);
- To allow schools and LAs to estimate how much Pupil Premium Funding they will be allocated for budget planning purposes; and
- To allow schools and LAs to effectively target the funding they are allocated at the pupils who are eligible for the Pupil Premium (without this download schools and LAs may not be aware which pupils they are being funded for).

This was intended as a one-off exercise with the data held within schools internal systems being updated at the point of each census. This approach would give the most up-to-date information to schools to allow them to accurately estimate their allocations before they are calculated.

However, it was reliant on all schools taking the download to ensure high quality data flowing through the system. We know that many schools have not taken the download and therefore schools have had problems reconciling their allocations. It is for this reason that we need to take a new approach in 2013 and are taking a more direct and succinct approach of providing the pupils included in the allocations.

In December 2012 DfE provided a download of pupils included in the Service Child Premium in 2012-13 to schools. This was intended to be repeated annually when the data becomes available – it was delivered later in 2012 due to gaining ministerial agreement for the methodology and the scope of the download.

¹ Children in receipt of a War Pension Scheme (WPS) or Armed Forces and Reserve Forces Compensation Scheme (AFCS) pension from the Ministry of Defence (MoD) as a result of injury, illness or death caused by Service.

3. Pupil Premium allocations – 2013 download

For 2013, DfE have decided to produce a further download with a new ideology. We are simplifying the process and providing the information schools and LAs need more directly and succinctly. **The download will include exactly the pupils that have been included in the Pupil Premium allocations.**

A download to cover the Deprivation Pupil Premium will be available to schools and LAs. In addition, a download to cover the Service Child Premium will be available to schools.

These downloads will be available on the Key to Success website from **Monday 8 July 2013** and will be available in Comma Separated Value (CSV) format.

Additionally we will be providing search functionality by UPN. This will display pupils that have been included in the Pupil Premium allocations in the current financial year.

3.1 Where can schools and LAs access the data?

The download will be made available on the Key to Success website which is accessed through [Secure Access](#).

For [information about Secure Access](#) and instructions on how to register

Once logged into the site schools should select the '**Pupil Premium**' option from the list of downloads on the right hand of the page.

3.2 What data will be included in the download?

Included in these pupil level downloads will be all pupils included in the Deprivation Pupil Premium or Service Child Premium allocations.

Each pupil in the download will be identified by a set of standard pupil identifiers (i.e. Unique Pupil Number (UPN), Name, Date of Birth and Gender). The Full Time Equivalent (FTE) for each pupil will be given so that funding allocations can be reconciled.

The Local Authority version of this download will include periods of eligibility for pupils attending all schools and PRUs within their authority (including academies) as well as any pupils recorded on the AP Census with periods of eligibility.

3.3 What should schools and LAs do with the download?

The main drivers of the Pupil Premium allocation download are:

- to allow schools and LAs to exactly reconcile their funding allocations;
- to allow schools to search for pupils who join their school to determine if they have been included in an allocation for the current financial year.

By using this download schools and LAs will be able to effectively target the funding they are allocated towards pupils who are eligible for the Pupil Premium.

4. Support

If you have any queries specifically related to school funding (e.g. Dedicated Schools Grant, Pupil Premium and COLLECT Funding Reports) which are not covered by the information in the associated guides then please email the Customer Services Unit:

Funding.CENSUS@education.gsi.gov.uk



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Any enquiries regarding this publication should be sent to the [data collections helpdesk](#).

This document is available for download from the [Department's website](#).