



CUSTOMER SUCCESS GUIDE TO SIMS & PUPIL PREMIUM 2019

CAPITA | Education software solutions

Information applicable to:

All Schools and Academies in receipt of Pupil Premium funding 2019

Contents

- 1 - What is Pupil Premium / Early Years Pupil Premium?
- 2 - How is the Pupil Premium funding calculated?
- 3 - What information is collected in relation to Pupil Premium at census?
- 4 - What is the Pupil Premium indicator?
- 5 - How can I maintain the Pupil Premium indicator?
- 6 - How do I import the DfE list from Key To Success?
- 7 - How can I check my Pupil Premium data within SIMS?
- 8 - What should I do when a new pupil joins my school?
- 9 - Where does the Pupil Premium Indicator display within SIMS?
- 10 - How can I evidence my Pupil Premium spend?
- 11 - Where to find further information
- 12 - Need more help or have a question?

1 What is Pupil Premium (PP) / Early Years Pupil Premium (EYPP)

Pupil Premium (PP) is additional funding for publicly funded schools in England to raise the attainment of school-age disadvantaged pupils and to close the gap between them and their peers. Pupil Premium funding has been in place for several years now and evidence is showing that the gap is closing.

In April 2015 Early Years Pupil Premium (EYPP) was introduced to support the closing of this gap for 3 and 4 years olds. Studies show that there is a 19 month gap in school readiness between the most and least advantaged children.

2 How is the Pupil Premium funding calculated?

Early Years Pupil Premium: is managed via the Local Authority, data has been gathered from the school census to collect information relating to Early Years Pupil Premium eligibility. Pupils will be eligible for Early Year Pupil Premium using the following criteria: FSM eligibility, 'Looked After', or 'Adopted from Care'. Funding for 2019/20 is based on 53p per pupil which equates to £302.10 for each eligible child who receives the full 570 hours of state-funded early education. The child does not have to take up the full 570 hours in order to get EYPP. Please note that 4-year-olds in primary school reception classes who already receive the school-age pupil premium are not eligible for EYPP funding.

Pupil Premium: funding is based on your census data, January 19 census being the final collection for funding for financial year 2019/20. There are four categories of funding:-

- Deprivation relates to pupils who are or have been eligible for FSM in the past 6 years (Ever6 FSM): £1320 per primary age pupil, £935 per secondary age student*
- Looked after children: £2300 per child*
- Children adopted from care: £2300 per child*
- Service Children: £300 per child*

What happens when a pupil is eligible for Pupil Premium under more than one category? If a pupil is eligible for PP under more than one category, for example, 'adopted from care' and 'deprivation', you won't receive funding for both categories but the higher amount will be allocated so in this example you would receive £2300*. The only exception to this is where a pupil is eligible for both the Service Children and deprivation funding, schools will receive both. Please note that Pupil Premium funding related to 'looked after' is allocated to the Local Authority responsible for the child and not the school.

*(values as per 2019/20)

3 What information is collected in relation to Pupil Premium at census?

Early Years Pupil Premium: The Spring 2016 census was the first census that data was collected to identify EYPP eligibility. Data was gathered within section 4 of the census for 3 year olds and 4 year olds between set DOB ranges, but excluding 4 year old pupils within reception as they would be eligible within Pupil Premium as noted below.

Pupil Premium: Your data collected at census from SIMS is key to inform your Pupil Premium funding. It is essential that this data is accurate. The following fields within SIMS will trigger funding for Pupil Premium for pupils between Reception and year 11.

CUSTOMER SUCCESS GUIDE TO SIMS & PUPIL PREMIUM 2019

Free Meals information within panel 6-Dietary section of the pupil record. **(Please note, this section should NOT be completed for EYPP pupils)**

Eligible for Free Meals	Start Date	End Date	Country	Notes
	02/09/2009		England	

'Looked After' information is recorded within panel 10-Welfare section of the pupil record.

In Care	Currently in Care								
In Care Details	<table border="1"><thead><tr><th>Start Date</th><th>End Date</th><th>Care Authority</th><th>PEP</th></tr></thead><tbody><tr><td>02/02/2015</td><td></td><td>Bedford Borough</td><td>1</td></tr></tbody></table>	Start Date	End Date	Care Authority	PEP	02/02/2015		Bedford Borough	1
Start Date	End Date	Care Authority	PEP						
02/02/2015		Bedford Borough	1						

Service Children details are recorded within panel 9-Additional Information section of the pupil record. Information gathered at census is utilised to trigger Ever6.

Service Children in Education Source of Service Children in Education

Adopted from Care information can only be added via the Statutory Return menu route within SIMS. Only staff with permissions to access the Statutory Returns area will be able to view and amend. This is due to the sensitive nature of this information.

6 Adopted from Care						
Surname	Preferred Surname	Forename	YTI	Reg	Ever in C...	Adopted from Care
Franklin	Franklin	Ethan	2	2GH	Yes	Ceased to be looked after through Adoption

4 What is the Pupil Premium indicator?

Within panel 9-Additional Information section of the pupil record there is a Pupil Premium indicator which allows you to easily group and track all of your Pupil Premium eligible pupils including your EYPP pupils. Please note that the indicator is for school use and will not impact your census return or Pupil Premium funding.

Pupil Premium Indicator for year 2019/2020 Notes

This will display in several areas of SIMS: **take register, Assessment** including the **AWOL resources, Interventions, SIMS Discover**, as well as a range of **attendance reports**, enabling you to identify, track, analyse and compare key information regarding your Pupil Premium pupils. The PP indicator is also included within the **reporting dictionary** which will enable you to identify your Pupil Premium pupils in any reports you wish to create.

Tip: for your EYPP eligible pupils you may want to add EYPP into the notes section for ease of reference and cross-checking.

CUSTOMER SUCCESS GUIDE TO SIMS & PUPIL PREMIUM 2019

5 How can I maintain the Pupil Premium indicator?

There are three options to update the Pupil Premium indicator.

1. You can manually amend the indicator on an individual's pupil record. Ideal when you are updating a single record.
2. You can import the file provided by the DfE, available to download from the 'Key To Success' website. See below for further details on this.
3. You can bulk update via Routines | Pupil (Student for Secondaries) | Bulk Update.

6 How do I import the DfE list from 'Key To Success'?



There is a published list on the '[Key To Success](#)' website which provides key details of pupils that make up your current Pupil Premium funding. The pupil premium data covering financial year 2019 to 2020 was made available 8th July. This file can also be utilised to update your Pupil Premium indicator within SIMS. Please note that the DfE do not include EYPP funded pupils within this list so you will need to update these pupils manually as noted above using either option 1 or 3.

Within the Key to Success website you can also check if an individual student is in receipt of PP by searching with a student UPN number. This is ideal when you have new students join you through the year.

To import your file go to Tools | Pupil Premium | Import. You now have some choices on what you would like to import.

In section 1 choose what information you would like to be imported

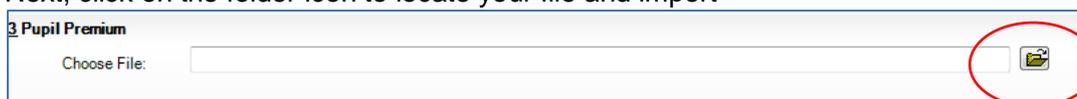
In section 2 choose which Premium type you would like to have the indicator updated

CUSTOMER SUCCESS GUIDE TO SIMS & PUPIL PREMIUM 2019

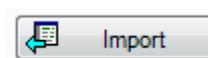
In the example above I have chosen to import details for Deprivation, Service Child and Looked After Pupil Premium as well as update the PP indicator for these three categories. But you could equally just choose to import and tick 'Deprivation Pupil Premium' students.

Due to the confidential nature you may not wish to import 'Adopted from Care'. If you do choose to import this information it will be visible within the Tools / Pupil Premium / Maintain screen and within the report (noted below) which can be produced via the Pupil Premium / Maintain menu route.

Next, click on the folder icon to locate your file and import



Choose yes, if prompted, to confirm you wish to import the file, click Import. A list will be displayed showing the information to be imported.



UPN	Surname	Forename	Gender	DOB	FTE	FY Start Date	FY End Date	Premium Type
A823200110073	Stevens	Holly	F	23/12/2007	1	01/04/2016	31/03/2017	Deprivation Pupil Premium
A823200110073	Stevens	Holly	F	23/12/2007	1	01/04/2016	31/03/2017	Looked After Premium
A823299911020	Westings	Amy	F	22/05/2009	1	01/04/2016	31/03/2017	Deprivation Pupil Premium
A823299913049	Osborne	Ryan	M	28/03/2009	1	01/04/2016	31/03/2017	Deprivation Pupil Premium
A823299914023	Flanagan	Megan	F	16/10/2009	1	01/04/2016	31/03/2017	Deprivation Pupil Premium
A823299914052	Simpson	Jessica	F	02/05/2010	1	01/04/2016	31/03/2017	Deprivation Pupil Premium
B820200107004	Bellic	Roman	M	06/05/2005	1	01/04/2016	31/03/2017	Deprivation Pupil Premium
B820200109035	Barnes	Tommy	M	13/12/2005	1	01/04/2016	31/03/2017	Deprivation Pupil Premium
B823200110035	O'Connor	Marc	M	08/02/2007	0.5	01/04/2016	31/03/2017	Deprivation Pupil Premium
B823200110035	O'Connor	Marc	M	08/02/2007	0.5	01/04/2016	31/03/2017	Looked After Premium
B823200110064	Clover	Frederick	M	22/11/2008	1	01/04/2016	31/03/2017	Deprivation Pupil Premium
B823299911040	Masterton	Hannah	F	24/04/2008	1	01/04/2016	31/03/2017	Deprivation Pupil Premium
B823299913042	Matthews	Isobel	F	16/10/2008	1	01/04/2016	31/03/2017	Deprivation Pupil Premium
C823200110107	Richards	Stephen	M	17/03/2007	1	01/04/2016	31/03/2017	Deprivation Pupil Premium
C823299911029	Colins	Stephen	M	10/02/2008	1	01/04/2016	31/03/2017	Deprivation Pupil Premium

Click Save to complete the import. **Note:** the file will contain pupils that have left your school as this file is the list of your funded pupils as based on your January census.

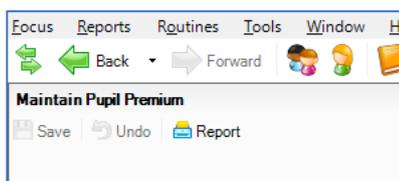
An exception log will display at the bottom of the page if the data can't be matched with a pupil in SIMS.

4 Exception log

UPN	Surname	Forename	Gender	DOB	Error message
U823200110119	Williams	Zachary	M	13/10/2009	Pupil record does not exist in SIMS.

The import is now complete and your PP indicator indicators will have been updated based on your choices in section 2 above.

If you would like to access a report you can do this via Tools/ Pupil Premium / Maintain



CUSTOMER SUCCESS GUIDE TO SIMS & PUPIL PREMIUM 2019

Pupil Premium Records

Security Message : This report contains sensitive information.

Report criteria : Pupil Premium information

Report Date: 04/09/2015 Created By: saleswe_grosg

UPN	Surname	Forename	Gender	DOB	YTI	Reg	FTE	FY Start Date	FY End Date	Academic Year1	Academic Year2	Pr
Y820200109033	Aaron	Chris	Male	01/06/2005	5	SDT	1.00	01/04/2015	31/03/2016	2014/15	2015/16	Deprivation Pupil Premium
Y820200109033	Aaron	Chris	Male	01/06/2005	5	SDT	1.00	01/04/2015	31/03/2016	2014/15	2015/16	Service Child Premium
M820200109034	Aaron	Sophie	Female	01/06/2005	5	HBB	1.00	01/04/2015	31/03/2016	2014/15	2015/16	Deprivation Pupil Premium
J823200110003	Akston	Stephen	Male	12/03/2006	5	HBB	1.00	01/04/2015	31/03/2016	2014/15	2015/16	Deprivation Pupil Premium
M820200109290	Aston	Jordan	Male	11/02/2004	(5)	(EVC)	1.00	01/04/2015	31/03/2016	2014/15	2015/16	Adopted from Care Prem
J820200109023	Adams	Adam	Male	31/05/2005	5	EVC	1.00	01/04/2015	31/03/2016	2014/15	2015/16	Deprivation Pupil Premium
J820200109023	Adams	Adam	Male	31/05/2005	5	EVC	1.00	01/04/2015	31/03/2016	2014/15	2015/16	Service Child Premium
K823200110081	Adams	Laura	Female	28/03/2007	4	HEB	1.00	01/04/2015	31/03/2016	2014/15	2015/16	Service Child Premium

Now you have completed the import and updated your Pupil Premium indicator based on the funding list from the DfE this has ensured that all the pupils for whom you are receiving funding can be identified and monitored. However, you may also want to monitor those pupils who have joined your school or have become eligible since your January census, see the *'What should I do when a new pupils joins my school?'* in section 8 below.

7 How I can check my Pupil Premium data within SIMS?

There are several reports that are helpful to check your data for your Pupil Premium pupils.

Pupil Premium Check List Report

This report has been provided previously so you may find the report already within SIMS. If not, the report is available to download and import via the Customer Success Resource Hub [here](#) under the 'Previous Webinars' section. The report will allow you to cross-check the data within SIMS after carrying out the import of the file from Key to Success as detailed above. It will also enable you to check and identify pupils who have become eligible since your January census. This report pulls the data from the Pupil Premium indicator and Ever6 fields within the reporting dictionary along with other key data such as Looked After, Service Child etc for each pupil. The data can then be viewed and filtered within Excel which allows you to cross check the information to ensure that you have the PP indicator ticked for the appropriate pupils. To check if you have already imported into SIMS go to Reports / Run Report, click on Focus / Student and scroll down the list to find **'Pupil Premium Check List'** report.

DfE FSM Ever 6 @ Spring 2019

The updated 'DfE FSM Ever 6' report for Spring 2019 has been provided via My Account and can be imported into SIMS. This report will produce a list of your FSM/Ever6 eligible pupils as at the time of January 2019 census. [Click here](#) to access and download the report definition file via My Account Pupil Premium Hot Topics page.

Updated 14/03/2019 at 10:40 - FSM Ever6 report definition files

FSM Eligibility report within Census

We would recommend that for each census return you run the FSM Eligibility report within your census detailed reports and maintain a copy for future reference.

'Key to Success' – Pupil Premium

CUSTOMER SUCCESS GUIDE TO SIMS & PUPIL PREMIUM 2019

You can access a DfE report via 'Key to Success' which will provide a detailed list of all the pupils who you are receiving Pupil Premium funding for this financial year. This can be imported into SIMS to update your Pupil Premium indicators. Details provided within 'How do I import from Key to Success' within section 6 earlier in this document. The report for 2019/20 was published on the 8 July 2019.

8 What should I do when a new pupil joins my school?

When a new pupil joins the school all efforts should be made to check if the pupil is eligible for Pupil Premium or EYPP based on any of the four categories noted at the beginning of this document and data updated within SIMS. If included within the CTF by the originating school, FSM history information will be imported into SIMS. Funding for this new pupil will trigger in the financial year following the January census. However, you may wish to include the new pupil within your PP monitoring even if you don't yet receive funding for this pupil so tick the Pupil Premium indicator within panel 9-Additional Information in the pupil record to include the pupil.

You can also check via the Key to Success website if an individual student is in receipt of PP by search using a student UPN number.

9 Where does the Pupil Premium Indicator display within SIMS?

It is important that schools are able to identify and track the impact of PP funding. By ensuring the PP indicator within the student record is accurate, teachers and senior leaders can access and analyse information quickly. It will also allow schools to provide governors, Ofsted and other outside agencies with relevant reports and analysis to evidence the impact of the funding. The PP indicator pulls through to several filters and reports within SIMS which provide key information regarding PP students. A few are detailed below.

- **Assessment** - within Programmes of Study (AWOL) and standard marksheets teachers can right-click on the Students column header and add additional information including PP allowing staff to group or filter to view and compare attainment and progress for PP students.
- **School Report** via Reports / School Report. The school report provides a range of key contextual, assessment and conduct information in one place. Many schools utilise this report to provide regular information for Governors.

The example below shows the pastoral breakdown across year groups.

Key Pastoral Factors

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
Free School Meals	5.00%	15.25%	28.33%	23.33%	15.00%	22.03%	21.31%	20.05%
English as Addl Language	40.00%	45.76%	46.67%	21.67%	28.33%	16.95%	24.59%	31.13%
Pupil Premium	25.00%	23.73%	23.33%	25.00%	21.67%	22.03%	27.87%	24.01%
Homeless/Unst			3.33%	40.00%	23.33%	30.51%	1.64%	15.57%
Service Children					3.33%	3.39%	3.28%	1.58%
In Care		1.69%	3.33%	1.67%	3.33%	1.69%		1.85%
Traveller					1.67%	1.69%		0.53%
Gifted and Talented					5.00%	3.39%	4.92%	2.11%
SEN Needs			1.67%	6.67%	11.67%	5.08%	3.28%	4.49%
SEN Status			3.33%	6.67%	11.67%	5.08%	3.28%	4.75%

CUSTOMER SUCCESS GUIDE TO SIMS & PUPIL PREMIUM 2019

The example below shows attendance information for key groups including Pupil Premium.

Session Attendance Summary (02 Aug 2016 - 18 Aug 2016) for Attendance

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
All	100%	46.15%	42.05%	100%	95.30%	46.15%	95.52%	72.61%
Male	100%	46.15%	42.05%	100%	94.79%	46.15%	94.79%	73.14%
Female	100%	46.15%	42.05%	100%	96.02%	46.15%	96.28%	72.10%
FSM	100%	46.15%	41.63%	100%	95.73%	46.15%	93.49%	69.74%
Not FSM	100%	46.15%	42.22%	100%	95.32%	46.15%	96.07%	73.33%
CLA	0%	46.15%	34.62%	100%	100%	46.15%	0%	65.93%
Not CLA	100%	46.15%	42.31%	100%	95.23%	46.15%	95.52%	72.74%
CLA or FSM	100%	46.15%	41.03%	100%	96.15%	46.15%	93.49%	69.63%
Not CLA or FSM	100%	46.15%	42.49%	100%	95.23%	46.15%	96.07%	73.38%
Pupil Premium	100%	46.15%	40.96%	100%	81.96%	46.15%	88.01%	70.05%
Not Pupil Premium	100%	46.15%	42.47%	100%	99.10%	46.15%	96.43%	73.41%
EAL	100%	46.15%	42.03%	100%	95.25%	46.15%	97.44%	68.35%
Not EAL	100%	46.15%	42.07%	100%	95.44%	46.15%	94.90%	74.54%
SEN	0%	0%	38.46%	100%	94.51%	46.15%	100%	82.05%
Not SEN	100%	46.15%	42.18%	100%	95.50%	46.15%	95.37%	72.14%
Traveller	0%	0%	0%	0%	96.15%	46.15%	0%	71.15%
Not Traveller	100%	46.15%	42.05%	100%	95.37%	46.15%	95.52%	72.62%

- **Attendance Reports** via Reports / Attendance or Lesson Monitor. Many of the attendance reports allow you to filter to display attendance information for PP students. Group Analysis by Vulnerability is one of the most commonly used to show attendance information for a range of key groups including FSM, PP, EAL, SEN and those with a medical condition. The report allows you to also include two additional codes. In the example below you can view the number or % sessions absent due to illness or the number of lates.

Whole School

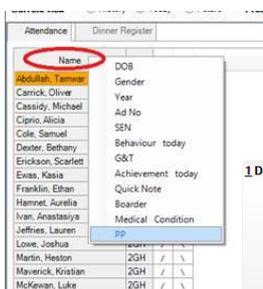
	Numbers							
	Pupils in group	Attendances	Authorised Absences	Unauthorised Absences	Late Before	Late After	I	L
Pupil Premium	91	1658	72	41	2	0	31	2
Not Pupil Premium	347	6205	22	5	1	0	9	1

- **Discover** provides the ability to easily present data in Venn diagrams, bar charts, pie charts and line graphs, with the ability to drill down into the data.

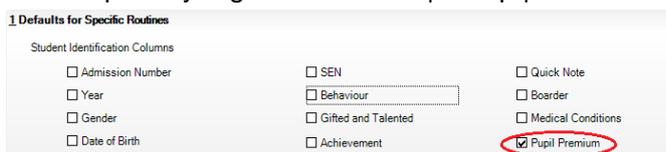


CUSTOMER SUCCESS GUIDE TO SIMS & PUPIL PREMIUM 2019

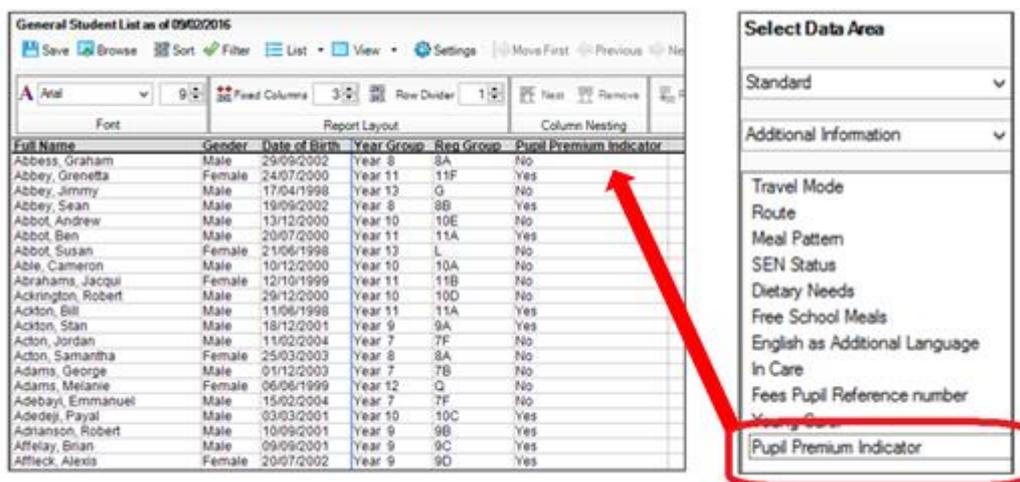
- **Class registers** - Teachers can right click on the column header within the register, then click PP to display the PP indicator on the register anytime they wish to view their PP pupils.



This can be set by default so the PP indicator will show automatically each time I open my register via Tools | Setup | Attendance setup | Module setup.



- **Class list report** via Reports / Student lists / Class list (or right click from the register within the timeline); Select Additional information and drag Pupil Premium indicator onto your list.



CUSTOMER SUCCESS GUIDE TO SIMS & PUPIL PREMIUM 2019

- Student Teacher View - the PP indicator displays within the basic details panel.

10 How do I evidence my Pupil Premium spend?

Many of you will be aware of some ways in which **SIMS Interventions** could be utilised to record spend on interventions and linking it back to your pupils. This functionality can be used to record all types of interventions including to evidence our Pupil Premium spend. You can also [click here](#) to watch a short video on how you can set up and use Interventions and [here](#) for one on how to run reports on them in SIMS.

SIMS Interventions was released Spring 2017 as part of your core SIMS upgrade and can be accessed via Focus | Interventions.

example of the Cost Analysis report included within SIMS

Overview Name	No. of Interven...	Students	Net Cost for Gro...	Total Cost
Attendance	1 / 1	20	160.02	160.02
Maths acceleration	2 / 2	45	1330.00	1330.00
Pupil Premium	3 / 3	373	6950.00	6950.00
Interventions				
Intervention Name	Students	Net Cost for Gro...	Total Cost	
PP - Increased attendance rates [10/04/2017 - 21/07/2017]	39	4500.00	4500.00	
PP - School trips and extra activities [10/04/2017 - 21/07/2017]	326	1000.00	1000.00	
PP - Support for Maths for high attaining [10/04/2017 - 21/07/2017]	8	1450.00	1450.00	
Reading			10.00	1710.00
Year7 Catch Up Premium			00.00	900.00

example of the Individual
pupil report included within
SIMS

CUSTOMER SUCCESS GUIDE TO SIMS & PUPIL PREMIUM 2019

You can find out more about SIMS Interventions via the:

- SIMS handbook within the Documentation Centre via SIMS homepage
- The SIMS Customer Success Resource Hub under the “Interventions” section [here](#).

11 Where to find further information

- The recording of the “Managing Pupil Premium within SIMS” webinar with the “Pupil Premium Checklist Report” are available via the SIMS Customer Success Resource Hub [here](#).
- [Key to Success](#): from this website you can download the DfE published list that provides a detailed list of the pupils that make up your current PP funding. As covered earlier in this document, this list can also be imported into SIMS. From the Key To Success website you can also search to identify individual pupils who have been eligible for free school meals at any point in the last 6 years and this is useful when checking data for new pupils. The 2019/20 list was provided on 8 July 2019.
- [Click here](#) to view the DfE Funding allocations and the conditions of the grant for financial year 2019/20.
- [My Account SIMS Hot Topic - Pupil Premium](#) - you will require a My Account log in to access
- [Click here](#) to view how other schools are spending their funding
- [Click here](#) to access the 2019 Statement of Intent. This statement of intent covers the data that the DfE will publish for schools and colleges in the 2019 primary, secondary and 16 to 18 performance tables.

12 Need more help or have a question?

Contact the SIMS Customer Success Team or your SIMS Support Team for further guidance.