



Importing Pupil Premium Information from Key to Success into SIMS

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SCHOOLS



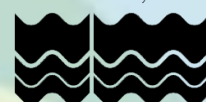
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Downloading the DfE CSV File

The download will be made available on the Key to Success website. The username and password is the same as for S2S.

Once logged into the site please select the relevant file from the option menu eg 'Pupil Premium 2016-17'.

It is important to download the DfE CSV file to a secure folder as it includes UPNs and information that can indicate vulnerability.

Importing Information into SIMS from the DfE CSV file

Before importing the file please ensure the name of the file is in the following format:

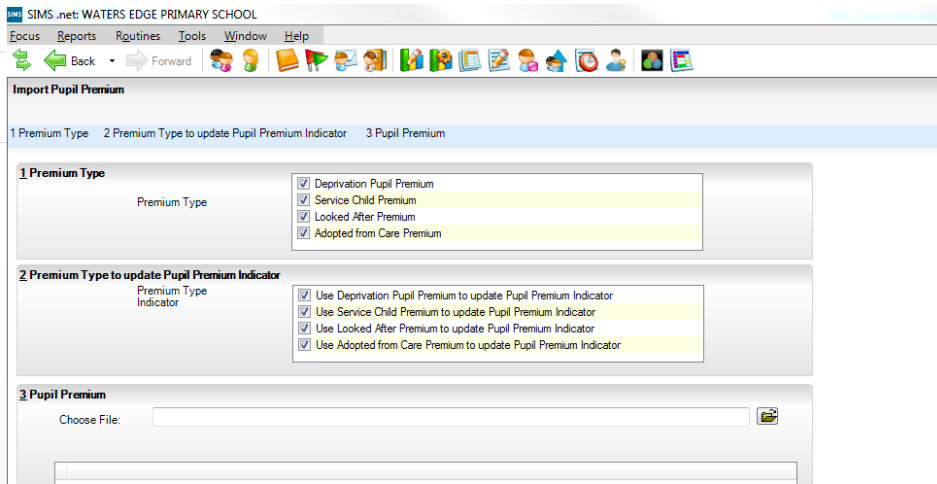
PP_data_1617_LANumberSchoolnumber_1.csv (example *PP_data_1617_8234321_1.csv*).

To rename a file right click on the file name and select rename. Make the relevant changes then click away from the file.

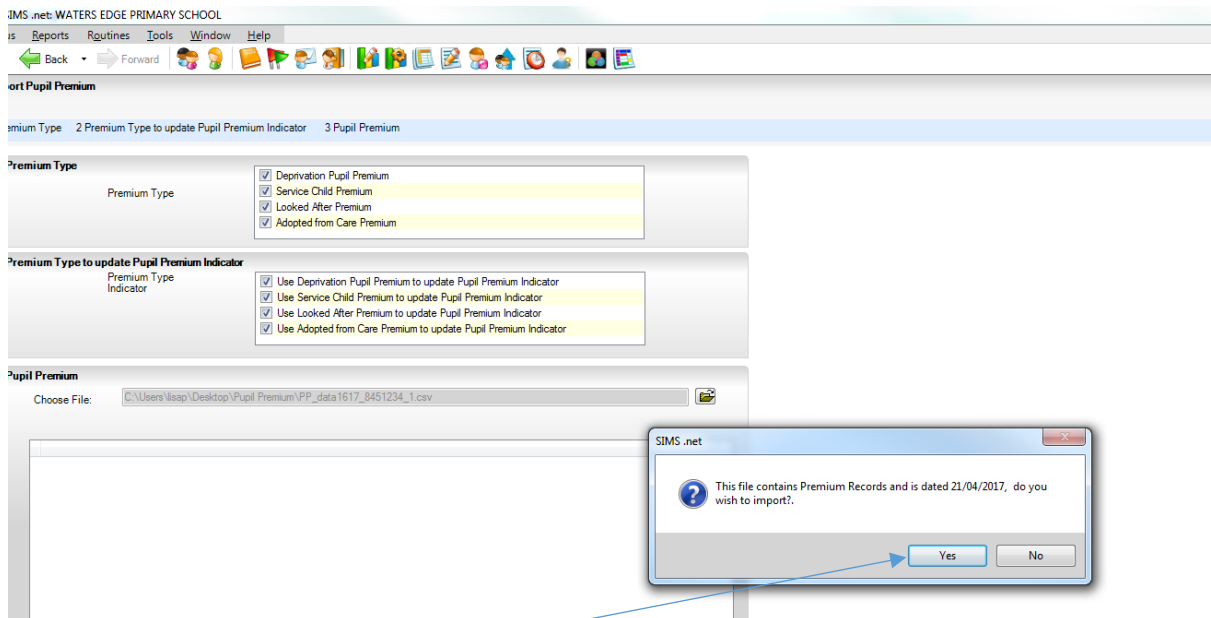
Having renamed the file import via *Tools/Pupil Premium/Import*

Read	Sent	Subject
<input checked="" type="checkbox"/>	10/08/2016 10:06 AM	SEN Review Due
<input checked="" type="checkbox"/>	25/04/2016 8:04 PM	Free School Meal Eligibili
<input checked="" type="checkbox"/>	18/03/2016 9:21 PM	SEN Review Due
<input checked="" type="checkbox"/>	18/11/2015 6:36 PM	SEN Review Due
<input checked="" type="checkbox"/>	13/08/2015 6:36 PM	SEN Review Due
<input checked="" type="checkbox"/>	20/07/2015 5:55 PM	Free School Meal Eligibili

Select the *Premium Type* and *Premium Types to update Pupil Premium Indicators*.



Select the file for importing



Select Yes at the following screenshot:
(your date may not match this example)

Select Import and Save

For any queries relating to the importing of the file into SIMS please contact Schools ICT Services on 01273 482519

If you have any queries specifically related to pupil premium allocations, data or the data download please contact: data.PUPILPREMIUM@education.gsi.gov.uk

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