



Please follow the steps below to import your Local Authority pupil premium file

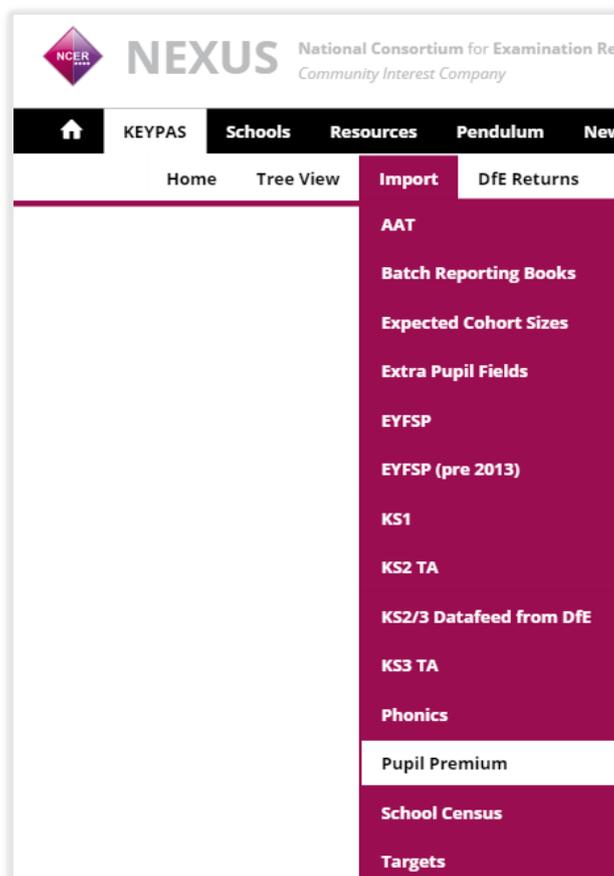
STEP 1: Import all your attainment data in the usual way through Keypas. Ensure that you've imported attainment data **for the same year** that you want Keypas to match your Pupil Premium data to (either 2014 or 2015).

STEP 2: Download your Local Authority Pupil Premium file from *Key To Success*.

You can import data for 2014 now and import data for 2015 **from July** when a new feed becomes available. The DfE have provisionally stated that the 2015 Pupil Premium file will also be updated in quarter 4 of 2015 for *Looked After Children* entitlements. The July version will contain an early picture for *Looked After Children* entitlements

STEP 3: Import the pupil premium file into Nexus

To import your pupil premium data go to **Nexus > Keypas > Import > Pupil Premium** as shown in the image below:





Follow the wizard to import your Local Authority Pupil Premium file.

To help Keypas match your data in the best way, **it is important to import your attainment data before importing your Pupil Premium data.**

Keypas will match the two datasets together based on UPN, Forename, Surname, Establishment and DOB.

You may find that you need to update attainment data for some schools after Keypas has matched your attainment and Pupil Premium data together. That's ok, you can edit pupils in the grid or reimport attainment data and Keypas will retain the Pupil Premium fields for pupils, as long as they have previously been matched.

You only need to reimport your Pupil Premium file if new pupils are added.

STEP 4: View the Pupil Premium Grid

Nexus > Keypas > Tree View > Cross Key Stage > Imported Data > Pupil Premium

The screenshot shows the NEXUS KEYPAS web interface. The top navigation bar includes 'KEYPAS', 'Schools', 'Resources', 'Pendulum', 'News', 'Forum', 'Reports', 'Admin', and 'About'. The main navigation bar includes 'Home', 'Tree View', 'Import', 'DFE Returns', 'Search Pupils', 'Admin', and 'Help'. The sidebar on the left contains a tree view with categories like 'EYFSP Data', 'Phonics', 'KS1 Data', 'KS2 Data From DFE', 'KS2 Data From Schools', 'KS2 Data From AAT', 'KS3 Data From DFE', 'KS3 Data From Schools', 'Cross Key Stage', 'Imported Data', 'Pupil Premium', 'Reports', and 'Maintenance'. The main table displays a list of pupil records with columns for 'Estab', 'Academy', 'Surname', 'Forename', 'Gender', 'Date Of Birth', 'NC Year', 'FTE', 'Cash Amount', 'Financial Year Start', and 'Financial Year End'. The table shows 22655 records, with 0 pending changes. The status bar at the bottom indicates 'Ready.', '22655 record(s)', '0 pending change(s)', 'Page 1 of 504', and an 'Export' button.

Estab	Academy	Surname	Forename	Gender	Date Of Birth	NC Year	FTE	Cash Amount	Financial Year Start	Financial Year End
1100	False	Dobson	Agmieszko	M	28/01/1999	10	1	£935	01/04/2014	31/03/2015
1100	False	Collin	Siegfried	F	16/04/1999	10	1	£0	01/04/2014	31/03/2015
1100	False	Janusiewicz	Grear	F	18/10/1997	11	1	£935	01/04/2014	31/03/2015
1100	False	Evans	Surya	M	15/10/1997	11	1	£935	01/04/2014	31/03/2015
1100	False	Latchman	Tegan-Jade	M	02/02/1998	11	1	£935	01/04/2014	31/03/2015
1100	False	Warne	Songan	M	29/08/1999	10	1	£935	01/04/2014	31/03/2015
1100	False	Fields	Adeleke	M	04/11/1997	11	1	£935	01/04/2014	31/03/2015
1100	False	Bucknall	Nuha	M	19/12/1998	10	1	£935	01/04/2014	31/03/2015
1100	False	Dixon	Margita	M	13/11/1997	11	1	£935	01/04/2014	31/03/2015
1100	False	Redfern	Natane	F	05/10/1997	11	1	£935	01/04/2014	31/03/2015
1100	False	Jackson	Alanah	M	30/10/1998	10	1	£935	01/04/2014	31/03/2015
1100	False	Lawrence	Demie-Lee	M	24/06/1998	11	1	£0	01/04/2014	31/03/2015
1100	False	Smith-tomlinson	Taylor-Jane	M	21/10/1998	10	1	£935	01/04/2014	31/03/2015
1100	False	Scales	Sriram	M	08/08/1998	11	1	£935	01/04/2014	31/03/2015
1100	False	Shaw	Miraan	M	23/03/1999	10	1	£935	01/04/2014	31/03/2015
1100	False	Hasan	Abooluwakish	F	31/08/1998	11	1	£935	01/04/2014	31/03/2015
1100	False	Batt	Konnor	M	06/05/1999	10	1	£935	01/04/2014	31/03/2015
1100	False	Calster	Saurav	F	21/01/1998	11	1	£0	01/04/2014	31/03/2015
1100	False	Dennis	Jaimelee	M	09/03/1998	11	1	£935	01/04/2014	31/03/2015
1100	False	Hughes	Lisabeth	F	06/04/1998	11	1	£935	01/04/2014	31/03/2015
1100	False	Burton	Deryck	F	28/01/1998	11	1	£935	01/04/2014	31/03/2015
1100	False	Fisher	Vonda	M	24/12/1998	10	1	£935	01/04/2014	31/03/2015



STEP 5: View the flags in the imported data grids

There are separate grids for EYFS, Phonics, KS1 and KS2. Each of these grids have had new editable columns appended to help interact with the pupil premium data. This is the path to the KS1 grid. **Nexus > Keypas > Tree View > KS1 Data > Imported Data > Pupils**

The screenshot shows the NEXUS KEYPAS interface. The main navigation bar includes 'Home', 'Tree View', 'Import', 'DfE Returns', 'Search Pupils', 'Admin', and 'Help'. The 'Tree View' menu is expanded, showing 'KS1 Data' selected. The 'Imported Data' sub-menu is also expanded, showing 'Pupils' selected. The main grid displays a list of pupils with columns for 'DfE', 'UPN', 'Pupil Premium', 'Pupil Prem DPP', 'Pupil Prem SCP', 'Pupil Prem AFC', and 'Pupil Prem LAP'. The 'Pupil Premium' column contains checkboxes, some of which are checked. The 'Pupil Prem DPP' and 'Pupil Prem LAP' columns also contain checkboxes, some of which are checked. The status bar at the bottom indicates '743 record(s)', '0 pending change(s)', and 'Page 1 of 17'. There is an 'Export' button in the bottom right corner.

STEP 6: Select the Pupil Premium Entitlements and View The Reports

Select one of the NEW Pupil Premium reports. In the drop down filter, you will be asked to select which Pupil Premium entitlements to include. In the example below the system will include pupils that are DPP **or** LAP rather than pupils who are DPP **and** LAP.

Select Pupil Premium entitlements to include: Adopted From Care (AFC), Deprivation (DPP), Looked After Child (LAP), Service Child (SCP)

AFC DPP LAP SCP

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