

Pupil Premium Import Instructions

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:





Pupil Premium Import Instructions

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 <u>before</u> 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

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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*

Home Tree View Inport DfE Returns Search Pupils Admin Help EYFSP Data	KEYPAS	Schools	Resources	Pendulum	News Forum	Reports Admi	n About		
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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), De	eprivation (DPP), Looked After C	child (LAP), Service Child (SCP)
AFC	DPP	S LAP	SCP	
SHOW REPORT				