

Note:

You must have the new academic year setup in Arbor that relates to the financial year of the import file before you proceed.

Go to **School > School Structure > Academic years** > click **Add** > enter in the **1st Sept 26** and **31st Aug 2027** > **Create Academic Year**.

Further, the PP Recipient flag will not be switched on after importing the file if it is actioned before the **1st April** - so you may wish to action the steps below until start of the summer term (from **13th April** onwards).

How to import the Pupil Premium Download file into Arbor

An updated Pupil Premium Download file is now ready for download from the new **Get Information About Pupils** (GIAP) site via the DfE Sign-in Gateway.

The information within this file can be imported into Integris to update your pupil records with the most recent information held by the DfE regarding the pupils for whom your school is allocated Pupil Premium funding for [financial year 2026/2027](#). (More detail about content of PP download csv file is shown on p.2).

The Pupil Premium funding will be identified in the following categories:

- Deprivation Pupil Premium – *has been eligible or was eligible for FSM as at 2nd October 2025 census*
- Service Child Premium
- Post Looked After Premium (Adopted from Care)
- Looked After Premium (only if pupil was/is also FSM eligible)

Note: Pupils recorded as LAC only and EYPP (nursery) pupils will NOT be included in this file as the funding for these pupils is directed to the LA and not schools).

Download the PP file from GIAP website

1. Access the **GIAP** portal via the **DfE Sign-in** gateway in the normal way.
2. On the GIAP portal, navigate to the 'Data Downloads' section
3. Under the 'Pre-prepared downloads' section, you should find a link called '**pp2627_laestab_1.csv**' file where 'laestab' is your school's 7 digit LA_estab number and '1' identifies the file as being the first download.

BE CAREFUL NOT TO NOT OPEN THE CSV FILE AT THIS POINT!

If your browser downloads and 'drops' this file into the left corner of your browser window, the csv file is effectively opened! Close this and delete it – start again by following step 4.

4. Depending on the browser you are using: Left click on the link and select Save Link As... or Right Click on the link to select Save Link As... or Save Target As.... - these steps should NOT open the csv file –

and select to save the csv file in a folder that you can locate easily in the next step.

5. You can now log out of GIAP and DfE Sign-in gateway and continue immediately to the next step!

Import the Pupil Premium csv file details into Arbor

1. In Arbor, go to **Students > All Students > Bulk Update > Pupil Premium Recipients**
2. Click **+Add** link > click **Browse** on the slide out > locate and select the '**pp2627_laestab_1.csv**' file you have downloaded from GIAP.
3. Click **Upload**

At this point, Arbor will check the format of the file to ensure it is as expected – if you see a message saying that the file is in an incorrect format, it is because you have opened the file when downloading it in step 4 above. Delete this downloaded file and go back to GIAP and re-download the file without opening it.

IMPORT DfE Pupil Premium Download file into **ARBOR** – APRIL 2026

After validation is complete, a list of all the students in the file will appear.

- Click **Confirm Upload** for the listed students to be marked as Pupil Premium Recipients for 2026/7.
Note: You will see an 'In progress' message whilst the information is imported. Details will only be imported where there is a matched UPN and no previous record of the same eligibility dates.
- Click **Confirm**

The final summary screen confirms the details of the import.

CHECKING

The next steps enable you to check that the FSM pupils or current PP pupils **you are expecting to receive funding for are recorded as Pupil Premium Recipients for 1st April 2026 - 31st March 2027.**

REPORT: List of pupils for whom your school has received PP Grant allocation for 2026/27

- Go to **Students > Demographics & Educational Needs > Pupil Premium Recipients**
- Screen should default to latest financial year or you can change financial year in **Financial Year** dropdown to show 2026/2027
- You can click on any column header to sort the list

Year Gro...	Deprivat...	Service C...	Adopted ...	Looked ...	FTE	FTE Cash...	Cash Am...	Start Date	End Date	Last FSM
Year 1	✓				1	£1550.00	£1550.00	1st Apr 2026	31st Mar 20...	AUT25
Year 1	✓				1	£1550.00	£1550.00	1st Apr 2026	31st Mar 20...	AUT25
Year 2	✓				1	£1550.00	£1550.00	1st Apr 2026	31st Mar 20...	AUT25
Reception	✓	Service Child Premium			1	£1550.00	£1550.00	1st Apr 2026	31st Mar 20...	AUT25
Year 1	✓				1	£1550.00	£1550.00	1st Apr 2026	31st Mar 20...	AUT25

You should see details as to type of PP grant – **Deprivation (FSM); Adopted (Post Looked After); Looked After (this is not included in the PP download) ; FTE Cash Amount** - the amount of the grant per pupil; **Cash Amount total** – useful to know the total funding expected in the new financial year ; the Start & End dates which should follow the 1st April-31st March; **Last FSM** – the last census FSM information was captured

- Click **Download** button to export in your preferred method.

After importing the PP file you can also open this file to check the list of PP pupils in the spreadsheet:

After successfully importing your PP csv file into Arbor, you can open the **pp2627_laestab_1.csv** file separately to check the list of pupils is as expected.

Please remember that new pupils added to the FSM register after the 2nd October 2025 census reference date will NOT be included in this year's PP grant allocations but will carry forward to the next financial year.

Contents of PP csv file

Example of contents of the PP Download file (csv format):

UPN	Surname	Forename	Sex	DOB	NC Year	Deprivation Pupil Premium	Service Child Premium	Adopted from Care Premium	Looked After Premium	Pupil Premium FTE	Pupil Premium Cash Amount	Pupil Premium FY Start Date	Pupil Premium FY End Date	Last FSM
A123456789012	Surname 1	Forename 1	M	2019-04-04	R	1	0	0	0	1	1480	2025-04-01	2025-03-31	AUT23
B123456789012	Surname 2	Forename 2	F	2010-04-14	9	1	1	0	0	1	1820	2025-04-01	2025-03-31	AUT23
C123456789012	Surname 3	Forename 3	M	2018-02-01	1	1	0	1	0	1	2570	2025-04-01	2025-03-31	AUT23
D123456789012	Surname 4	Forename 4	F	2013-12-25	5	1	0	0	1	1	0	2025-04-01	2025-03-31	SPR20
E123456789012	Surname 5	Forename 5	M	2013-11-01	5	1	0	0	0	1	1480	2025-04-01	2025-03-31	AUT20

A '1' in the Deprivation, Service Child, Adopted and Looked After columns represents 'Yes'

The 'LASTFSM' column shows the census when the pupil was most recently recorded as eligible for FSM.

The PP Cash amount column indicates the individual funding amounts for each pupil identified as '1'.