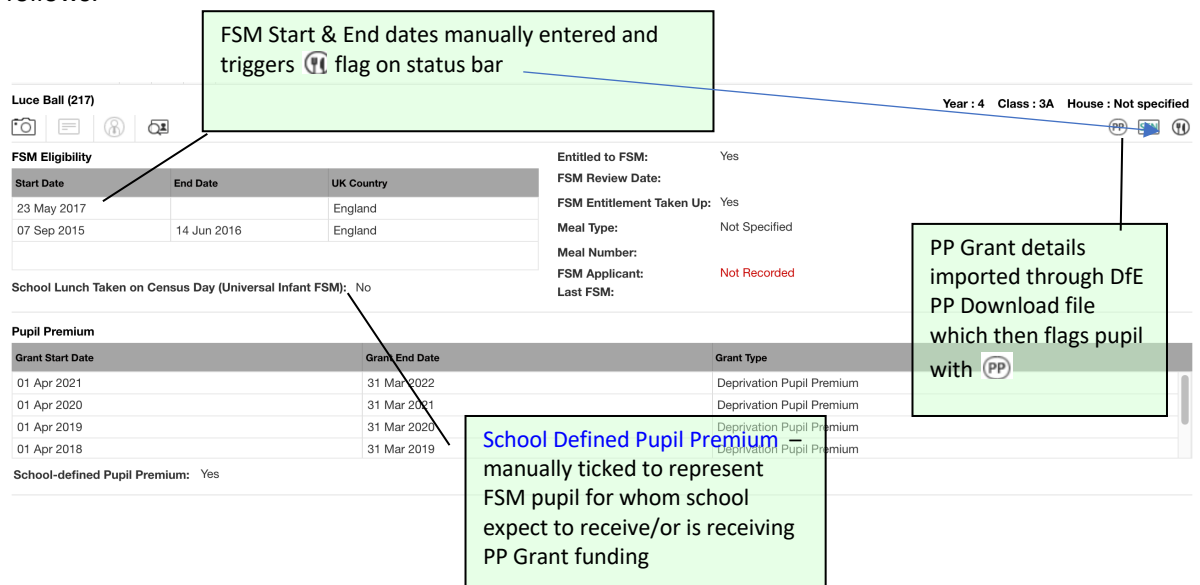


## Recording and searching for Pupil Premium pupils

### Entitlement screen on a pupil record

All the information relating to Pupil Premium is held in a pupil record on the **Entitlement** screen as follows.



The screenshot shows the 'Entitlement' screen for a pupil named Luce Ball (217). The screen is divided into several sections:

- FSM Eligibility:** A table with columns 'Start Date', 'End Date', and 'UK Country'. It shows two entries: 23 May 2017 to England and 07 Sep 2015 to 14 Jun 2016 to England.
- Entitled to FSM:** Yes
- FSM Review Date:** (blank)
- FSM Entitlement Taken Up:** Yes
- Meal Type:** Not Specified
- Meal Number:** (blank)
- FSM Applicant:** Not Recorded
- Last FSM:** (blank)
- School Lunch Taken on Census Day (Universal Infant FSM):** No
- Pupil Premium:** A table with columns 'Grant Start Date', 'Grant End Date', and 'Grant Type'. It shows four entries, all for 'Deprivation Pupil Premium' grants ending on 31 Mar 2022, 31 Mar 2021, 31 Mar 2020, and 31 Mar 2019.
- School-defined Pupil Premium:** Yes

Callouts explain the following:

- FSM Start & End dates manually entered and triggers flag on status bar:** Points to the FSM Eligibility table and the flag icon in the top right status bar.
- PP Grant details imported through DfE PP Download file which then flags pupil with PP:** Points to the Pupil Premium table and the 'PP' flag icon in the status bar.
- School Defined Pupil Premium manually ticked to represent FSM pupil for whom school expect to receive/or is receiving PP Grant funding:** Points to the 'School-defined Pupil Premium: Yes' field.

Searching for individual PP fields or a combination of fields has been made more accessible and flexible.


### Using Find/Additional Info

When using **Find** (for the General Search screen), on the **Additional Info** tab you can search for Pupil Premium information.

The Pupil Premium fields have been grouped together in the Find/ Additional Info search screen as follows:

Entitled to FSM:	--n/s--	School-defined Pupil Premium:	--n/s--
Ever FSM:	--n/s--	Ever Pupil Premium:	--n/s--
Pupil Premium Grant:	Any Pupil Premium	Grant Type:	Applies
		in Academic Year:	--n/s--

Please note the following regarding each of the fields:

**Entitled to FSM** – when set to TRUE, will look for pupils with an **FSM Eligibility Start date** entered (and no end date) i.e. those pupils flagged with 

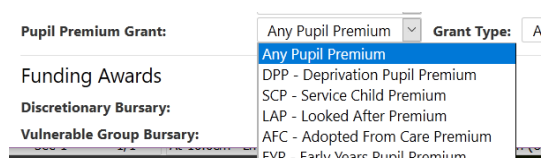
**Ever FSM** – when set to TRUE, will look for pupils that are **either currently FSM eligible or were FSM in the past** where eligibility has ended, regardless of whether Pupil Premium Grant has been received by the school or not.

## Recording and searching for Pupil Premium pupils

*Note: the Ever FSM field is a 'hidden' field which works in the background and switches 'on' when an FSM Eligibility date has been entered into a child's record. It remains switched on when an FSM End date has been entered.*

**Pupil Premium Grant** – this relates to the information contained within the Pupil Premium Grant box on the pupil's record.

PP Grant can be defined to search for a specific type of premium (including EYP). If you are searching for FSM related premium, then select the option **DPP- Deprivation Pupil Premium**. Select **Applies** and choose option **Any Year** in the Academic Year field



The screenshot shows a dropdown menu for 'Pupil Premium Grant'. The menu is open, showing several options. The 'Any Pupil Premium' option is highlighted in blue. To the right of the dropdown, there is a 'Grant Type:' field with a small 'A' in a box.

Pupil Premium Grant:	Any Pupil Premium	Grant Type:	A
Funding Awards	Any Pupil Premium		
Discretionary Bursary:	DPP - Deprivation Pupil Premium		
Vulnerable Group Bursary:	SCP - Service Child Premium		
	LAP - Looked After Premium		
	AFC - Adopted From Care Premium		
	EYP - Early Years Pupil Premium		

This will search for pupils who are flagged with **PP** indicating that the school is receiving PP funding for these pupils regardless of whether they are currently FSM eligible or not.

**School-defined Pupil Premium** - this tick box field is completely in the control of the school and can be used by the school to identify **ALL PP pupils** (regardless of whether they are currently funded or not, the different types of PP Grant they receive including EYP funding).

When set to TRUE, the search will find ALL those pupils who have a tick in the **school-defined PP** box. **\*\* Note:** this field should be used to flag those pupils who are effectively Pupil Premium pupils regardless of premium type and timing of eligibility.

**Ever Pupil Premium** – when set to TRUE, this will find all pupils who have an entry in the Pupil Premium Grant table, irrespective of the type of grant and the financial year the grant was allocated i.e. ALL PP pupils school is receiving PP grant for as designated by the DfE