



Arbor – Importing Pupil Premium Recipients

How to import your latest Pupil Premium information



Uploading Pupil Premium Recipient Records

You can upload and tag the official recipients of the Pupil Premium using the Official DfE files received from GIAP.

As Pupil Premium Recipient status is allocated from the DfE after each Census, the GIAP Report is correct unless any revisions are made - in which case you can reimport the report from them or await the new data from the DfE after your next Census. This will allow you to see the Pupil Premium Recipient tag on their student profile.

Firstly make sure that you have downloaded the file from GIAP and that this is saved on your computer before you start.

Then go to **Student > All Students > Bulk Update > Pupil Premium Recipients**. The page explains how to get the Pupil Premium file and how to use GIAP to download and search for students.

Pupil Premium Recipients Uploads

Uploads	+ Add
Wed, 09 Sep 2020, 21:44	Completed

Instructions

To get started, you will need a Pupil Premium download file from the [Get Information about Pupils \(GIAP\)](#) website.

If you already have the file, click **Add** to upload it.

If you do not have a file to upload

Using Get Information about Pupils

Download:

- Log in to [Get Information about Pupils \(GIAP\)](#).
- On the GIAP Pupil Premium menu, select **Download**.
- Download the DfE CSV file to a secure folder.

Using Get Information about Pupils Search:

- Click the **Show UPN List** button below and copy the list of UPNs to your clipboard.
- Log in to [Get Information about Pupils \(GIAP\)](#).
- On the GIAP Pupil Premium menu, select **Search**.
- Paste the UPN list to generate the DfE CSV file, then download this to a secure folder.

Show UPN List

Click on the green **Show UPN List** to get a list of all UPN's of students currently enrolled in your school.

Don't worry if your report from GIAP has students in last year's year groups or forms! This is because GIAP works within the financial year and the forms on this report are from when the report was generated. When you put this information in Arbor it will add the information to the correct children and they will remain within their correct form in Arbor.

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Enrolled Students UPN List


Enrolled Students UPN List

To copy the UPNs from the list below:

- Right click the on the list below and click **Select All**.
- Right click the on the selected area click **Copy**

The selected UPNs will be added to your clipboard and correctly formatted to be pasted into the Key to Success (KtS) website.

P207000016269
A207000016270
P207000016271
D207000016272
G207000016274
K207000016276
Z207000016277
N207000016278
C207000016279
N207000016280




Once you have the file click **+Add** button. This will open a slide over where you can upload your file. Once you have browsed and added the file from your computer, click on the green 'Upload' button to continue.

Upload Pupil Premium Recipients

Information

Pupil Premium Recipients file should be in **XLS** or **XLSX** or **CSV** formats - these files will end in **.xls** or **.xlsx** or **.csv**

Pupil Premium Recipients file* 

This will then generate a list of all the students in the file you uploaded. To create the Pupil Premium Recipient, records click on the green **Confirm**

upload button. Until you have confirmed the upload, students will not be marked as Pupil Premium Recipients in Arbor.

Pupil Premium Recipients Upload Summary

Started Tue, 17 May 2022, 09:02

In progress

Cancel **Download uploaded file** **Confirm upload**

Pre-upload Status

Why can't I see the data?

If you import a file prior to the end of the financial year, you won't see Pupil Premium information on student profiles, and won't be able to view the import until you have [added the next academic year](#) on your site. This is because the Pupil Premium data is tagged to a certain financial year.

For example, when importing a file for March, the data will show once April starts, because that's the start of the new financial year.

Pupil Premium Recipients

Pupil Premium Recipients 01 Apr 2022 - 31			
Bulk action		Hide columns	
<input type="checkbox"/>	UPN	Student	Year Group
<input type="checkbox"/>	M919	[blurred]	Reception
<input type="checkbox"/>	C919	[blurred]	Reception
<input type="checkbox"/>	N919	[blurred]	Reception
<input type="checkbox"/>	D936	[blurred]	Year 1
<input type="checkbox"/>	F919	[blurred]	Year 2
<input type="checkbox"/>	V919	[blurred]	Year 2

2006/2007
2007/2008
2008/2009
2009/2010
2010/2011
2011/2012
2012/2013
2013/2014
2014/2015
2015/2016
2016/2017
2017/2018
2018/2019
2019/2020
2020/2021
2021/2022
2022/2023

No 23/24 academic year

2022/2023		
Download	Settings	Refresh
Looked Af...	FTE	FTE Cash ...
<input checked="" type="checkbox"/>	1	£0.00
<input type="checkbox"/>	1	£1385.00
<input type="checkbox"/>	1	£1385.00
<input type="checkbox"/>	1	£320.00
<input type="checkbox"/>	1	£1385.00
<input type="checkbox"/>	1	£1385.00