



# Updating Pupil Premium in Arbor

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## Uploading Pupil Premium Recipient Records from Key to Success

You can upload and tag the official recipients of the Pupil Premium **each financial year**, taken from the Official DfE files received from Key to Success.

As Pupil Premium status is allocated from the DfE after each Census, the Key 2 Success 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" badge against a pupil on their student profile.

Firstly, make sure that you have downloaded the file from Key to Success 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 Key to Success to download and search for students.

Don't worry if your report from Key 2 Success has students in last year's year groups or forms! This is because Key2Success 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.

### Instructions

To get started, you will need a Pupil Premium download file from the [Key to Success \(KtS\)](#) website.

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

#### If you do not have a file to upload

Using Key to Success Download:

- Log in to [Key to Success \(KtS\)](#).
- On the KtS Pupil Premium menu, select **Download**.
- Download the DfE CSV file to a secure folder.

Using Key to Success Search:

- Click the **Show UPN List** button below and copy the list of UPNs to your clipboard.
- Log in to [Key to Success \(KtS\)](#).
- On the KtS 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.

[« Back](#) **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 to. 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 records click on the green **Create Report** button. Until you have confirmed the report, Pupil Premiums will not be created in Arbor.

To see a complete list of the students you have uploaded. Go to **Students > Demographics > Pupil Premium Recipients** to see all Pupil Premium Recipients for the financial year.

You can switch between financial years using the drop-down menu in the top right-hand corner and you can also download this list as an Excel file.

If this gives you any trouble, please don't hesitate to call us on **0345 222 1551 • Option 3** or email [MISservicedesk@schoolbusinessservices.co.uk](mailto:MISservicedesk@schoolbusinessservices.co.uk). It's what we're here for!