How to import the Pupil Premium Download file into Integris

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 2025/2026.   (*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:
o   Deprivation Pupil Premium – *has been eligible or was eligible for FSM as* **at 3rd October 2024** *census*
o   Service Child Premium
o   Post Looked After Premium (Adopted from Care)
o   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 **'pp2526_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 your Integris

1. In Integris, go to **Administration > Import & Export > Pupil Premium Import**

2. Select the csv file you previously downloaded and saved and click **Next**

    At this point, Integris 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.

3. After validation is complete, the next screen confirms the filename and the type of file. Click **Next** to import the file.
    Note: details will only be imported where there is a matched UPN and no previous record of the same eligibility dates.

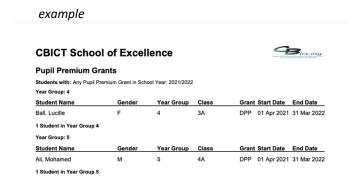4. The final summary screen confirms the details of the import.

CHECKING
The next steps enable you to check that the FSM pupils or current PP pupils **you are expecting to receive funding for have a new Pupil Premium Grant entry for 1st April 2025/31st March 2026.**

REPORT: List of pupils for whom your school has received PP Grant allocation for 2025/26

1. Go to **Reports > Administration > Student Reports > Pupil Premium Grants**
2. In the *For any date in:* box, change to **Selected School Year**
3. In the *School Year* box**, select 2025/2026**
   (if academic year 25/26 is not available as an option, put in a selected date range of 1/4/25 – 31/3/26)

4. Select how you want the pupils to be grouped by in the *Select students by* box - e.g. Year group or by class – or if you have used the *School Defined Pupil Premium* field, then change to *Student Find > click + > click Additional Info* tab **>** select **True** in the *School Defined Pupil Premium* box > click Find > click Select and click Yes to the prompt
5. Click the *Sorts* tab and remove the tick for *Page* if you do not want each year or class printed on a separate page.
6. Click hand icon to select all years/classes/pupils in the list
7. Click **Generate Report**

   example

Note: new FSM pupils with PP Grants starting from 1/4/2025 will now be flagged with the PP icon in addition to the FSM icon. *If this has not occurred, please let CBICT know!*

After importing the PP file you can also open this file to check the list of PP pupils:
After successfully importing your PP csv file into Integris, you can open the **pp2526_laestab_1.csv** file separately to check the list of pupils is as expected.

Please remember that new pupils added to the FSM register underline(after) **the 3rd October 2024** census reference date will NOT be included in this year's PP grant allocations but will carry forward to the next financial year.

See overleaf for any missing entries

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	PupilPremiumFTE	PupilPremiumCashAmount	PupilPremiumFYStartDate	PupilPremiumFYEndDate	Last FSM
A123456789012	Surname1	Forename1	M	2019-04-04	R	1	0	0	0	1	1480	2025-04-01	2025-03-31	AUT23
B123456789012	Surname2	Forename2	F	2010-04-14	9	1	1	0	0	1	1820	2025-04-01	2025-03-31	AUT23
C123456789012	Surname3	Forename3	M	2018-02-01	1	1	0	1	0	1	2570	2025-04-01	2025-03-31	AUT23
D123456789012	Surname4	Forename4	F	2013-12-25	5	1	0	0	1	1	0	2025-04-01	2025-03-31	SPR20
E123456789012	Surname5	Forename5	M	2013-11-01	5	1	0	0	0	1	1480	2025-04-01	2025-03-31	AUT20
F123456789012	Surname6	Forename6	F	2016-01-02	3	0	1	1	0	1	2910	2025-04-01	2025-03-31	

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.

(*In Integris, if any of these pupils have gone onto the FSM register for the first time before 3rd October 2024, they will have the PP flag switched on after the file is imported.*)

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

WHO ARE YOUR FSM PUPILS WITHOUT A PP GRANT?

Print list of FSM pupils without a Pupil Premium Grant (where FSM Start date is AFTER 3rd Oct 2024 or where a pupil has joined your school after 3rd Oct 2024)

Best way to do this is to use Speed Edit and print from there:
Go to **Modules > Administration > Speed Edit** > under *Area*, select **FSM Entitlement Start** > click *Find >*
In *Search* window, click on *Additional Info* tab
> for *Entitlement to FSM* select **True** AND for the *Pupil Premium Grant* line, change to **Any Pupil Premium Does Not apply in any year**
> click **Find >** click **Select** and click **Yes** to the prompt**.**

You should now see list of pupils who were either eligible for FSM after 3rd October 2024 OR joined your school after 3rd October 2024 with an FSM date earlier than 3/10/24. These pupils will be allocated PP Grant in the next financial year from 1st April 2026.
(You can sort the list by FSM start date order or keep in name order and you can print off this list as a record).

Note: If any of these pupils without a PP Grant should have a grant for 25/26 according to their FSM date and entry date to your school, please get in touch with the DfE helpdesk directly by emailing
Data.PUPILPREMIUM@education.gov.uk

LiteBite 15 – Recording & Searching Pupil Premium provides further information on how you can effectively record and locate PP pupils on Integris