



Department
for Education

Download of historical free school meals eligibility

**User guide for the download of historical
FSM eligibility data from DfE to schools and
local authorities**

February 2012

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1. Introduction

On 13 December 2011 the Department for Education (DfE) announced the details of the [school funding settlement for 2012-13](#) and this announcement included details of the Pupil Premium for 2012-13.

The purpose of this guidance document is to provide the basic methodology for deriving the '**Ever FSM 6**' measure, which will be used by the DfE to allocate the deprivation element of the Pupil Premium in 2012-13, and to provide some detailed guidance to schools and LAs on the download of historical FSM eligibility to be provided by the DfE in February 2012 which will allow schools and LAs to estimate their allocation for 2012-13.

2. Ever FSM 6 - background

As part of 2012-13 funding settlement the DfE have announced that, in 2012-13, the Deprivation Pupil Premium will be allocated to those pupils on roll in January 2012 that are known to have been eligible for free school meals (FSM) on any pupil level census in the last six years (known as 'Ever FSM 6') with each eligible pupil attracting £600. FSM eligibility in the previous six years will be determined by those pupils recorded on the January 2012 School/PRU and AP Census who were recorded as known to be eligible for FSM on any of the censuses (School, Pupil Referral Unit and Alternative Provision censuses) since Summer 2006.

The introduction of 'Ever FSM' for the payment of the Pupil Premium will not affect the data required from schools via the 2012 Census collections as data providers will only be expected to return FSM eligibility as at census day (19 January 2012). The Department will then use the National Pupil Database (NPD) to map on the history of FSM eligibility for each pupil on the January collections to determine the actual numbers of 'Ever FSM' pupils eligible for the Pupil Premium.

Unfortunately, it is unlikely that schools and LAs will hold a full history of the FSM eligibility data for all of their current pupils and therefore will not be in a position to know which of their pupils are 'Ever FSM' (even if all the individual censuses have been retained by the school/LA they will only contain data relating to that school/authority and as such will not include any historical eligibility relating to pupils time spent in other schools/authorities).

However, DfE recognise the need to make schools (and LAs) aware of who their 'Ever FSM' pupils are and will be providing an initial download of pupils' FSM histories which will then follow pupils around the system. This download will be available in two formats: a partial CTF which can be used to update pupil records within MIS with historical FSM eligibility and also a CSV spreadsheet for easier data analysis/manipulation. Further guidance on this download is provided in [Section 4](#).

3. Ever FSM 6 - methodology

The Deprivation Pupil Premium will be allocated to all pupils aged 4 and over as at 31 August 2011 in Reception to Year 11 (or aged 4 to 15 where National Curriculum year groups do not apply) recorded as on roll in the 2012 Spring School Census, 2012 PRU Census and 2012 Alternative Provision Census who are known to have been eligible for Free School Meals (FSM) in the previous six years with funding pupil numbers (FTEs) counted on the same basis as the Dedicated Schools Grant calculation (i.e. for pupils aged 5 and above those with registration status 'C', 'M', 'F', and 'O' are included. For pupils aged 4, FTEs are calculated based on the 'Funded Hours' recorded in the 2012 Census).

FSM eligibility in the previous six years will be determined by those pupils recorded on the January 2012 School/PRU and AP Census who were recorded as known to be eligible for FSM on any of the censuses (School, Pupil Referral Unit and Alternative Provision censuses) since Summer 2006. The collections included are listed in the table below:

Pupil Count																	
2007			2008			2009			2010			2011			2012		
Sum 06	Aut 06	Spr 07	Sum 07	Aut 07	Spr 08	Sum 08	Aut 08	Spr 09	Sum 09	Aut 09	Spr 10	Sum 10	Aut 10	Spr 11	Sum 11	Aut 11	Spr 12
SC	SC	SC	SC	SC	SC & AP	SC	SC	SC & AP	SC	SC	SC, PRU & AP	SC	SC	SC, PRU & AP	SC	SC	SC, PRU & AP



SC = School Census
 AP = Alternative Provision Census
 PRU = Pupil Referral Unit Census

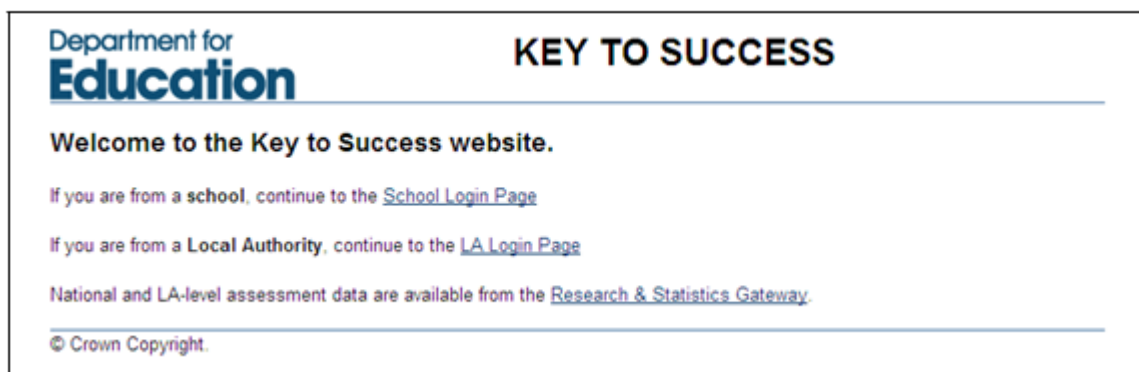
4. Historical FSM eligibility - download

4.1 Where and when can schools and LAs access the download?

The download will be made available from **Monday 13 February 2012** via the [Key to Success website](#)

4.2 How do I log into Key to Success and obtain the download?

After opening the above link you will be taken to the following login page:

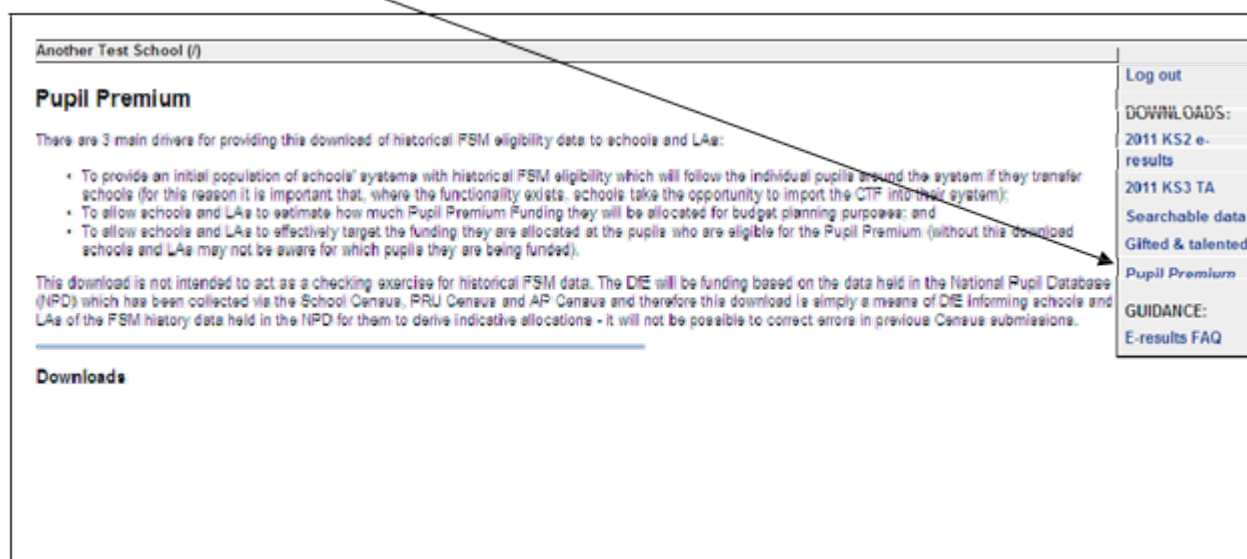


School users should click on the [School Login Page](#) option and Local Authority Users should click on the [LA Login Page](#) option.

- For **schools** the username and password required to access Key to Success will be the same as those used for the 'live' COLLECT and School 2 School (s2s) websites¹.
- For **local authorities** only certain individuals within your LA will have access to key to success (those individuals should be aware of the process for securely logging into this website).

¹ Please note: Enquiries for lost usernames and/or passwords should be made by completing a [Service Request form](#) and select the 'Usernames/Passwords' option and completing all mandatory fields before submitting.

Once logged into the site schools should select the 'Pupil Premium' option from the list of downloads on the **right hand** side and will then be taken to a page similar to below:



The download containing details of historical FSM eligibility will be available in both Common Transfer File (CTF) and Comma Separated Value (CSV) formats. The CTF files are in a format that can be imported into schools' Management Information System (MIS) whereas the CSV version of the file will be more suitable for use with other applications such as spreadsheets.

Once a CTF download has been obtained from Key to Success, guidance on how schools should import this into their MIS should be available from software suppliers.

4.3 What data will be included in the download?

Included in this pupil level download will be all pupils on roll in the 2011 Autumn School Census (the 2011 PRU Census and AP Census will be used for pupils in those collections) who have been recorded on at least one of the census collections between Summer 2006 and Autumn 2011 as FSM eligible (**only eligibility for pupils in Year Groups R to 11 and 'X' is included**).

Each pupil in the download will be identified by a set of standard pupil identifiers (i.e. Unique Pupil Number (UPN), Name, Date of Birth and Gender) with any periods of eligibility denoted by the presence of a start date and end date of FSM eligibility – as exact dates of eligibility are not currently collected as part of the Census collections (we only collected eligibility as at census day) both the start and end dates will reflect the census day for the respective collection where the pupil was FSM eligible.

- **Example1** – A pupil on roll in the Autumn 2011 School Census that was identified as being FSM eligible in Spring 2009 only would appear in the download with a FSM eligibility start date and end date of 15 January 2009.

- **Example2** – A pupil on roll in the Autumn 2011 School Census that was first recorded as FSM eligible in Spring 2011 and continued to be eligible in Summer and Autumn 2011 would appear in the download with multiple periods of eligibility (i.e. one for each census where they were FSM eligible). This pupil would therefore have 1 period of eligibility with a start and end date of 20 January 2011 (2011 Spring Census day), another period of eligibility with a start and end date of 19 May 2011 (2011 Summer Census day) and a third period of eligibility with a start and end date of 6 October 2011 (2011 Autumn Census day).

Please note that, where this download has been imported into schools MIS via CTF, the download will simply add periods of eligibility to the data already held in school systems – existing periods of eligibility held in systems will not be overwritten.

The Local Authority version of this download will include periods of eligibility for pupils attending all schools and PRUs within their authority (including academies) as well as any pupils recorded on the AP Census with periods of eligibility.

4.4 What happens where a pupil has moved into our school/LA since the last census?

The Key to Success download will be based on pupil location as at the 2011 Autumn School Census (the 2011 PRU Census and 2011 AP Census will be used for pupils from those collections). Unfortunately this means that any pupils that have joined your school since the previous census will not be included in the standard school download. However there will be search functionality built into Key to Success to allow schools to obtain an additional download for new pupils.

Search facility

You may only use this facility to obtain the Free School Meal (FSM) history of pupils who are currently on the roll of your school. You cannot obtain data for pupils who have left your school.

I confirm that I have read and understood the conditions for use of this facility set out above.

FSM history for pupils in your school can be downloaded from Key to Success. To obtain them you will need to upload the Unique Pupil Numbers (UPNs) for the pupils. There are 2 methods of uploading UPNs:

1. **UPN entry** - Type in the pupils' UPNs or copy them from (for example) a spreadsheet and paste them into the box below;
2. **CTF upload** - Produce a CTF file of pupils from your Management Information System (MIS) for whom you wish to obtain the FSM history and upload this to the site.

1. UPN entry

Enter the UPNs of the pupils for whom you wish to obtain the FSM history in the following box. Each UPN should be entered on a separate line, up to a maximum of 500. You can also copy and paste a list of UPNs into the box from, for example, a spreadsheet or database application.

2. CTF upload

Select a CTF containing the records (up to a maximum of 500) of pupils for whom you wish to obtain the FSM history and then click on 'Upload'.

From the above schools will be able to perform a search for additional pupils in two ways:

- **By UPN Entry** – Schools can enter a number of UPNs (up to a maximum of 500) into a search box (by either direct input or by pasting a list from another application, e.g. spreadsheet); or
- **By CTF Upload** – Schools can upload a CTF containing the records (up to a maximum of 500) of pupils for which they wish to obtain the FSM history.

A successful search provides the data as either a partial CTF (including the FSM history) which can be imported into MIS or as a CSV file which can be used in a spreadsheet.

This search will only find pupils with historical FSM eligibility - any pupils with no historical periods of FSM eligibility will not be output in this search.

4.5 What should schools and LAs do with the download?

There are 3 main drivers for providing this download of historical FSM eligibility data to schools and LAs:

- a) To provide an initial population of schools systems with historical FSM eligibility which will follow the individual pupils around the system if they transfer schools (for this reason it is important that, where the functionality exists, schools take the opportunity to upload the CTF download into their system);
- b) To allow schools and LAs to estimate how much Pupil Premium Funding they will be allocated for budget planning purposes; and
- c) To allow schools and LAs to effectively target the funding they are allocated at the pupils who are eligible for the Pupil Premium (without this download schools and LAs may not be aware which pupils they are being funded for).

This download is not intended to act as a checking exercise for historical FSM data. The DfE will be funding based on the data held in the National Pupil Database (NPD) which has been collected via the School Census, PRU Census and AP Census and therefore this download is simply a means of DfE informing schools and LAs of the FSM history data held in the NPD – it will not be possible to correct errors in previous census submissions.

5. How can we calculate an indicative pupil premium allocation?

As the historical FSM eligibility download will only contain data up to, and including, the 2011 Autumn Census schools and/or local authorities will only be able to derive an indicative Pupil Premium allocation after completion of the January 2012 Census. This will be done by combining their Ever 6 FSM pupils from the download (up to autumn 2011) with the FSM pupils on the January 2012 census.

The formula for calculating an indicative Pupil Premium allocation for 2012-13 is given below:

$$\begin{aligned} & \text{[Pupils on January 2012 who were ever 6 FSM at autumn 2011]} \\ & \quad + \\ & \quad \text{[January 2012 FSM pupils]} \\ & \quad - \\ & \quad \text{[Pupils who are both JAN 2012 FSM **and** Ever 6 FSM]} \\ & \quad = \\ & \quad \text{Pupil Premium pupil numbers}^2 \\ & \quad \quad \times \\ & \quad \quad \text{£600} \\ & \quad \quad = \\ & \quad \text{Indicative Pupil Premium allocation for 2012-13} \end{aligned}$$

Note: Any reports which may be available within local Management Information Systems to identify pupils eligible for the pupil premium for budget planning purposes will only be *indicative* and the actual allocation will be based on data held by the DfE in the National Pupil Database (NPD).

² Only pupils aged 4 and over as at 31 August 2011 in Reception to Year 11 (or aged 4 to 15 where National Curriculum year groups do not apply) are eligible for the Pupil Premium.

6. Support

If you have any queries specifically related to school funding (e.g. Dedicated Schools Grant, Pupil Premium and COLLECT Funding Reports) which are not covered by the information in the associated guidance notes then please email the Customer Services Unit: Funding.CENSUS@education.gsi.gov.uk



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