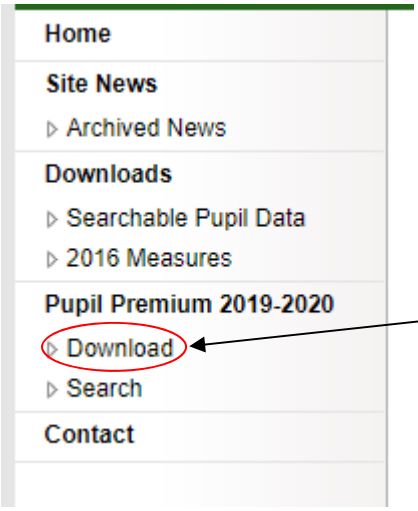
A Quick Guide to your FSM Pupil Premium File and the Key To Success website

Follow these instruction to check your Pupils Free School Meal historic status to update your Management Information System



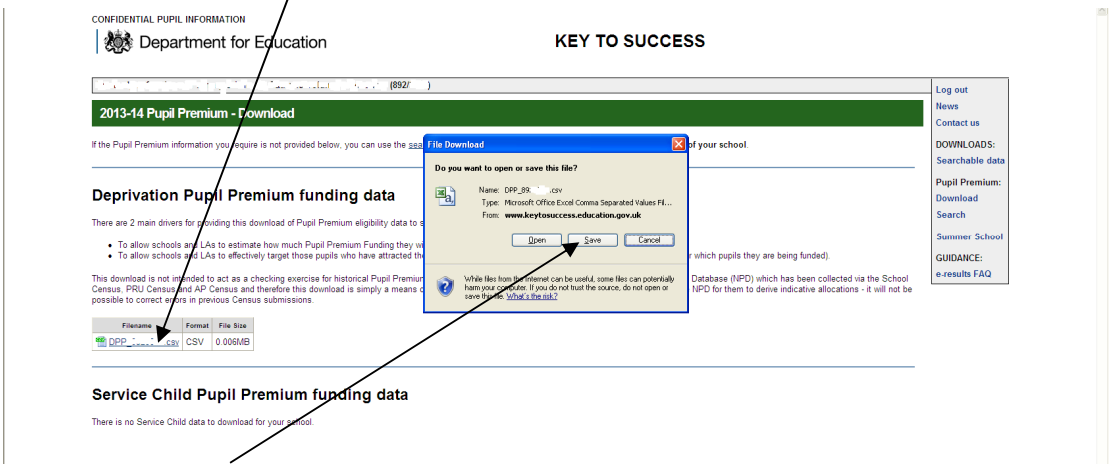
Open up Internet Explorer

Log in to DfE Sign In

Click on the option for Keys To Success

From the menu on the left hand side of the screen, select the option for the Pupil Premium Download

Left click on the link for the csv file



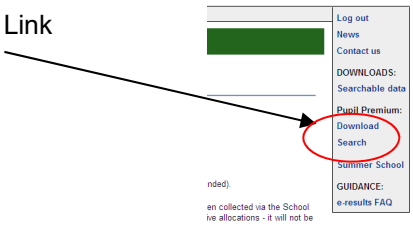
Click to save the file in location that you will remember (or on Open if you just want to look at the details in the file).

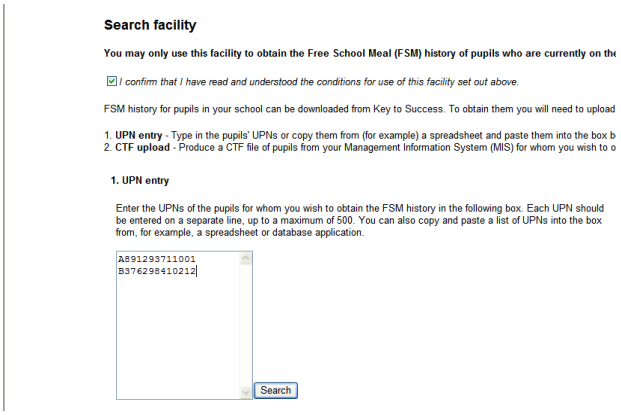
When you open the file it will advise you of pupils who were on roll at your school in the January Census for whom you have been awarded historic FSM Pupil Premium funding. It is worth checking that they are all marked with their start and end dates in your system to ensure you keep getting the ever 6 funding for them.

To search for pupils who have joined your school since the last January Census:

Log into Key To Success as before

Click on the Pupil Premium 'Search' Link





Put a tick in the box to agree to the terms and conditions for the search

Enter the UPNs for the pupils you require a history for and click on the search button.

Then follow the instructions on the previous page to open or save the csv file and look at the FSM details for your pupils.

If you discover pupils on either of the files that Key To Success creates that are not indicated in your MIS as having FSM you will need to either import the CSV file or manually update their records.

Analysis and Insight is not able to assist with importing CSV to your school MIS.
Please speak to your school MIS support team.

If you need help with this process please contact either;

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