Department for Education

School census spring 2016

User guide for the early years pupil premium funding report

January 2016

Contents

1. Introduction

This user guide is directed at schools and local authorities and is intended to offer support to aid understanding of how the early years pupil premium funding reports should be interpreted and figures checked.

The information in the guide is aimed specifically at the data collected via the school census and consequently will focus on the use of COLLECT reports to check and verify the data from the 2016 school census which will feed into the early years element of the pupil premium allocation.

The calculation of pupil premium allocations based on the spring 2016 census data makes it more important than ever that the census data for schools are submitted promptly and accurately for all data providers. The spring census data will be used to finalise pupil premium allocations, and therefore it is vitally important that you are content with the accuracy of your schools' returns before passing them on to the department and that they are returned by the prescribed timescales.

Data will be made available for your confirmation prior to the pupil premium allocations being finalised. This will be done via the reports section in COLLECT which will allow schools and local authorities to run their own funding reports from the school census COLLECT blade.

2.   Cohort of pupils eligible for the 2016 to 2017 early years pupil premium

Pupils returned as part of the spring census who are aged 3 (born between 1 September 2011 and 31 December 2012) in all national curriculum year groups **or** aged 4 (born between 1 September 2010 and 31 August 2011) in national curriculum year group N1 or N2 **and** are recorded as being eligible for the early years pupil premium for one of the specified reasons will be included in the calculation.

Funding pupil numbers will be calculated on the same basis as those for the early years block of the dedicated schools grant based on funded hours recorded in the census and NOT the full time / part time indicator and will also take into account the duplicate report (funding for unresolved duplicate UPNs will be halved).

3. COLLECT funding reports

3.1 What early years pupil premium reports are available?

There will be two reports available for each local authority:

- Local authority level funding report for early years pupil premium [see **Annex A** for layout and content]
- Local authority school level funding report for early years pupil premium (containing a list of all schools and PRUs in the LA) [see **Annex B** for layout and content]

There will also be one report available for each individual school and PRU [see **Annex C** for layout and content].

For the local authority reports there will be two versions of each report available:

i.   funding report run against approved data - this version of the funding report will be run to include data from schools whose return status is 'approved' or above and will therefore reflect the data which will be used in your early years pupil premium allocation as the department will only fund based on data which has been approved by local authorities.

ii.   funding report run against data all loaded data - this version of the funding report will be identical in format to the funding report run against 'approved' data but will include all loaded data from schools in your local authority.

The report for individual schools and PRUs will be available as soon as the data has been loaded onto COLLECT.

Due to the volatility of the data at the loaded and submitted stage, local authorities should not contact the department with queries regarding discrepancies in the data contained in your funding report until the returns are at the 'approved' stage.

3.2 How should these reports be used?

These reports will contain a summary of the numbers of pupils eligible for the early years pupil premium as reported on the 2016 spring census.

As these reports relate purely to the data submitted as part of the 2016 spring school census, checking of these reports will help to ensure no errors have been made in the submission of the 2016 census. It is therefore essential that these reports are **checked and verified in conjunction with Finance Officers** in advance of the spring database closing to amendments from schools and local authorities on **18 March 2016**. Amendments to the database will not be possible after this date and, consequently, this will be your only opportunity to contest your pupil numbers.

3.3   How often are the funding reports updated?

The funding reports should be updated on a daily basis and will be run taking into account the duplicates report. As with the duplicates report, the funding report will not be 'live' but on any given day will reflect the position from COLLECT as at close the previous working day.

3.4   Queries with the funding report

If you have any queries specifically related to the use of school census data for school funding (eg DSG, pupil premium and COLLECT funding reports) which are not covered by the information in the associated user guide then please complete a [service request form](#)

Annex A: local authority level early years pupil premium report

LA LEVEL EARLY YEARS PUPIL PREMIUM REPORT – PUPILS MEETING CRITERIA FOR THE EARLY YEARS PUPIL PREMIUM REPORTED ON THE 2016 SPRING CENSUS
- Data at Submitted (or Approved) status and above

Pupils from 2016 Spring School Census

LA: XXX (insert LA Number and Name, e.g. 841 Darlington)

Pupils (1) SETTING:	Maintained Nursery (2)	Maintained Primary	Maintained Secondary	Maintained All-through	Mainstream Academies & CTCs (3)	Maintained Special	Pupil Referral Unit	Non-Mainstream Academies & CTCs (4)	Total
a. Pupils aged 3 (born between 01/09/2011 and 31/12/2012) who are recorded as being eligible for early years pupil premium through economic reasons	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EE'	**0.00** **Sum of preceding 8 columns**
b. Pupils aged 4 (born between 01/09/2010 and 31/08/2011) who are recorded as being eligible for early years pupil premium through economic reasons	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EE'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EE'	**0.00** **Sum of preceding 8 columns**
c. Pupils aged 3 (born between 01/09/2011 and 31/12/2012) who are recorded as being eligible for early years pupil premium through other reasons	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EO'	**0.00** **Sum of preceding 8 columns**
d. Pupils aged 4 (born between 01/09/2010 and 31/08/2011) who are recorded as being eligible for early years pupil premium through other reasons	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EO'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EO'	**0.00** **Sum of preceding 8 columns**

Row	Col1	Col2	Col3	Col4	Col5	Col6	Col7	Col8	Total
e. Pupils aged 3 (born between 01/09/2011 and 31/12/2012) who are recorded as being eligible for early years pupil premium through BOTH economic and other reasons	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EB'	**0.00** **Sum of preceding 8 columns**
f. Pupils aged 4 (born between 01/09/2010 and 31/08/2011) who are recorded as being eligible for early years pupil premium through BOTH ecnomic and other reasons	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EB'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EB'	**0.00** **Sum of preceding 8 columns**
g. Pupils aged 3 (born between 01/09/2011 and 31/12/2012) who are recorded as being eligible for early years pupil premium through unknown reasons	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 AND EYPPBF = 'EU'	**0.00** **Sum of preceding 8 columns**
h. Pupils aged 4 (born between 01/09/2010 and 31/08/2011) who are recorded as being eligible for early years pupil premium through unknown reasons	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EU'	Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYearActual = N1 or N2 AND EYPPBF = 'EU'	**0.00** **Sum of preceding 8 columns**
i. Total (sum of rows a + b + c + d + e + f + g + h)	**0.00** a+b+c+d+e+f+g+h	**0.00** a+b+c+d+e+f+g+h	**0.00** a+b+c+d+e+f+g+h	**0.00** a+b+c+d+e+f+g+h	**0.00** a+b+c+d+e+f+g+h	**0.00** a+b+c+d+e+f+g+h	**0.00** a+b+c+d+e+f+g+h	**0.00** a+b+c+d+e+f+g+h	**0.00** a+b+c+d+e+f+g+h

Notes

1. The Full Time Equivalent (FTE) number of pupils aged under 5 from the School Census funded via the Early Years pupil premium is based on funded hours recorded in the census and NOT the full time / part time

2. Maintained nursery figures also include direct grant nursery schools.

3. The mainstream academies column includes mainstream academies of all types (both recoupment and non-recoupment) as well as mainstream Free Schools, Studio Schools and UTCs.

4. The non mainstream academies column includes Special Academies and Free Schools and Alternative Provision Academies and Free Schools.

Annex B: school level early years pupil premium report

SCHOOL LEVEL FUNDING REPORT FOR EARLY YEARS PUPIL PREMIUM - Data at Submitted (or Approved) and above

Pupils from 2016 Spring School Census   Report produced on: Date & Time

School: Test School   **LAESTAB: XXXXXXX**

Pupils (1)	Pupils aged 3 (born between 01/09/2011 and 31/12/2012)	Pupils aged 4 (born between 01/09/2010 and 31/08/2011)	TOTAL
(a) Pupils recorded as being eligible for early years pupil premium through economic reasons	**For all schools = Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 and EYPPBF = 'EE'**	**For schools with phase = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 and EYPPBF = 'EE' For schools with phase NOT = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYear = N1 or N2 AND EYPPBF = 'EE'**	**Sum of the preceeding 2 columns**
(b) Pupils recorded as being eligible for early years pupil premium through other reasons	**For all schools = Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 and EYPPBF = 'EO'**	**For schools with phase = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 and EYPPBF = 'EO' For schools with phase NOT = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYear = N1 or N2 AND EYPPBF = 'EO'**	**Sum of the preceeding 2 columns**
(c)Pupils recorded as being eligible for early years pupil premium through BOTH economic and other reasons	**For all schools = Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 and EYPPBF = 'EB'**	**For schools with phase = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 and EYPPBF = 'EB' For schools with phase NOT = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYear = N1 or N2 AND EYPPBF = 'EB'**	**Sum of the preceeding 2 columns**
(d) Pupils recorded as being eligible for early years pupil premium through unknown reasons	**For all schools = Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 and EYPPBF = 'EU'**	**For schools with phase = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 and EYPPBF = 'EU' For schools with phase NOT = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYear = N1 or N2 AND EYPPBF = 'EU'**	**Sum of the preceeding 2 columns**
Total (2)	**= a + b + c + d**	**= a + b + c + d**	**= a + b + c + d**

Funding pupil numbers for the Pupil Premium are calculated on the same basis as the FTEs for the Dedicated Schools Grant (Schools Block).

1. A headcount of pupils with registration status 'C', 'M', 'F' or 'O' are included ('F' and 'O' are only applicable to PRUs).
2. If the establishment is a Maintained Primary, Secondary or All-through school the pupil premium will be based on this number of pupils and will be delegated directly to the school. If the establishment is a mainstream Academy, the pupil premium will be based on this number of pupils and the LA will pass on to the EFA to delegate directly to the Academy. If the establishment is a Non Mainstream school (i.e. Maintained Special school, PRU, special academy, AP Academy or AP Free School), the pupil premium will be based on this number of pupils and will be centrally retained by the LA, who decide how best to allocate the funding.

Annex C: school level early years pupil premium report

SCHOOL LEVEL FUNDING REPORT FOR EARLY YEARS PUPIL PREMIUM - Data at Submitted (or Approved) and above

Pupils from 2016 Spring School Census

LA: XXX (insert LA Number and Name, e.g. 841 Darlington)

Please Note:

a.) Only pupils reported with eligibility for Early Years Pupil Premium on the School Census will be included in this report.

LAEstab	School Name	Pupils recorded as being eligible for early years pupil premium through economic reasons		Pupils recorded as being eligible for early years pupil premium through other reasons		Pupils recorded as being eligible for early years pupil premium through BOTH economic and other reasons		Pupils recorded as being eligible for early years pupil premium through unknown reasons		Total pupils recorded as being eligible for early years pupil premium	
		a. Pupils aged 3 (born between 01/09/2011 and 31/12/2012)	b. Pupils aged 4 (born between 01/09/2010 and 31/08/2011)	a. Pupils aged 3 (born between 01/09/2011 and 31/12/2012)	b. Pupils aged 4 (born between 01/09/2010 and 31/08/2011)	a. Pupils aged 3 (born between 01/09/2011 and 31/12/2012)	b. Pupils aged 4 (born between 01/09/2010 and 31/08/2011)	a. Pupils aged 3 (born between 01/09/2011 and 31/12/2012)	b. Pupils aged 4 (born between 01/09/2010 and 31/08/2011)	a. Pupils aged 3 (born between 01/09/2011 and 31/12/2012)	b. Pupils aged 4 (born between 01/09/2010 and 31/08/2011)
xxxxxx1	Made up school 1	10.00	7.00	50.00	5.00	3.00	1.00	3.00	1.00	67.00	14.00
xxxxxx2	Made up school 2	5.00	10.00	30.00	10.00	5.00	2.00	5.00	2.00	47.00	24.00
xxxxxx3	Made up school 3	5.00	0.00	10.00	20.00	1.00	0.00	1.00	0.00	17.00	20.00
		For all schools = Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 and EYPPBF = 'EE'	For schools with phase = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 and EYPPBF = 'EE' For schools with phase NOT = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYear = N1 or N2 AND EYPPBF = 'EE'	For all schools = Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 and EYPPBF = 'EO'	For schools with phase = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 and EYPPBF = 'EO' For schools with phase NOT = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYear = N1 or N2 AND EYPPBF = 'EO'	For all schools = Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 and EYPPBF = 'EB'	For schools with phase = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 and EYPPBF = 'EB' For schools with phase NOT = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYear = N1 or N2 AND EYPPBF = 'EB'	For all schools = Sum of the contribution amount for all pupils born between 01/09/2011 and 31/12/2012 and EYPPBF = 'EU'	For schools with phase = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 and EYPPBF = 'EU' For schools with phase NOT = 'NS' = Sum of the contribution amount for all pupils born between 01/09/2010 and 31/08/2011 AND NCYear = N1 or N2 AND EYPPBF = 'EU'	Sum of all preceding column 'a'	Sum of all preceding column 'b'

Funding pupil numbers for the Early Years Pupil Premium are calculated on the same basis as the FTEs for the Dedicated Schools Grant (Early Years Block).

Notes

1. A headcount of pupils with registration status 'C', 'M', 'F' or 'O' are included ('F' and 'O' are only applicable to PRUs).

2. If the establishment is a Maintained Primary or Secondary school the pupil premium will be based on this number of pupils (plus any FSM/Service Child Ever pupils not covered by this report) and will be delegated directly to the school. If the establishment is a mainstream Academy, the pupil premium will be based on this number of pupils (plus any FSM/Service Child Ever pupils not covered by this report) and the LA will pass on to the EFA to delegate directly to the Academy. If the establishment is a Non Mainstream school (i.e. Maintained Special school, PRU, special academy, AP Academy or AP Free School), the pupil premium will be based on this number of pupils (plus any FSM/Service Child Ever pupils not covered by this report) and will be centrally retained by the LA, who decide how best to allocate the funding.

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