



Department
for Education

School census spring 2018

**User guide for the early years pupil
premium funding report**

January 2018

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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 2018 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 2018 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 2018 to 2019 early years pupil premium

Pupils returned as part of the spring census who are aged 3 (born between 1 September 2013 and 31 December 2014) in all national curriculum year groups **or** aged 4 (born between 1 September 2012 and 31 August 2013) in national curriculum year group E1, E2, 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 2018 spring census.

As these reports relate purely to the data submitted as part of the 2018 spring school census, checking of these reports will help to ensure no errors have been made in the submission of the 2018 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 **14 March 2018**.

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 B: school level funding report for early years pupil premium report

Pupils from 2018 Spring School Census

Pupils (1)	Pupils aged 3 (born between 01/09/2013 and 31/12/2014)	Pupils aged 4 (born between 01/09/2012 and 31/08/2013)	TOTAL
(a) Pupils recorded as being eligible for early years pupil premium through economic reasons	<p><u>For all schools</u> = Sum of the EYU entitlement for all pupils born between 01/09/2013 and 31/12/2014 and EYPPBF = 'EE'</p>	<p><u>For schools with phase = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 and EYPPBF = 'EE'</p> <p><u>For schools with phase NOT = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 AND NYear = E1, E2, N1 or N2 AND EYPPBF = 'EE'</p>	Sum of the preceding 2 columns
(b) Pupils recorded as being eligible for early years pupil premium through other reasons	<p><u>For all schools</u> = Sum of the contribution amount for all pupils born between 01/09/2013 and 31/12/2014 and EYPPBF = 'EO'</p>	<p><u>For schools with phase = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 and EYPPBF = 'EO'</p> <p><u>For schools with phase NOT = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 AND NYear = E1, E2, N1 or N2 AND EYPPBF = 'EO'</p>	Sum of the preceding 2 columns
(c) Pupils recorded as being eligible for early years pupil premium through BOTH economic and other reasons	<p><u>For all schools</u> = Sum of the contribution amount for all pupils born between 01/09/2013 and 31/12/2014 and EYPPBF = 'EB'</p>	<p><u>For schools with phase = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 and EYPPBF = 'EB'</p> <p><u>For schools with phase NOT = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 AND NYear = E1, E2, N1 or N2 AND EYPPBF = 'EB'</p>	Sum of the preceding 2 columns
(d) Pupils recorded as being eligible for early years pupil premium through unknown reasons	<p><u>For all schools</u> = Sum of the contribution amount for all pupils born between 01/09/2013 and 31/12/2014 and EYPPBF = 'EU'</p>	<p><u>For schools with phase = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 and EYPPBF = 'EU'</p> <p><u>For schools with phase NOT = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 AND NYear = E1, E2, N1 or N2 AND EYPPBF = 'EU'</p>	Sum of the preceding 2 columns
Total (2)	= a + b + c + d	= a + b + c + d	= a + b + c + d
<p>1. A headcount of pupils with registration status 'C', 'M', 'F' or 'O' are included ('F' and 'O' are only applicable to PRUs).</p> <p>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.</p>			

Annex C: school level funding report for early years pupil premium

Pupils from 2018 Spring School Census

Please Note:

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

LA/Estab	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 (2)	
		a. Pupils aged 3 (born between 01/09/2013 and 31/12/2014)	b. Pupils aged 4 (born between 01/09/2012 and 31/08/2013)	a. Pupils aged 3 (born between 01/09/2013 and 31/12/2014)	b. Pupils aged 4 (born between 01/09/2012 and 31/08/2013)	a. Pupils aged 3 (born between 01/09/2013 and 31/12/2014)	b. Pupils aged 4 (born between 01/09/2012 and 31/08/2013)	a. Pupils aged 3 (born between 01/09/2013 and 31/12/2014)	b. Pupils aged 4 (born between 01/09/2012 and 31/08/2013)	a. Pupils aged 3 (born between 01/09/2013 and 31/12/2014)	b. Pupils aged 4 (born between 01/09/2012 and 31/08/2013)
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
		<u>For all schools</u> = Sum of the EYU entitlement for all pupils born between 01/09/2013 and 31/12/2014 and EYPPBF = 'EE'	<u>For schools with phase = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 and EYPPBF = 'EE' <u>For schools with phase NOT = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 AND NYear = E1, E2, N1 or N2 AND EYPPBF = 'EE'	<u>For all schools</u> = Sum of the EYU entitlement for all pupils born between 01/09/2013 and 31/12/2014 and EYPPBF = 'EO'	<u>For schools with phase = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 and EYPPBF = 'EO' <u>For schools with phase NOT = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 AND NYear = E1, E2, N1 or N2 AND EYPPBF = 'EO'	<u>For all schools</u> = Sum of the EYU entitlement for all pupils born between 01/09/2013 and 31/12/2014 and EYPPBF = 'EB'	<u>For schools with phase = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 and EYPPBF = 'EB' <u>For schools with phase NOT = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 AND NYear = E1, E2, N1 or N2 AND EYPPBF = 'EB'	<u>For all schools</u> = Sum of the EYU entitlement for all pupils born between 01/09/2013 and 31/12/2014 and EYPPBF = 'EU'	<u>For schools with phase = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 and EYPPBF = 'EU' <u>For schools with phase NOT = 'NS'</u> = Sum of the EYU entitlement for all pupils born between 01/09/2012 and 31/08/2013 AND NYear = E1, E2, 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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