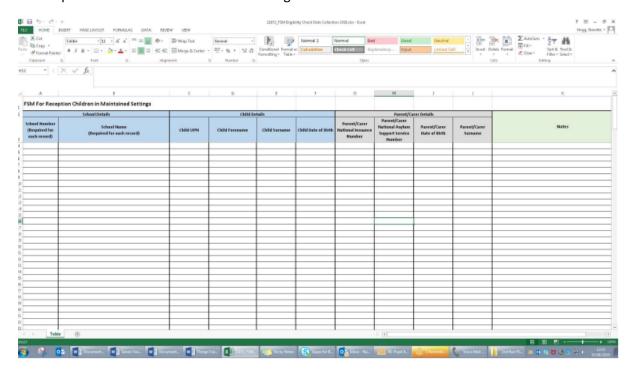# Guidance Notes - Reception Pupil Premium

The Local Authority will help you identify your Reception pupils which are eligible for Pupil Premium. Attached to the Portal Posting is an excel spread sheet which has a filename that starts with your school number. Please save it to your desk top, and then open it to complete the necessary details - but - whatever you do, **please do not change the file name.** The information is needed by 1 July 2022. Spreadsheets received after this closing date will not be actioned.

Please complete:~

School number

School name

Child UPN if known

 Child's forename

Child's surname

 Child's date of birth - dd/mm/yyyy

 Parent/carer's NI or Asylum Seeker's number – ESSENTIAL

 Parent/carer's date of birth - dd/mm/yyyy – ESSENTIAL

 Parent/carer's relevant surname – ESSENTIAL

You may add any notes you feel are helpful in the end column. Sorry, we are unable to pre-populate any of the data and recommend that the information is collected from parents at induction days, etc.. If any errors occur, the cell will become red. This also signifies a mandatory field and requires completion. Please ring your Area Pupil Access Office, if you have any operational difficulties with the spreadsheet. Please upload the fully completed file using the 'Return a file' link on the Schools' Portal posting, **without changing the file name,** thank you.