

The Pupil template should be used by any school taking part in the National Tutoring Programme (NTP) to share targeted pupil data with Protocol Education, who will then also share the information with the NTP appointed Evaluator.

Before any delivery of tuition can commence, your school will need to have signed and returned the NTP School Agreement then complete and upload the template. If any new pupils are identified to receive tutoring, you will need to share their information with us by completing and uploading the template. It is recommended that if the targeted pupil data is to be shared in tranches, a clean version of the template be used each time it is shared.

We recommend that you open the template in Microsoft Excel, or equivalent package, and once completed, save as a comma separated values (CSV) file. The document can then be uploaded to us via our secure portal. Links to access the portal will be sent to you in a separate communication.

Please provide information to all the requested fields (variables) for all targeted pupils, using one row for each pupil. Please find below a brief explanation of the nature and the format of the information that needs to be provided in each of the fields for each pupil.

Variable label	Description	Example
UPN	Pupil's Unique Pupil Number (UPN)	<i>e.g. Y89421121401A</i>
Lastname	Pupil's last name	<i>e.g. Mitchell</i>
Firstname	Pupil's first name	<i>e.g. Joni</i>
DOB	Pupil's date of birth	<i>e.g. 08/10/2006</i>
Pupil_premium	Whether pupil is eligible for Pupil Premium (Y/N)	<i>e.g. Y</i>
SEND	Whether pupil has SEND (Y/N)	<i>e.g. N</i>
CIN	Whether pupil has been identified as having complex needs (Children in Need) (Y/N) (Optional)	<i>e.g. N</i>
LAC	Whether pupil is in the care of the local authority (Looked after Children, also referred to as Children in Care) (Y/N) (Optional)	<i>e.g. N</i>
Year_group	Pupil's current year group	<i>e.g. Year 4</i>
Main_subject	Main subject of the assessment/tutoring (English, Humanities, Maths, Modern foreign languages, Science, Primary (literacy, numeracy and science), Other)	<i>e.g. Maths</i>
Email	Email address of pupil granted by the school. (Optional)	<i>e.g. joni.mitchell@myschool.sch.uk</i>

Both CIN and LAC fields are optional and can be left blank if not completed. The email address field is also optional and only needed if you require the digital distribution of access instructions to pupils to be managed through the portal, or if you intend for us to administer this action on your behalf.