

The Pupil template should be used by any school taking part in the National Tutoring Programme (NTP) to share targeted pupil data with Fleet Tutors, 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 Memorandum of Understanding (MoU) 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.

<b>Variable label</b>	<b>Description</b>	<b>Example</b>
Pupil_UPN	Pupil's Unique Pupil Number (UPN)	<i>e.g. Y89421121401A</i>
Pupil_lastname	Pupil's last name	<i>e.g. Mitchell</i>
Pupil_firstname	Pupil's first name	<i>e.g. Joni</i>
Pupil_DOB_Day	Pupil's date of birth (day)	<i>e.g. 8</i>
Pupil_DOB_Month	Pupil's date of birth (month)	<i>e.g. 10</i>
Pupil_DOB_Year	Pupil's date of birth (year)	<i>e.g. 2004</i>
Year_group	Pupil's current year group	<i>e.g. Year 4</i>
Whether_PP	Whether pupil is eligible for Pupil Premium (Y/N)	<i>e.g. Y</i>
Whether_SEND	Whether pupil has SEND (Y/N)	<i>e.g. N</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. sam.smith@myschool.sch.uk</i>

The email address field is 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.