

Schools Financial Services

It all adds up to a great service, flexibility and peace of mind

Schools Financial Services

Primary and Secondary School Funding Template 2022/23 - Input Guidance

Primary and Secondary School Funding

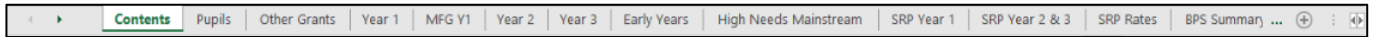
Template 2022/23 Input Guidance

Contents

'Contents' Tab	2
'Pupils' Tab.....	3
'Other Grants' Tab.....	4
'Year 1' Tab.....	13
Formula Budget 2022/2023.....	13
De-Delegation (Funding delegated to schools which is recovered via the advances)	15
'MFG Y1' Tab	15
'Year 2' Tab.....	16
De-Delegation (Funding delegated to schools which is recovered via the advances)	19
'Year 3' Tab.....	20
'Early Years' Tab	21
Early Years Pupil Premium (EYPP)	22
2-Year-Old Funding	22
'High Needs Mainstream' Tab	24
'SRP Year 1' Tab	26
'SRP Year 2 & 3' Tab	28
'SRP Rates' Tab.....	29
'BPS Summary' Tab	30

Primary and Secondary School Funding Template 2022/23 - Input Guidance

At the bottom of the spreadsheet there are several tabs.



'Contents' Tab

This tab is for information only and provides details about the purpose of each of the other tabs within the template and hyperlinks to them.

Enter your DfE number on the **'Pupils' Tab** to enable the template to populate correctly.

	A	B	C	D
1			DfE Number	
2				1001 2000 2002 2065

'Pupils' Tab

The data entered on this tab feeds into the **'Year 2' Tab** and **'Year 3' Tab**.

On this tab you need to enter estimated pupil numbers in the pink-shaded cells for each Year Group as of **October 2022** (Column B) and **October 2023** (Column C).

Primary School – Year R to Year 6

Secondary School – Year 7 to Year 11

For **October 2024**, only estimated Reception pupil numbers (cell D8) are required to assist with calculating growth funding, if applicable to the school.

	A	B	C	D
3				
4	<u>Mainstream Pupil Numbers</u>			
5				
6	<p>Please enter your estimated pupil numbers to calculate future years budgets (October 2024 only needs to be completed if you are entitled to rising roll in 2024/25 - If there is a 'Yes' in cell C61 on the Other Grants Tab)</p> <p>Where a school has a SRP, the pupils in the SRP should be included in this estimate.</p>			
7	Year Group	At October 2022	At October 2023	At October 2024
8	R			
9	1			
10	2			
11	3			
12	4			
13	5			
14	6			
15	7			
16	8			
17	9			
18	10			
19	11			
20	Total Primary	0	0	0
21	Total Secondary	0	0	0

Please note – SRP Pupils MUST be included within the above table.

‘Other Grants’ Tab

This tab has been created to allow the following grants detailed below to populate the Year 1, 2 and 3 tabs within the funding template.

Pupil Premium (PP) – All Schools

Universal Infant Free School Meals (UIFSM) – Infant/Primary Schools only

Post 16 – Secondary Schools only

Specific Grants

PE & Sport Premium Grant – Primary Schools only

Teachers Pay & Pension Grant (only applicable to those schools with Nurseries or Secondary schools)

Other grants the school has confirmation of funding agreed

Please note that the specific grants will now be input to your Other Income & Expenditure Scenario rather than the Funding Scenario in Budget Planning Software (BPS). The BPS Summary tab will clearly show where the funds should be input on BPS when figures are entered on the template.

Pupil Premium (PP) Grant – Primary and Secondary

Pupil Premium (PP) Grant

From April 2022 Pupil Premium funding will be based on the previous October census rather than the January Census.

This funding is provided for the following pupils:

1. Those eligible for Free School Meals at any point in time within the last 6 years (Ever6FSM)
2. Pupils with post looked after arrangements – this includes children who ceased to be looked after through adoption, special guardianship, residence order or child arrangement order (PLAC)
3. Pupils who are looked after or in care (CiC)
4. Pupils whose parent(s) are in the armed forces (Service Children) they have been registered as a ‘service child’ at any point in time within the last 6 years (Ever6SC)

The information required for the Kelsi template comes from various sources as follows:

Ever6FSM

The **DfE Ever6 FSM Autumn 2021** report (Please see information below).

This report will provide all the pupils currently eligible for Ever6 FSM funding for the new financial year. The report **must** be checked for accuracy before actual pupil numbers are added to the funding template. Deduct those pupils who are funded differently under pupil premium - Children in Care (CIC), Adopted (Post Lac) children.

When using this report, remember to also exclude any pupils whose date of admission was after the census date, as these will not be funded until the following financial year. Exclude any out of county children where pupil premium is funded directly by another local authority.

Alternatively, schools may also obtain this same information from **Get information about pupils (GIAP)** via their DfE sign-on, available here:

<https://www.keytosuccess.education.gov.uk/cgi-bin/schools/index>

The report will be relevant for Year 1 but estimates of pupils will need to be entered into Years 2 and 3.

The FSM Ever6 report should be made available during April, and will be posted on the EIS portal. The reports can be downloaded from the EIS Support Website.

PLAC

The number of Post Looked After Children (PLAC) can be sourced from Table 5 on the October 2021 census.

CiC

The number of Looked after Children (CiC) can be sourced from your SIMS system.

The funding amount to input on the template should be agreed with your SENCO or Headteacher as this funding is claimed from Virtual School Kent.

Service Children

Schools should use their local records to estimate the number of eligible Ever6SC for the period April 2022 – March 2023.

Pupil Premium (PP) Grant – Primary and Secondary 2022/23

- 1) In cell E8 enter actual number of pupils (units) for Free School Meals Ever 6 Primary.
- 2) In cell E9 enter actual number of pupils (units) for Free School Meals Ever 6 Secondary.
- 3) In cell E10 enter actual number of pupils (units) for Adopted (Post-LAC) pupils.
- 4) In cell K11 enter total funding figure for Children in Care (CiC).
- 5) In cell E12 enter actual number of pupils (units) for Service Children Ever 6.

Kent County Council kent.gov.uk		Other Grants						
		Units			Rate	Total Funding		
Grant	2021/22	2022/23	2023/24	2024/25		2022/23	2023/24	2024/25
Pupil Premium								
Free School Meals Ever 6 Primary (See Guidance)					£1,385	£0	£0	£0
Free School Meals Ever 6 Secondary (See Guidance)					£985	£0	£0	£0
Adopted (Post-LAC) pupils (October census)					£2,410	£0	£0	£0
Children in Care (CiC)								
Service Children Ever 6 (October census)					£320	£0	£0	£0
Total Pupil Premium						£0	£0	£0

Pupil Premium (PP) Grant – Primary and Secondary 2023/24

- 1) In cell F8 enter estimated number of pupils (units) for Free School Meals Ever 6 Primary.
- 2) In cell F9 enter estimated number of pupils (units) for Free School Meals Ever 6 Secondary.
- 3) In cell F10 enter estimated number of pupils (units) for Adopted (Post-LAC) pupils.
- 4) In cell L11 enter estimated total funding agreed for Children in Care (CiC).
- 5) In cell F12 enter estimated number of pupils (units) for Service Children Ever 6.

Pupil Premium (PP) Grant – Primary and Secondary 2024/25

- 1) In cell G8 enter estimated number of pupils (units) for Free School Meals Ever 6 Primary.
- 2) In cell G9 enter estimated number of pupils (units) for Free School Meals Ever 6 Secondary.
- 3) In cell G10 enter estimated number of pupils (units) for Adopted (Post-LAC) pupils.
- 4) In cell M11 enter estimated total funding agreed for Children in Care (CiC).
- 5) In cell G12 enter estimated number of pupils (units) for Service Children Ever 6.

Universal Infant Free School Meals (UIFSM) Grant

April 2022 to August 2022

To calculate the April to August 2022 allocation using your October 2021 Census and your January 2022 Census please enter the relevant pupil numbers in the cells detailed below.

A qualifying pupil is defined as an infant pupil that took a meal on census day who is NOT a Free School Meal eligible pupil (as this is already funded).

- 1) In cell D18, enter the number of qualifying pupils in Reception (**R**) as per the October 2021 census.
- 2) In cell D19, enter the number of qualifying pupils in Reception (**R**) as per the January 2022 census.
- 3) In cell D20, enter the number of qualifying pupils in Years 1 & 2 as per the October 2021 census.
- 4) In cell D21, enter the number of qualifying pupils in Years 1 & 2 as per the January 2022 census.

Kent County Council kent.gov.uk		Other Grants						
Grant	Units				Rate	Total Funding		
	2021/22	2022/23	2023/24	2024/25		2022/23	2023/24	2024/25
Universal Infant Free School Meals								
The DfE have not yet confirmed how this will be calculated. However, we have assumed this is on the same basis as 2021/22 guidance.								
Academic Year								
October Taken meals year R								
January Taken meals year R								
October Taken meals years 1 & 2								
January Taken meals years 1 & 2								
Qualifying pupils	0	0	0	0				
*190 meals (qualifying pupils X 190)	0	0	0	0				
Rate per meal	£2.34	£2.34	£2.34	£2.34				
Academic Year Allocation	£0	£0	£0	£0				
UIFSMs April to August						£0	£0	£0
UIFSMs September to March						£0	£0	£0
Total Universal Infant Free School Meals						£0	£0	£0

September 2022 to August 2023 – Estimated at October 2022/January 2023

- 1) In cell E18, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2022.
- 2) In cell E19, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2023.
- 3) In cell E20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2022.
- 4) In cell E21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – January 2023.

September 2023 to August 2024 – Estimated

- 1) In cell F18, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2023.
- 2) In cell F19, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2024.
- 3) In cell F20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2023.
- 4) In cell F21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – January 2024.

September 2024 to August 2025 – Estimated

- 1) In cell G18, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2024.
- 2) In cell G19, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2025.
- 3) In cell G20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2024.
- 4) In cell G21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – January 2025.

In Columns K to M, Rows 26 and 27 the April to August and September to March allocations are shown. The total allocations for the financial years can be seen in Row 28.

		Units				Rate	Total Funding		
Grant		2021/22	2022/23	2023/24	2024/25		2022/23	2023/24	2024/25
24	Rate per meal	£2.34	£2.34	£2.34	£2.34				
25	Academic Year Allocation	£0	£0	£0	£0				
26	UIFSMs April to August						£0	£0	£0
27	UIFSMs September to March						£0	£0	£0
28	Total Universal Infant Free School Meals						£0	£0	£0

This information is included in the final 'BPS Summary' tab.

Post 16 Allocations – Secondary Schools Only

Year 1

- 1) In cell K31 enter the allocation as advised to you by the ESFA for the period April 2022 to July 2022.
- 2) In cell K32 enter the allocation as advised to you by the ESFA for the period August 2022 to March 2023.

Year 2

- 1) In cell L31 enter the estimated allocation for the period April 2023 to July 2023.
- 2) In cell L32 enter the estimated allocation for the period August 2023 to March 2024.

Year 3

- 1) In cell M31 enter the estimated allocation for the period April 2024 to July 2024.
- 2) In cell M32 enter the estimated allocation for the period August 2024 to March 2025.

		Units				Rate	Total Funding		
Grant		2021/22	2022/23	2023/24	2024/25		2022/23	2023/24	2024/25
30	Post 16 Funding Allocation								
31	Post 16 allocation (Apr - Jul)								
32	Post 16 allocation (Aug - Mar)								
33	Total Post 16 Funding Allocation						£0	£0	£0

Specific Grants

The PE and Sports Premium Grant is still available to schools and details of the grant the school receives should be entered in Row 37, Columns K-M. Allocations can be found at:

https://www.kelsi.org.uk/_data/assets/excel_doc/0008/127529/Primary-PE-and-Sports-Allocations-Academic-Year-2021-22.xlsx

The COVID-19 School-led Tutoring grant should be recorded in Row 38, using Columns K-M. Guidance on the COVID-19 School-led Tutoring grant can be found at: <https://www.gov.uk/government/publications/school-led-tutoring-grant>. The tracker and calculator tool can be found at:

https://www.kelsi.org.uk/_data/assets/excel_doc/0005/133097/School-led-tutoring-Calculator-tool.xlsx

The COVID-19 Recovery Premium details should be recorded in cell K39. Guidance on the COVID-19 Recovery Premium can be found at:

<https://www.gov.uk/government/publications/recovery-premium-funding/recovery-premium-funding>. The COVID Recovery Grant Ready Reckoner can be found at:

https://www.kelsi.org.uk/_data/assets/excel_doc/0004/133096/2022-23-Recovery-Reckoner.xlsx

The Schools Supplementary Grant, if applicable, should be recorded in cell K40. The ledger code under which this grant is received can be chosen in cell C40. Guidance on the Schools Supplementary Grant can be found at:

<https://www.gov.uk/government/publications/dedicated-schools-grant-dsg-2022-to-2023>. The calculator tool can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057348/Schools_supplementary_grant_indicative_allocations_calculator_tool.xlsx

Additional Grants

Please note the Teacher Pay Increase 2018 (TPG) and Pension Grant are now included in the I01 School Budget Share (SBS) for pupils in year groups R-11. For funding relating to Nursery and Post 16 Pupils please see here for further information and Kelsi: <https://www.gov.uk/government/publications/teachers-pension-scheme-employer-contribution-grant-further-education-providers/teachers-pension-scheme-employer-contribution-grant-further-education-providers>

There are several blank lines where you can enter details of other grants that the school may have access to via their advance (Statement of Account) e.g., Covid 19 catch up funding. Details should be entered in Columns B and C and Rows 45 to 58 and the values in Column K, L and M.

ALL other income streams should be included in the Other Income and Expenditure Scenario on the Budget Planning Software (BPS).

Growth Funding

Growth Funding is split into 2 sections Reorganisation Funding and Rising Roll Funding.

Funding is only available if an email has been received by the school confirming the amount of funding due to the school. The email will be sent by the KCC Budget Team, Robin Goldsmith.

Kent County Council										Other Grants		
Grant	Units				Rate	Total Funding						
	2021/22	2022/23	2023/24	2024/25		2022/23	2023/24	2024/25				
Growth Funding										Growth funding will be notified by email, only populate pink cells with information provided in this email		
	Qualify	Lower Threshold	Upper Threshold	Pupils	Qualifying pupils	Rate						
Reorganisation Funding												
2022-23 Rising Roll Funding	NO	0	0	0	0	£0.00	£0					
2023-24 Rising Roll Funding	NO	0	0	0	0	£0.00		£0				
2024-25 Rising Roll Funding	NO	0	0	0	0	£0.00				£0		
Total Growth Funding							£0	£0		£0		

'Year 1' Tab

Formula Budget 2022/2023

As you have already entered your DfE Number, pupil numbers, rates and totals for Factors 1 to 14 will automatically populate in Columns F, G and H.

From April 2022, schools will no longer be responsible for paying business rates from their delegated budgets. Instead, billing authorities will do so on their behalf. This means that schools will no longer receive the actual funding for rates or have to pay any bills as the Education Skills Funding Agency (ESFA) will be meeting the cost. Further information on this can be found in the Delegated Funding Guidance, which can be found here:

https://www.kelsi.org.uk/_data/assets/pdf_file/0016/133090/2022-23-School-Budget-Guidance.pdf

However, schools will need to continue to budget and account for the rates using Ledger Codes I01 and E17. Guidance on how to complete the Budget Planning Software will be included in the Budget Setting Guidance.

A Formula Factors Total will be given in Row 45.

	B	C	F	G	H
8	Formula Budget 2022/23				
9			Pupils	Rate	Total
10	Factor 1	Basic Entitlement Primary	418	£3,192.00	£1,334,256
13		Total Basic Entitlement Funding			£1,334,256
14	Factor 2	Deprivation FSM - Primary	44.0	£470.33	£20,695
16		Deprivation Ever 6 FSM (Notional SEN Factor) - Primary	44.0	£345.00	£15,180
18		Deprivation IDACI Band F (Notional SEN Factor) - Primary	90.0	£220.16	£19,814
19		Deprivation IDACI Band E (Notional SEN Factor) - Primary	3.0	£270.19	£811
20		Deprivation IDACI Band D (Notional SEN Factor) - Primary	11.0	£420.30	£4,623
21		Deprivation IDACI Band C (Notional SEN Factor) - Primary	0.0	£460.33	£0
22		Deprivation IDACI Band B (Notional SEN Factor) - Primary	0.0	£490.35	£0
23		Deprivation IDACI Band A (Notional SEN Factor) - Primary	0.0	£640.45	£0
30		Total Deprivation Funding			£61,123
31	Factor 4	English as an additional language (Notional SEN Factor) - Primary	73.6	£565.40	£41,590
33	Factor 6	Low cost, high incidence SEN (Notional SEN Factor) - Primary	127.3	£1,130.80	£143,984
35	Factor 7	Lump Sum (Partial Notional SEN Factor) - Primary £6,303, Secondary £5,641			£121,386
36	Factor 8	Sparsity - Primary			£0
38	Factor 9	Area Cost Adjustment - London Fringe (3.73%) (Factors 1 to 8)			£0
39	Factor 10	Split Sites			£0
40	Factor 11	Rates*			£29,952
41	Factor 12	PFI funding			£0
42	Factor 13	Exceptional Premises Factors			£0
43	Factor 14	Minimum Per-Pupil Level Funding			£80,431
44					
45		Formula Factors Total			£1,812,722
46		Minimum Funding Guarantee (MFG)			£0
47					
48	School Budget Share (SBS) 2022/23				£1,812,722

Below the Formula Factors Total, Minimum Funding Guarantee (MFG) for 2022/23 will be shown if applicable to the school, driven by the data on the **'MFG Y1' Tab**.

Minimum Per-Pupil Level Funding Rate (MPPLF)

A schools MPPLF rate is based on the year groups opened and follows the Education and Skills Funding Agency (ESFA) guidelines.

The Minimum Per-Pupil Funding Rate for 2022/23 is

Primary £4265

Secondary £5525

The basis for the calculation is:

The total budget less Factor 11 rates, divided by the number of pupils on roll as at the October 2021 census.

If the amount per pupil is less than the minimum per pupil funding amount the school budget is topped up (Factor 14) so that all pupils receive the minimum rate.

Please note that the Area Cost Adjustment (ACA) is not applied in addition to the minimum per pupil funding levels.

A School Budget Share (SBS) 2022/23 total including **MFG** will be given in Row 48.

Pupil Premium (PP) funding will show in cell H50, based on the data entered on the **'Other Grants' Tab**, if applicable.

Growth Funding will show in cell H51, based on the data entered on the **'Other Grants' Tab**, if applicable.

High Needs Mainstream Funding will show in cell H52, based on the data entered on the **'High Needs Mainstream' Tab**, if applicable.

Specialist Resource Provision (SRP) Funding will show in cell H53, based on the data entered on the **'SRP Year 1' Tab**, if applicable.

Universal Infant Free School Meals Funding will show in cell H54, based on the data entered on the **'Other Grants' Tab**, if applicable.

Early Years Funding will show in cell H55, based on the data entered on the **'Early Years' Tab**, if applicable.

Post 16 Funding will show in cell H56, based on the data entered on the **'Other Grants' Tab**. This is only applicable to Secondary Schools.

PE & Sports Premium Grant funding will show in cell H58, based on the data entered on the **'Other Grants' Tab**, if applicable.

COVID-19 School-led Tutoring grant funding will show in cell H59, based on the data entered on the **'Other Grants' Tab**, if applicable.

COVID-19 Recovery Premium funding will show in cell H60, based on the data entered on the **'Other Grants' Tab**, if applicable.

Schools Supplementary Grant funding will show in cell H61, based on the data entered on the **'Other Grants' Tab**, if applicable.

Additional Grants funding will show in cell H62, based on the data entered on the **'Other Grants' Tab**, if applicable.

The **Overall total estimated funding 2022/23** will be shown in cell H64.

De-Delegation (Funding delegated to schools which is recovered via the advances)

The figures for De-Delegation will automatically populate in the next section with a total in cell H73.

	B	C	F	G	H
65					
66	De-Delegation			Rate	De-Delegation
67		Schools in financial difficulties (E23)		£19.37	£8,097
68		Free School Meals Eligibility (E28)		£0.61	£255
69		Licences and Subscriptions (SIMS) (E19)		£4.31	£1,802
70		Trade Union Duties (E10)		£1.96	£819
71		Schools Personnel Service (E28)		£0.84	£351
72		Area Cost Adjustment (Included in the above)			
73		Totals		£22.78	£11,324
74					
75	NOTES:				
76		Due to rounding, numbers presented throughout this page and others may not add up precisely to the totals provided.			
77		*Rates figure provided for illustrative purposes only, as this is part of the school budget share and must be included in the budget.			
78		However, the rates funding will not be included in the schools advance as the ESFA will directly pay the billing authority (see guidance).			

'MFG Y1' Tab


This tab illustrates how the Minimum Funding Guarantee (MFG) figure in cell H46 of the **'Year 1' Tab** has been calculated. No data needs to be entered on this tab.

Guidance on what and how the MFG is calculated can be found on KELSI.

'Year 2' Tab

The **'Year 2' Tab** provides a budget projection for 2023/24 and relies on the pupil number estimates provided on the **'Pupils'** Tab.

On the **'Year 2' Tab**, Budget Projection figures for 2023/24 will appear in Column E.

	A	B	C	D	E	F
1		A School	2023/24 Budget Projection	Uplift Rate	9999	Please note it is your schools responsibility to determine the % and MPPL rates used when estimating your funding for future years. The % and MPPL rates provided are purely advisory. Do Not adjust rates for Supplementary Grant as this is already accounted for. The future years budget is taken to be the greatest of the formula (a) MPPL (b) or MFG (c) calculations displayed in cell E82
2						
3						
4						
5						
6						
7						
8						
9						
10					3.0%	
11					£4,392.95	MPPL rate is calculated by using current MPPL rate and uplifted by % above
12					0.5%	

This projection is reliant on the pupil number estimate provided on the pupils sheet

Uplift Rate

The uplift rate for all Kent Maintained Schools has been set at 3%. This is the advised percentage increase from Kent County Council.

Please read the School Budget Guidance advice to schools:

https://www.kelsi.org.uk/_data/assets/pdf_file/0016/133090/2022-23-School-Budget-Guidance.pdf

MPPLF Rate

The Minimum Per Pupil Level Funding has been defaulted to increase by the 3% Uplift Rate, as per the recommendation in the School Budget Guidance advice to schools:

https://www.kelsi.org.uk/_data/assets/pdf_file/0016/133090/2022-23-School-Budget-Guidance.pdf

The advice reads: ***“Our recommendation to schools is to assume a funding uplift of 3% per annum in years 2 and 3.”***

Therefore, Cell E11 is automatically calculated based on the Uplift Rate.

Minimum Funding Guarantee

The MFG is defaulted at 0.5% and it is recommended that this should not be changed.

If you elect to change the MFG% please refer to additional guidance which can be found on KELSI.

Please read the School Budget Guidance advice to schools:

https://www.kelsi.org.uk/data/assets/pdf_file/0016/133090/2022-23-School-Budget-Guidance.pdf

Any queries concerning the Minimum Per Pupil Funding and Minimum Funding Guarantee please contact The Schools' Budget Team:

Telephone: 03000 422970

The rest of the 'Year 2' Tab is then broken down, giving a budget calculation under these three headings:

- (a) Estimated percentage uplift SBS 2023/24
- (b) Estimated MPPLF SBS 2023/24
- (c) Estimated MFG SBS 2023/24

The budgets which are not relevant to the school will be shaded out.

Importantly, cell E82 then depicts the greater % of either a, b or c. This is then the estimated SBS for 2023/24.

	A	B	C	D	E
12		This projection is reliant on the pupil number estimate provided on the pupils sheet		MFG Rate	0.5%
13	(a)	Percentage Uplift Budget			
14	Factor 1	Total Basic Entitlement Funding 2022/23			£1,334,256
15	Factor 2	Total Deprivation Funding 2022/23			£61,123
16	Factor 4	English as an additional language 2022/23			£41,590
17	Factor 6	Low cost, high incidence SEN 2022/23			£143,984
18		Schools Supplementary Grant			-£2,180
19		Total 2022/23			£1,578,773
20					
21		October 2021 Pupil Numbers			418
22		Baseline per pupil			£3,777
23		Adjustment (uplift percentage increase)			3.0%
24		Adjustment per Pupil			£113
25		Per pupil after any uplift Adjustment			£3,890
26					
27		October 2022 Pupils			360
28		New baseline 2023/24			£1,400,500
29	Factor 7	Lump Sum			£128,708
30	Factor 8	Sparsity			£0
31	Factor 9	Area Cost Adjustment - London Fringe			£0
32	Factor 10	Split Sites			£0
33	Factor 11	Rates			£29,952
34	Factor 12	PFI Funding			£0
35	Factor 13	Exceptional Premises Factors			£0
36	(Total a)	Estimated percentage uplift SBS 2023/24			£1,559,160

	A	B	C	D	E
37					
38		(b) MPPL Budget			
39		October 2022 Pupils			360
40		Minimum Per-Pupil Level Funding Rate			£4,393
41		MPPL baseline			£1,581,462
42		Plus Split Site			£0
43		Plus Rates			£29,952
44		Plus Exceptional Premises Factors			£0
45		Plus Schools Supplementary Grant			£1,545
46		(Total b) Estimated MPPL SBS 2023/24			£1,612,959

	A	B	C	D	E
47					
48		(c) MFG Budget			
49		School Budget Share (SBS) 2022/23			£1,812,722
50		Schools Supplementary Grant			£1,500
51		Total School Budget Share (SBS) 2022/23			£1,814,222
52					
53		Less - Exempt Items			
54		Rates 2022/23			£29,952
55		Lump Sum 2023/24			£128,708
56		Sparsity 2023/24			£0
57		PFI Funding			£0
58		Exceptional Premises Factors 2023/24			£0
59		Total Exempt Items			£158,660
60					
61		Baseline (SBS 2022/23 less exempt items)			£1,655,562
62					
63		October 2021 Pupil Numbers			418
64		Baseline per pupil before any MFG adjustment			£3,961
65		Adjustment (uplift percentage increase)			0.50%
66		Adjustment per Pupil			£20
67		Per pupil after any uplift Adjustment			£3,980
68					
69		October 2022 Pupils			360
70		New baseline Excluding Exempt Items			£1,432,972
71					
72		Plus - Exempt Items 2023/24			
73		Rates			£29,952
74		Lump Sum			£128,708
75		Sparsity			£0
76		PFI Funding			£0
77		Exceptional Premises Factors			£0
78		Total Exempt Items			£158,660
79					
80		(Total c) Estimated MFG SBS 2023/24			£1,591,632

Pupil Premium (PP) funding will show in cell E84, based on the data entered on the **‘Other Grants’ Tab**, if applicable.

Growth Funding will show in cell E85, based on the data entered on the **‘Other Grants’ Tab**, if applicable.

High Needs Mainstream Funding will show in cell E86, based on the data entered on the **‘High Needs Mainstream’ Tab**, if applicable.

Specialist Resource Provision (SRP) Funding will show in cell E87, based on the data entered on the **‘SRP Year 2&3’ Tab**, if applicable.

Universal Infant Free School Meals Funding will show in cell E88, based on the data entered on the **'Other Grants' Tab**, if applicable.

Early Years Funding will show in cell E89, based on the data entered on the **'Early Years' Tab**, if applicable.

Post 16 Funding will show in cell E90, based on the data entered on the **'Other Grants' Tab**. This is only applicable to Secondary Schools.

PE & Sports Premium Grant funding will show in cell E92, based on the data entered on the **'Other Grants' Tab**, if applicable.

COVID-19 School-led Tutoring grant funding will show in cell E93, based on the data entered on the **'Other Grants' Tab**, if applicable.

COVID-19 Recovery Premium funding will show in cell E94, based on the data entered on the **'Other Grants' Tab**, if applicable.

Additional Grants funding will show in cell E95, based on the data entered on the **'Other Grants' Tab**, if applicable.

The **Overall total estimated funding 2023/24** will be shown in cell E97.

De-Delegation (Funding delegated to schools which is recovered via the advances)

The figures for De-Delegation will automatically populate using the pupil numbers entered on the **'Pupils' Tab**. A Total will show in Cell E107.

	A	B	C	D	E
98					
99	De-Delegation				
100				Rate	De-Delegation
101		Schools in financial difficulties (E23)		£19.37	£6,973
102		Free School Meals Eligibility (E28)		£0.61	£220
103		Licences and Subscriptions (SIMS) (E19)		£4.31	£1,552
104		Trade Union Duties (E10)		£1.96	£706
105		Schools Personnel Service (E28)		£0.84	£302
106		Area Cost Adjustment (Included in the above)			
107		Totals		<u>£22.78</u>	<u>£9,752</u>

'Year 3' Tab

The **'Year 3' Tab** provides a budget projection for 2024/25 and relies on the pupil number estimates provided on the **'Pupils'** Tab.

On the **'Year 3' Tab**, Budget Projection figures for 2024/25 will appear in Column E.

The Uplift, MPPLF and MFG Rate have all been set at the advisory rates by the LA and they work exactly the same as on the Year 2 tab. Further guidance from the LA can be found here:

https://www.kelsi.org.uk/_data/assets/pdf_file/0016/133090/2022-23-School-Budget-Guidance.pdf

The rest of the **'Year 3' Tab** is then broken down, giving a budget calculation under these three headings:

- (a) Estimated percentage uplift SBS 2024/25
- (b) Estimated MPPLF SBS 2024/25
- (c) Estimated MFG SBS 2024/25

The budgets which are not relevant to the school will be shaded out.

Importantly, cell E75 then depicts the greater % of either a, b or c. This is then the estimated SBS for 2024/25.

The remainder of the sheet is set up in the same way as the **'Year 2' Tab** with a School Budget Share section for 2023/24 at the top of the sheet and de-delegation and other funding details at the bottom of the sheet.

Any queries concerning the Minimum Per Pupil Funding and Minimum Funding Guarantee please contact The Schools' Budget Team:

Telephone: 03000 422970

'Early Years' Tab

This tab provides an Early Years Budget Estimation for 2022/23. If the school has Early Years Funding (Nursery), the calculation of the school's hourly rate will be shown near the top of the sheet, made up of a Base rate, a Qualified Teacher Supplement, and a Disadvantage Supplement.

	A	B	C	D	E	F	G
6							
7		2022/23 Early Years Budget Estimation					
8							
9			Summer	Autumn	Spring		
10		Hourly Rate	Term	Term	Term		
11		Base rate	£4.31	£4.31	£4.31		
12		Qualified Teacher Supplement	£0.90	£0.90	£0.90		
13		Disadvantage supplement	£0.05	£0.05	£0.05		
14			£5.26	£5.26	£5.26		

Enter Early Years pupil numbers in the pink-shaded cells below putting the number of estimated pupils against the number of Early Years Hours that will attend school for each term (Summer/Autumn/Spring) for 2022/23, 2023/24 and 2024/25.

	A	B	C	D	E	F	G	H	I	J	K
16		Please Enter your Pupil Numbers									
17											
18		Please only enter qualifying pupils (follow link for guidance)									
19			2022/23			2023/24			2024/25		
20		Pupils Early Years Hours	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
21		1									
22		2									
23		3									
24		4									
25		5									
26		6									
27		7									
28		8									
29		9									
30		10									
31		11									
32		12									
33		13									
34		14									
35		15									
36		16									
37		17									
38		18									
39		19									
40		20									
41		21									
42		22									
43		23									
44		24									
45		25									
46		26									
47		27									
48		28									
49		29									
50		30									
51		Total pupils:	0	0	0	0	0	0	0	0	0
52		Total Weekly Hours:	0	0	0	0	0	0	0	0	0
53		Total Hours for Term:	0	0	0	0	0	0	0	0	0

For guidance on determining eligibility for Free Early Education for 3- to 4-year-olds and what constitutes a qualifying pupil, follow the link in Row 18.

Early Years Pupil Premium (EYPP)

Further down there is a similar table to fill out for EYPP, and a link to relevant guidance on Row 69.

	A	B	C	D	E	F	G	H	I	J	K
66											
67		Early Years Pupil Premium (EYPP)									
68											
69		Please only enter pupils who qualify for the Early Years Pupil Premium									
70											
71			2022/23			2023/24			2024/25		
72		Pupils Early Years Hours	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
73		1									
74		2									
75		3									
76		4									
77		5									
78		6									
79		7									
80		8									
81		9									
82		10									
83		11									
84		12									
85		13									
86		14									
87		15									
88		Total pupils:	0	0	0	0	0	0	0	0	0
89		Total Weekly Hours:	0	0	0	0	0	0	0	0	0
90		Total Hours for Term:	0	0	0	0	0	0	0	0	0
91		Rate per funded hour:	£0.60	£0.60	£0.60	£0.60	£0.60	£0.60	£0.60	£0.60	£0.60
92		Estimated Pupil Premium Funding:	£0	£0	£0	£0	£0	£0	£0	£0	£0

Populate the table by entering the estimated number of eligible pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2022/23, 2023/24 and 2024/25.

2-Year-Old Funding

School to confirm eligibility for FF2 before populating this table.

	A	B	C	D	E	F	G	H	I	J	K
95											
96		2 Year old funding									
97											
98		Please only enter pupils who qualify for the 2 Year old funding									
99											
100			2022/23			2023/24			2024/25		
101		Pupils Early Years Hours	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
102		1									
103		2									
104		3									
105		4									
106		5									
107		6									
108		7									
109		8									
110		9									
111		10									
112		11									
113		12									
114		13									
115		14									
116		15									
117		Total pupils:	0	0	0	0	0	0	0	0	0
118		Total Weekly Hours:	0	0	0	0	0	0	0	0	0
119		Total Hours for Term:	0	0	0	0	0	0	0	0	0
120		Rate per funded hour:	£5.39	£5.39	£5.39	£5.39	£5.39	£5.39	£5.39	£5.39	£5.39
121		Estimated 2 Year old Funding:	£0	£0	£0	£0	£0	£0	£0	£0	£0

Populate the table by entering the estimated number of pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2022/23, 2023/24 and 2024/25.

Using the links to access the relevant guidance, enter details for the Special Education Needs Inclusion Fund (SENIF) and the Disability Access Fund (DAF) if applicable.

	A	B	C	D	E
124					
125			2022/23	2023/24	2024/25
126		Special Educational Needs Inclusion Fund (SENIF)			
127		Disability Access Fund (DAF)			
128					
129					Please only enter funding for pupils who qualify for the SENIF funding
130					
131					Please only enter funding for pupils who qualify for the DAF funding
132					

'High Needs Mainstream' Tab

Schools with High Needs Mainstream Funding will need to enter pupil data on this tab. It feeds into the Year 1, Year 2, and Year 3 tabs in the High Needs Mainstream sections.

The tables to the right of the pupil data will then populate with any Element 3 top up funding, Notional SEN budget top up funding & Post 16 Element 2 funding, for the current year as well as years 2 and 3.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Kent County Council kent.gov.uk		9999											
2	Kent County Council kent.gov.uk		A School											
3			2022/23											
4														
5														
6														
7														
8														
9														
10														
11							Year 1	Year 2	Year 3					
12					High Needs Mainstream Funding - Element 3 Top Up		£0	£0	£0					
13					High Needs Mainstream Funding - Notional SEN Top Up 10%		£0	£0	£0					
14					High Needs Mainstream Funding - Notional SEN Top Up 28%		£0	£0	£0					
15					High Needs Mainstream Funding - Element 2 Post 16		£0	£0	£0					
16							£0	£0	£0					
17	Pupil Data													
18	Name	Date of Birth	Year Group (Academic Year Sept 21 - Aug 22)	Year Group (Academic Year Sept 22 - Aug 23)	Start Date	End Date	Year 1 - Period 1 - (Apr to Aug) Monthly top up rate	Year 1 - Period 2 - (Sep to Dec) Monthly top up rate	Year 1 - Period 3 - (Jan to Mar) Monthly top up rate	Year 2 Monthly top up rate	Year 3 Monthly top up rate	Year 1 Total Funding linked to this Pupil		
19												£0.00		
20												£0.00		
21												£0.00		
22												£0.00		
23												£0.00		

To comply with GDPR regulations, enter the pupil's initials (not full name) in Column C and their date of birth in Column D. Year groups will automatically be populated in Column E and F. To enter a comment, right click on the cell containing the pupil's initials, and select New Comment.

N.B. Date of Birth MUST be entered for the funding to be calculated correctly.

Placement Start and End Dates MUST be completed.

Enter the Year 1 Period 1, 2 and 3 Monthly top up rates in Columns I, J and K, respectively. Monthly top up rates appear in the confirmation letters received by the SENCO, sent out by the SEN resources team after the application has been approved or reviewed.

A year 2 monthly top up rate should be entered against each pupil in Column L and a year 3 monthly top up rate should be entered against each pupil in Column M if applicable. **This is a school decision based on local information about the pupils who may be eligible for High Needs Funding in Years 2 and 3.**

Figures are broken down further in the tables to the right, between Element 3 top up and Notional SEN budget top up and Post 16 Element 2, with total in cells AB85, AP87 and BD85, respectively.

Further to the right, funding figures for 2023/24 and 2024/25 are also shown.

At the top of the sheet, above the Element 3 top up table, the workings for the Notional SEN budget top up rate are shown.

	P	Q	R	S	T	U	V	W	X	
1	Notional SEN budget top up rate working									
2	Notional AEN/SEN Budget									
3				IDACI			£73,791			
4				Ever 6 FSM			£31,678			
5				Low Cost, high Incidence SEN			£41,292			
6				English as an additional language			£2,583			
7				Element of Lump Sum			£6,235			
8				Area Cost Adjustment-London Fringe			£5,725			
9				Minimum Per-Pupil Level Funding (MPPL)			£0			
10				Minimum Funding Guarantee (MFG)			£0			
11	Total (with Area Cost Adjustment if applicable)							£161,304		
12	School Contribution per Pre-16 Pupil							£6,000		
13	Notional AEN/SEN Top Up per Pre-16 Pupil (10%)							£0		
14	Maximum Contribution for all Pre-16 Pupils (28%)							£45,165		

To the right of the Notional SEN budget top up table, there is another table that shows any Extra top up due to the 28% rule.

	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP
3														
4	Extra top up due to 28% rule													
5	April	May	June	July	August	September	October	November	December	January	February	March	Total	
6	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

‘SRP Year 1’ Tab

Schools with Specialist Resourced Provisions (SRPs) will need to enter pupil data for those pupils in the pink-shaded cells in the table on this tab.

In Column K, the drop-down menu **MUST** be used to select the correct designation for each pupil (not all schools have more than one SRP, so the majority will use ‘designation 1’).

To comply with GDPR regulations, enter the pupil’s Surname in Column L and their Forename in Column M. Enter their Date of Birth (D.O.B) in Column N.

Columns O and P will then be auto populated using the date of birth.

Placement start (Column Q), and end dates (Column R) must be entered. The table will then automatically calculate any Element 3 funding for High Needs Pupils in Resourced Provision. The start date to correctly calculate the funding needs to be 31/03/22 if the pupil has been funded in the previous year and will continue to receive funding.

	J	K	L	M	N	O	P	Q	R
9									
10	2022/23 Element 3 Input (top-up funding)								
11									
12	Pupils should only be recorded on this sheet where the School is named on the pupils Education Health Care Plan (EHCP)								
13	SRP funding agreed with other local authorities for pupils they have placed should be entered on Budget Preparation								
14	A designation must always be selected.								
15									
	Designation	Pupil Surname	Pupil Forename	D.O.B	Pre/Post 16 SUMMER	Pre/Post 16 WINTER	Placement START Date	Placement END Date	
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Pre-16 Element 1 Funding figure will appear in cell H32, and a figure for Element 2 in cell H38, and a Total figure in cell H44.

Post 16 Element 1 Funding is already included within the 16-19 allocation. A Post 16 Element 2 figure will appear in cell H42 and is included as a total figure in cell H44.

Excess Place Funding (the number of actual pupils above the agreed place numbers) will be shown in the tables below.

Pre-16 Excess pupil numbers appear in Column F, with the funding in Column G.

Post-16 Excess pupil numbers are shown in Column F, with the associated funding in Column G.

Total monthly funding for Excess Element 1 appears in Column H, with an annual total in cell H68.

Total monthly funding for Excess Element 2 appears in Column H, with an annual total in cell H87.

Below this there is an Element 3 Top-up Funding table, with an annual total in cell C105.

	A	B	C
90			
91		Element 3 Top-up Funding	
92			
93		April	£0
94		May	£0
95		June	£0
96		July	£0
97		August	£0
98		September	£0
99		October	£0
100		November	£0
101		December	£0
102		January	£0
103		February	£0
104		March	£0
105			£0
106			

To the right of this is a Summary table, with Total 2022/23 SRP funding shown in cell H99 (which feeds through to the 'Year 1' Tab).

	E	F	G	H
90				
91		Summary		
92				
93		Place funding - E1		£24,000
94		Place funding - E2		£132,000
95		Excess place funding - E1		£0
96		Excess place funding - E2		£0
97		Element 3 top-up funding		£0
98				
99		Total SRP funding 2022/23		£156,000
100				

'SRP Year 2 & 3' Tab

Element 3 Funding for High Needs Pupils in Resourced Provision for Years 2 and 3 is generated by entering relevant information into the pink shaded cells on this tab.

- 1) Enter the agreed number of Pre-16 places in Designation 1 for the period April 2023 to August 2023 in cell D22.
- 2) Enter estimated pupil numbers for that period in cell E22.
- 3) In cell H22 enter the estimated number of Pre-16 Designation 1 places for the period September 2023 to March 2024.
- 4) Enter estimated pupil numbers for that period in cell I22.
- 5) Enter the agreed number of Post-16 places in Designation 1 for the period April 2023 to July 2023 in cell D23.
- 6) Enter estimated pupil numbers for that period in cell E23.
- 7) In cell H23 enter the agreed number of Post-16 Designation 1 places for the period August 2023 to March 2024.
- 8) Enter estimated pupil numbers for that period in cell I23.

	A	B	C	D	E	F	G	H	I	J	
14											
15	2023/24										
16				22/23 Academic Year				23/24 Academic Year			
17				Pre-16: Apr to Aug				Pre-16: Sep to Mar			
18				Post-16: Apr to Jul				Post-16: Aug to Mar			
19											
20		Age		Places	Estimated	E1 to be		Places	Estimated	E1 to be	
21		Designation Group			Pupils	funded			Pupils	funded	
22		1 Pre-16				0				0	
23		1 Post-16									
24											
25								E1	E2	E3	
26								Designation 1	£0	£0	£0
27											
28		2 Pre-16				0				0	
29		2 Post-16									
30											
31								E1	E2	E3	
32								Designation 2	£0	£0	£0
33											
34								Total	£0	£0	£0
35											
36								Total SRP Funding		£0	
37											

The same information needs to be entered in the cells below for Designation 2 pupils (only relevant for schools with more than one SRP).

The total SRP funding figure in cell J36 feeds into the **'Year 2' Tab**. This figure includes any excess place funding

The same exercise needs to be carried out for the 2024/25 financial year, by populating the cells further down the sheet.

2024/25 funding will then be detailed with a total funding figure in cell J59 which feeds into the **'Year 3' Tab**.

'SRP Rates' Tab

This tab is for information only and explains how SRP rates have been calculated for each of the eligible schools. No data needs to be entered onto this sheet.

'BPS Summary' Tab

Once all the other tabs have been completed, this tab will summarise your funding by Ledger Code for Years 1, 2 and 3, with totals for each year in cells D40, E40 and F40.

A	B	C	D	E	F	G
1	9999 - A School	25/02/2022	Year 1	Year 2	Year 3	
2	Source of Funding - table	CFR Code	2022-23	2023-24	2024-25	Notes
3						
4	School Budget Share (SBS) (Excluding Non-Domestic Rates)	I01	£1,782,770	£964,608	£974,036	
5	Non-Domestic Rates (NDR)	I01	£29,952	£29,952	£29,952	IMPORTANT: From April 2022 the gov rates are funded and paid for is changing. Please see the School Budget Guidance for further explanation on this, and the Template Guidance document for further information on how to budget/account for rates.
6	Estimated Growth Funding	I01	£0	£0	£0	
7	High Needs Mainstream Funding Element 3 Top Up	I03	£312,000	£291,000	£241,000	
8	High Needs Mainstream Funding - Notional SEN Top Up 10%	I01	£0	£0	£0	
9	High Needs Mainstream Funding - Notional SEN Top Up 28%	I01	£0	£0	£0	
10	High Needs Mainstream Funding - Element 2 Post 16	I02	£0	£0	£0	
11	High Needs Specialist Resource Provision (SRP) Funding - Place Funding Pre-16	I01	£156,000	£0	£0	
12	High Needs Specialist Resource Provision (SRP) Funding - Place Funding Post-16	I02	£0	£0	£0	
13	High Needs Specialist Resource Provision (SRP) Funding - Excess Place Funding	I01	£0	£0	£0	
14	High Needs Specialist Resource Provision (SRP) Funding - Element 3 Top Up	I03	£0	£0	£0	
15	Early Years (SENIF & DAF)	I01	£1,999	£2,998	£3,998	
16	Post 16 allocation	I02	£0	£0	£0	
17	Pupil Premium (5 to 16 year olds)	I05	£17,165	£17,165	£15,460	
18	Pupil Premium (3 & 4 year olds)	I01	£3,420	£3,762	£3,876	
19	Universal Infant Free School Meals	I18	£10,263	£10,448	£10,189	
20	PE & Sport Premium Grant	I18	£2,000	£2,000	£2,000	
21	COVID-19 School-led Tutoring grant	I18C	£3,000	£3,000	£3,000	
22	COVID-19 Recovery Premium	I18C	£1,000	£0	£0	
23	Schools Supplementary Grant	I01	£1,500	£0	£0	
24	Total		£2,321,069	£1,324,934	£1,283,510	

A table is provided for the figures that need to be input into the Budget Planning Software (BPS). These figures are either put into the Other Income & Expenditure Scenario, or the 5 Years Data tab within the Funding Scenario.

De-delegation totals for each year will be shown in the cells below (D69, E69 and F69).

A	B	C	D	E	F	G
44	Summary for input in BPS					
45	Funds Delegated by the Local Authority (LA)	I01	£1,975,641	£1,001,320	£1,011,862	Please enter these amounts in the Funding Scenario on BPS
47	High Needs Top-Up Funding	I03	£312,000	£291,000	£241,000	Please enter these amounts in the Funding Scenario on BPS
49	Pupil Premium	I05	£17,165	£17,165	£15,460	Please enter these amounts in the Funding Scenario on BPS
62	Additional Grant for Schools	I18	£12,263	£12,448	£12,189	Please enter these amounts in the Other I & E Scenario on BPS
65	Income from any Grants in Relation to Coronavirus (Covid-19) Catch-Up Activity	I18C	£4,000	£3,000	£3,000	Please enter these amounts in the Other I & E Scenario on BPS
67		Total	£2,321,069	£1,324,934	£1,283,510	
68						
69	De-delegation		£11,324	£5,689	£5,689	
70						
71						
72						

Please see the BPS Guidance notes for instructions on how to enter the above figures onto the BPS for your school.

Refer to the BPS guidance notes for further instructions on how to enter these figures on BPS.