

# Schools Financial Services

## Primary and Secondary School Funding Template 2018/19 - Input Guidance

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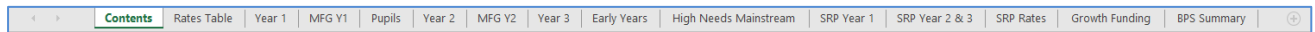
## Input Guidance

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## Primary and Secondary School Funding Template 2018/19 - Input Guidance

At the bottom of the spreadsheet there are a number of 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.

### 'Rates Table' Tab-

This is a new tab which shows a breakdown of Kent's Local Funding Formula rates.

- 1) Last year's rates
- 2) This year's rates
- 3) Area Cost Adjustment (0.069%)
- 4) Total rate amount for this financial year

A	B	C	D
Kent Local Funding formula rate 2017-18	Kent Funding Formula rate 2018-19 (excluding 0.069% uplift)	Area Cost Adjustment non-fringe element	Kent Funding Formula rate 2018-19 (Including 0.069% uplift)

On the right-hand side of the spreadsheet is a table showing the NFF. This can be used to compare to Kent's Local Funding Formula for information purposes only.

Full funding rate when NFF is implemented		
Full implementation will depend on the Government next Spending Review (post 2019-20), therefore confirmation of funding rates and full implementation of a schools Hard NFF		
H	I	Y
NFF when fully implemented	Area cost Adjustment non-fringe element	NFF including non-fringe ACA (0.069%)

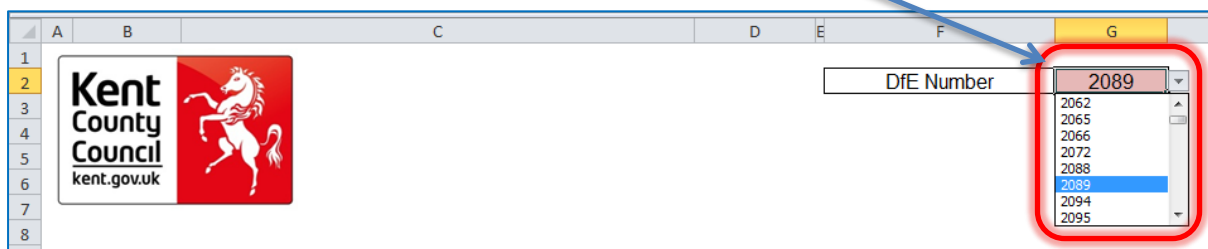
## 'Year 1' Tab

### Formula Budget 2018/19

**Changes from last year-** NO Factor 3 (LAC), but additional Factor 8 (Sparsity Funding).

**Please note-** Factors 1 – 13 (minus factor 11- rates) divided by pupil numbers calculates rate per pupil. If this doesn't meet minimum funding level (seen on 'Rates' Tab), Factor 14 will be introduced as a 'top up'.

On the 'Year 1' Tab select the school DfE number in cell G2 at the top of the sheet



The number can either be typed in directly or selected using the drop-down menu.

1) Pupil numbers, rates and totals for Factors 1 to 14 will automatically populate in columns F, G and H.

2) A Formula Factors Total will be given in cell H52.

	A	B	C	D	E	F	G	H	
11		<b>Formula Budget 2018/19</b>							
12		Formula Budget now includes SRP pupils (Element 1)							
13		<b>Factor 1</b>	Basic Entitlement Primary				<b>Pupils</b>	<b>Rate</b>	<b>Total</b>
16			Total Basic Entitlement Funding				551	£2,748.89	£1,514,636
17		<b>Factor 2</b>	Deprivation FSM - Primary				54.0	£440.30	£23,776
19			Deprivation Ever 6 FSM (Notional SEN Factor) - Primary				95.7	£232.36	£22,234
21			Deprivation IDACI Band F (Notional SEN Factor) - Primary				9.0	£200.14	£1,801
22			Deprivation IDACI Band E (Notional SEN Factor) - Primary				2.0	£240.17	£480
23			Deprivation IDACI Band D (Notional SEN Factor) - Primary				51.0	£360.25	£18,373
24			Deprivation IDACI Band C (Notional SEN Factor) - Primary				1.0	£390.27	£390
25			Deprivation IDACI Band B (Notional SEN Factor) - Primary				38.0	£420.29	£15,971
26			Deprivation IDACI Band A (Notional SEN Factor) - Primary				1.0	£575.40	£575
33			Total Deprivation Funding						£83,602
34		<b>Factor 4</b>	English as an additional language (Notional SEN Factor) - Primary				14.1	£515.36	£7,281
36		<b>Factor 6</b>	Low cost, high incidence SEN (Notional SEN Factor) - Primary				168.3	£641.43	£107,931
38		<b>Factor 7</b>	Lump Sum (Partial Notional SEN Factor) - Primary £6,235, Secondary £5,580						£120,083
39		<b>Factor 8</b>	Sparsity - Primary						£0
41		<b>Factor 9</b>	Area Cost Adjustment - London Fringe (Factors 1 to 8)						£0
42		<b>Factor 11</b>	Rates						£55,320
43		<b>Factor 12</b>	PFI funding						£0
44		<b>Factor 13</b>	Exceptional Premises Factors						£0
45		<b>Factor 14</b>	Minimum Funding Levels - Primary						£0
47									
48			Formula Factors Total						£1,888,852
49									
50			Minimum Funding Guarantee (MFG)						£0
51									
52			School Budget Share (SBS) 2018/19						£1,888,852
53									
54			Estimated Growth Funding						£0
55									
56			School Budget Share (SBS) 2018/19 - Including Growth Funding						£1,888,852
57									

3) Below the Formula Factors Total, Minimum Funding Guarantee for 2018/19 will be shown in cell H50 if applicable to the school, driven by the data on the 'MFG YR1' Tab.

4) A School Budget Share total including MFG

5) Estimated Growth funding, driven by the data on the 'Growth Funding' Tab.

6) The total School Budget Share (SBS) for 2018/19 will be shown in cell H52.

50	Minimum Funding Guarantee (MFG)	3	£0
51			
52	<b>School Budget Share (SBS) 2018/19</b>	4	<b>£1,888,852</b>
53			
54	Estimated Growth Funding		£0
55		5	
56	<b>School Budget Share (SBS) 2018/19 - Including Growth Funding</b>	6	<b>£1,888,852</b>

7) Below the 2018/19 total SBS figure, any High Needs Mainstream funding will be shown in cells H58 to H60, split between Element 3 Top Up Funding, Notional SEN Top Up Funding and Element 2 Post-16 funding. These figures are driven by the data entered on the 'High Needs Mainstream' Tab, and a Total High Needs Mainstream Funding figure will show in cell H62.

8) Specialist Resource Provision (SRP) funding will be shown below in cells H64 to H68, split between Place Funding Pre-16, Place Funding Pre-16 E-2, Place Funding Post-16, Excess Place Funding and Element 3 Top Up funding, with a Total High Needs SRP Funding figure for 2018-19 in cell H70. These figures are driven by the data entered on the 'SRP Year 1' Tab and the 'SRP Year 2 & 3' Tab.

9) Early Years Funding will show in cell H72, based on the data entered on the 'Early Years' Tab, if applicable.

10) In cell H74 to H75, the Post 16 allocation needs to be manually entered. These amounts are sent directly to schools from the EFA in February/March. The Total Post 16 figure for 2018-19 will show in cell H76.

	A	B	C	D	E	F	G	H
57								
58			High Needs Mainstream Funding 2018/19 - Element 3 Top Up					£0
59			High Needs Mainstream Funding 2018/19 - Notional SEN Top Up					£0
60			High Needs Mainstream Funding 2018/19 - Element 2 Post 16					£0
61								
62			<b>Total High Needs Mainstream Funding 2018/19</b>					<b>£0</b>
63								
64			High Needs Specialist Resource Provision (SRP) Funding 2018/19 - Excess Place Funding Pre-16 E1 (£4k)					£2,333
65			High Needs Specialist Resource Provision (SRP) Funding 2018/19 - Place Funding Pre-16 E2 (£6k)					£177,500
66			High Needs Specialist Resource Provision (SRP) Funding 2018/19 - Place Funding Post-16 E2 (£6k)					£0
67			High Needs Specialist Resource Provision (SRP) Funding 2018/19 - Excess Place Funding E2 (£6k)					£0
68			High Needs Specialist Resource Provision (SRP) Funding 2018/19 - Element 3 Top Up					£0
69								
70			<b>Total High Needs Specialist Resource Provision (SRP) Funding 2018/19</b>					<b>£179,833</b>
71								
72			<b>Early Years</b>					<b>£0</b>
73								
74			Post 16 allocation (Apr - Jul)					
75			Post 16 allocation (Aug - Mar)					
76			<b>Total Post 16</b>					<b>£0</b>
77								

### Estimated Pupil Premium (PP) (Based on Jan 2018 census figures)

- 1) In cell F80 the number of units for Free School Meals Ever 6 Primary needs to be entered.
- 2) In cell F81 the number of units for Free School Meals Ever 6 Secondary needs to be entered.
- 3) In cell F82 the number of units for Adopted (Post-LAC) pupils needs to be entered.
- 4) In cell H83 a total funding figure for Children in Care (CiC) should be entered.
- 5) In cell F84 enter the number of units for Service Children Ever 6, based on the January census.
- 6) The figure for pupil premium for 3 & 4 year olds will automatically populate cell H78, based on the data entered on the 'Early Years' Tab.
- 7) A total estimated pupil premium will now show in cell H86.

	A	B	C	D	E	F	G	H
77								
78			<b>Estimated Pupil Premium (PP)</b>					
79						<b>Units</b>	<b>Rate</b>	<b>Total</b>
80			Free School Meals Ever 6 Primary (January census)				£1,320	£0
81			Free School Meals Ever 6 Secondary (January census)				£935	£0
82			Adopted (Post-LAC) pupils (January census)				£2,300	£0
83			Children in Care (CiC)					
84			Service Children Ever 6 (January census)				£300	£0
85			Pupil Premium 3 & 4 year olds (input Early Years tab)					£0
86			<b>Total Pupil Premium</b>					<b>£0</b>

## Universal Infant Free School Meals (April to August 2018)

**Qualifying Pupils: Calculate this by using the number of pupils recorded as taking a meal and then subtracting those pupils that took a meal known to be eligible for FSM in the same censuses. (Refer to census data).**

**NOTE:** It is possible that on the accounts package, a UIFSM year-end adjustment should have been processed against I18 (refer to closedown instructions on KELSI). If this was **not** processed then these calculations will need to be adjusted accordingly when budget setting.

- 1) In cell H93, enter the number of qualifying pupils in years 1 & 2 as per the October 2017 census.
- 2) In cell H94, enter the number of qualifying pupils in years 1 & 2 as per the January 2018 census.
- 3) In cell H95, enter the number of qualifying pupils in year R as per the October 2017 census.
- 4) In cell H96, enter the number of qualifying pupils in year R as per the January 2018 census.
- 5) A Remaining Allocation for 2017/18 academic year (April to August 2018) will show in cell H102 (based on 5/12<sup>ths</sup> of the Full Year Allocation for September 2017 to August 2018 in cell H93).

	A	B	C	D	E	F	G	H	I
88									
89									
90									
91									
92									
93									
94									
95									
96									
97									
98									
99									
100									
101									
102									
103									
104									

These figures are based on actual pupil numbers from the October 2017 and January 2018 census. In the next section, schools will need to enter estimated pupil numbers into cells H107 through H110 to give an estimated allocation for September to March 2019.

## Universal Infant Free School Meals (September 2018 to March 2019 ESTIMATE)

- 1) In cell H107 enter the estimated number of qualifying pupils in years 1 & 2 that are expected to take a meal and on roll in the October 2018 census.
- 2) In cell H108, enter the estimated number of qualifying pupils in years 1 & 2 that are expected to take a meal and on roll for the January 2019 census.
- 3) In cell H109, enter the estimated number of qualifying pupils in year R that are expected to take a meal and on roll in the October 2018 census.
- 4) In cell H110, enter the number of qualifying pupils estimated to be in year R that are expected to take a meal and on roll in the January 2019 census.
- 5) An Estimated Allocation for September 18 to March 19 will now appear in cell H116.
- 6) The UIFSM estimated total funding figure for the 2018-19 financial year will be shown in cell H119.

	A	B	C	D	E	F	G	H	I
103									
104									
105									
106									
107									
108									
109									
110									
111									
112									
113									
114									
115									
116									
117									
118									
119									
120									
121									
122									
123									

**September 2018 to March 2019 ESTIMATE**  
*The DfE have not yet confirmed how this period will be calculated. However, we have assumed this is on the same basis as 2017/18 guidance.*

October 2018 Taken meals (ESTIMATE) years 1 & 2									
January 2019 Taken meals (ESTIMATE) years 1 & 2									
October 2018 Taken meals (ESTIMATE) year R									
January 2019 Taken meals (ESTIMATE) year R									
Qualifying pupils									0
*190 meals (qualifying pupils X 190)									0
Rate per meal									£2.30
Full Year allocation (September 2018 to August 2019)									£0
Estimated Allocation for 2018/19 academic year (September to March 2019)									£0
<b>UIFSM Estimated total funding in financial year 2018/19</b>									<b>£0</b>
<b>Overall total estimated funding 2018-19</b>									<b>£2,068,685</b>

## 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 H133.

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	A	B	C	D	E	F	G	H
124								
125		<b>De-Delegation</b>						
126							<b>Rate</b>	<b>De-Delegation</b>
127			Schools in financial difficulties (E23)				£18.82	£10,371
128			Free School Meals Eligibility (E28)				£0.57	£314
129			Licences and Subscriptions (SIMS) (E19)				£3.63	£2,002
130			Trade Union Duties (E10)				£1.85	£1,020
131			Schools Personnel Service (E28)				£0.80	£441
132			Area Cost Adjustment (Included in the above)					
133			Totals				<u>£25.67</u>	<u>£14,148</u>
134								
135								
136			<b>NOTE: Due to rounding, numbers presented throughout this page and others may not add up precisely to the totals provided</b>					

## 'MFG Y1' Tab

This tab illustrates how the MFG figure in cell H50 of the 'Year 1' Tab has been calculated. No data needs to be entered on this tab.

## 'Pupils' Tab

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

- 1) On this tab you need to enter estimated Mainstream pupil numbers in the pink-shaded cells for each Year Group as at the October '18 (Column B) and October '19 (Column C).
- 2) For October 2019, only estimated Reception pupil numbers (cell D9) are required to assist with calculating growth funding, if applicable to the school.

	A	B	C	D
3				
4	Mainstream Pupil Numbers			
5				
6	Please enter your estimated pupil numbers to calculate future years budgets (October 2020 only needs to be completed if you are entitled to rising roll in 2020/21 - If there is a 'Yes' in cell F43 on the Growth Funding Tab)			
7	Where a school has a SRP, the pupils in the SRP should be included in this estimate.			
8	<b>Year Group</b>	<b>At October 2018</b>	<b>At October 2019</b>	<b>At October 2020</b>
9	R			
10	1			
11	2			
12	3			
13	4			
14	5			
15	6			
16	7			
17	8			
18	9			
19	10			
20	11			
21	Total Primary	0	0	0
22	Total Secondary	0	0	0
23				

Please note- SRP pupils should now be included within this table

## 'Year 2' Tab

### 2019/20 Budget Projection

On the 'Year 2' Tab, Budget Projection figures for 2019/20 will appear in column F.

	A	B	C	D	E	F
9		<b>2019/20 Budget Projection</b>				
10		This projection is reliant on the pupil number estimate provided.				
11		This forecast is based on the factor profiles for 2018/19				
12		<b>Formula Budget now includes SRP pupils (Element 1)</b>				
12		<b>Factor 1</b>	Basic Entitlement Primary	Pupils	Rate	Total
15			Total Basic Entitlement Funding	0	£2,748.89	£0
16		<b>Factor 2</b>	Deprivation FSM - Primary	0.0	£440.30	£0
18			Deprivation Ever 6 FSM (Notional SEN Factor) - Primary	0.0	£324.22	£0
20			Deprivation IDACI Band F (Notional SEN Factor) - Primary	0.0	£200.14	£0
21			Deprivation IDACI Band E (Notional SEN Factor) - Primary	0.0	£240.17	£0
22			Deprivation IDACI Band D (Notional SEN Factor) - Primary	0.0	£360.25	£0
23			Deprivation IDACI Band C (Notional SEN Factor) - Primary	0.0	£390.27	£0
24			Deprivation IDACI Band B (Notional SEN Factor) - Primary	0.0	£420.29	£0
25			Deprivation IDACI Band A (Notional SEN Factor) - Primary	0.0	£575.40	£0
32			Total Deprivation Funding			£0
33		<b>Factor 4</b>	English as an additional language (Notional SEN Factor) - Primary	0.0	£515.36	£0
35		<b>Factor 6</b>	Low cost, high incidence SEN (Notional SEN Factor) - Primary	0.0	£733.91	£0
37		<b>Factor 7</b>	Lump Sum (Partial Notional SEN Factor) - Primary £6,235, Secondary £5,580			£0
38		<b>Factor 8</b>	Sparsity - Primary			£0
40		<b>Factor 9</b>	Area Cost Adjustment - London Fringe (Factors 1 to 8)			£0
41		<b>Factor 11</b>	Rates			£0
42		<b>Factor 12</b>	PFI funding			£0
43		<b>Factor 13</b>	Exceptional Premises Factors			£0
44		<b>Factor 14</b>	Minimum Funding Levels - Primary			£0
46						
47			Estimated Formula Factors Total			£0
48						
49			Minimum Funding Guarantee (MFG)			£0
50						
51			<b>Estimated School Budget Share (SBS) 2019/20</b>			£0
52						
53			Estimated Growth Funding			£0
54						
55			<b>Estimated School Budget Share (SBS) 2019/20 Including Growth Funding</b>			£0
56						

A total Estimated School Budget Share figure for 2019/20 will show in cell F55.

1) Below the 2019/20 SBS figure, any High Needs Mainstream funding will be shown in cells F57 to F59, split between Element 3 Top Up Funding, Notional SEN Top Up Funding and Element 2 Post-16 funding. These figures are driven by the data entered on the 'High Needs Mainstream' Tab, and a Total High Needs Mainstream Funding figure will show in cell F66.

2) SRP funding will be shown below, with Place Funding in cell F63 and Element 3 Top Up funding in cell F64. A Total High Needs SRP Funding figure for 2018/19 will show in cell F66. These figures are driven by the data entered on the 'SRP Year 2 & 3' Tab.

3) Early Years Funding will show in cell F68, based on the data entered on the 'Early Years' Tab.

4) In cell F70, the Post 16 allocation needs to be manually entered. These amounts are sent directly to schools from the EFA in February/March.

	A	B	C	D	E	F
54						
55			<b>Estimated School Budget Share (SBS) 2019/20 Including Growth Funding</b>			£0
56						
57			High Needs Mainstream Funding 2019/20 - Element 3 Top Up		1	£0
58			High Needs Mainstream Funding 2019/20 - Notional SEN Top Up			£0
59			High Needs Mainstream Funding 2019/20 - Element 2 Post 16			£0
60						
61			<b>Total High Needs Mainstream Funding 2019-20</b>		2	£0
62						
63			High Needs Specialist Resource Provision (SRP) Funding 2019/20 - Place Funding			£0
64			High Needs Specialist Resource Provision (SRP) Funding 2019/20 - Element 3 Top Up			£0
65						
66			<b>Total High Needs Specialist Resource Provision (SRP) Funding 2019/20</b>			£0
67						
68			Early Years		3	£0
69						
70			Post 16 allocation			
71					4	

### Estimated Pupil Premium (PP)

Below the '2019/20 Budget Projection' section, enter estimated pupil numbers again in order to calculate future years Estimated Pupil Premium (PP).

- 1) Estimated Free School Meals Ever 6 Primary numbers need to be entered into cell D74.
- 2) Estimated Free School Meals Ever 6 Secondary numbers need to be entered into cell D75.
- 3) In cell D76 enter estimated Adopted (Post-LAC) pupil numbers.
- 4) In cell F77 enter estimated total funding agreed for Children in Care (CiC)
- 5) Then in cell D78 the estimated number of Service Children Ever 6 should be entered.
- 6) A Pupil Premium 3 & 4 year olds total will show in cell F79, based on the data input into the ['Early Years' Tab](#).
- 7) A total estimated pupil premium figure will then be generated in cell F80.

	Units	Estimated Rate	Total
Free School Meals Ever 6 Primary (January census)	60	£1,320	£79,200
Free School Meals Ever 6 Secondary (January census)		£935	£0
Adopted (Post-LAC) pupils (January census)	12	£1,900	£22,800
Children in Care (CiC)			£5,000
Service Children Ever 6 (January census)	8	£300	£2,400
Pupil Premium 3 & 4 year olds (input Early Years tab)			£0
<b>Total Pupil Premium</b>			<b>£109,400</b>

## UIFSM (ESTIMATE)

*Qualifying Pupils: Calculate this based on the schools local knowledge and reflecting on historical uptake.*

- 1) In cell F91 enter the estimated number of qualifying pupils in years 1 & 2 for the October 2019 census.
- 2) In cell F92 enter the number of qualifying pupils in years 1 & 2 that are estimated to be on the January 2020 census.
- 3) In cell F93 enter the estimated number of qualifying pupils in year R as per expectations for the October 2019 census.
- 4) In cell F94 enter the number of qualifying pupils you estimate will be in year R for the January 2020 census.
- 5) The number of qualifying pupils will then automatically populate cell F95 and an Estimated Full Year Allocation (September 2019 to August 2020) will appear in cell F98.
- 6) An Estimated Allocation for the 2019/20 Academic Year (September to March 2020) will appear just below in cell F100 and a UIFSM Estimated Total Funding figure for the 201/20 Financial Year will be shown in cell F102.
- 7) An overall total estimate of funding for 2019-20 appears in cell F105

This UIFSM Estimated Total Funding figure is made up of the remaining payment in cell H102 (from the 'Year 1' Tab) which covers the April to August period, and the Estimated September to March allocation from cell H16. These figures are shown in green boxes for clarification.

	A	B	C	D	E	F	G
82							
83		<b>Universal Infant Free School Meals (ESTIMATE)</b>					
84		The DfE have not yet confirmed how funding for this period will be calculated. However, we			1	this is on the same basis as 2017/18 guidance.	
85		<b>April 2019 to August 2019</b>					
86		Remaining payment (see Year 1)				£0	
87		<b>September 2019 to March 2020</b>			2		
88							
89		<b>September 2019 to March 2020</b>					
90		October 2019 Taken meals years 1 & 2					
91		January 2020 Taken meals years 1 & 2					
92		October 2019 Taken meals year R			3		
93		January 2020 Taken meals Year R					
94		Qualifying pupils				0	
95		*190 meals (qualifying pupils X 190)			4	0	
96		Rate per pupil				£2.30	
97		Full Year allocation (September 2019 to August 2020)				£0	5
98							
99							
100		Estimated Allocation for 2019/20 academic year (September to March 2020)			6	£0	
101							
102		<b>UIFSM Estimated total funding in financial year 2019/20</b>				£0	
103							
104							
105		<b>Overall total estimated funding 2019-20</b>			7	£109,400	
106							

## 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 F115.

	A	B	C	D	E	F
106						
107		<b>De-Delegation</b>				
108					<b>Rate</b>	<b>De-Delegation</b>
109		Schools in financial difficulties (E23)			£18.82	£0
110		Free School Meals Eligibility (E28)			£0.57	£0
111		Licences and Subscriptions (SIMS) (E19)			£3.63	£0
112		Trade Union Duties (E10)			£1.85	£0
113		Schools Personnel Service (E28)			£0.80	£0
114		Area Cost Adjustment (Included in the above)				
115		Totals			£25.68	£0
116						

## 'MFG Y2' Tab

This tab illustrates how the MFG figure in cell F49 of the 'Year 2' Tab has been calculated. No data needs to be entered on this tab.

## 'Year 3' Tab

The 'Year 3' Tab provides a budget projection for 2019/20 and relies on the pupil number estimates provided on the 'Pupils' Tab.

It is set up in the same way as the 'Year 2' Tab with a School Budget Share section for 2019/20 at the top of the sheet, then an Estimated Pupil Premium (PP) section, a UIFSM section and De-delegation details at the bottom of the sheet.

MFG has a selectable range between -1.5% and 5%. **It is defaulted at 0%.**

The information required for this tab is very similar to the 'Year 2' Tab, however estimates should be updated to reflect Year 3 expectations.

## 'Early Years' Tab

### Early Years Funding

This tab provides an Early Years Budget Estimation for 2018/19.

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.

2018/19 Early Years Budget Estimation	
<b>Hourly Rate</b>	<b>Hourly rate</b>
Base rate	£0.00
Qualified Teacher Supplement	£0.00
Disadvantage supplement	£0.00
	<hr/>
	£0.00

Enter Early Years pupil numbers in the pink-shaded cells in the table below by putting the number of pupils against the number of Early Years Hours that they attend school for each term (Summer/Autumn/Spring) for 2018/19, 2019/20 and 2020/21.

	B	C	D	E	F	G	H	I	J	K
17	Please only enter qualifying pupils (follow link for guidance)									
18		2018/19			2019/20			2020/21		
19	Pupils Early Years hours	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
20	1									
21	2									
22	3									
23	4									
24	5									
25	6									
26	7									
27	8									
28	9									
29	10									
30	11									
31	12									
32	13									
33	14									
34	15	10	11	12	13	14	15	16	16	16
35	16									
36	17									
37	18									
38	19									
39	20									
40	21									
41	22									
42	23									
43	24									
44	25									
45	26									
46	27									
47	28									
48	29									
49	30									
50	Total pupils:	10	11	12	13	14	15	16	16	16
51	Total Weekly Hours:	150	165	180	195	210	225	240	240	240
52	Total Hours for Term:	1950	2310	1980	2535	2940	2475	3120	3360	2640

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 17.

## Early Years Pupil Premium (EYPP)

Lower down the sheet there is a similar table to fill out for EYPP, and a link to relevant guidance on row 68.

Early Years Pupil Premium (EYPP)										
Please only enter pupils who qualify for the Early Years Pupil Premium										
Pupils Early Years Hours	2018/19			2019/20			2020/21			
	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10	3	4	4	4	4	4	4	4	4	4
11										
12										
13										
14										
15										
<b>Total pupils:</b>	3	4	4	4	4	4	4	4	4	4
<b>Total Weekly Hours:</b>	30	40	40	40	40	40	40	40	40	40
<b>Total Hours for Term:</b>	390	560	440	520	560	440	520	560	440	440
<b>Rate per funded hour:</b>	£0.53	£0.53	£0.53	£0.53	£0.53	£0.53	£0.53	£0.53	£0.53	£0.53
<b>Estimated Pupil Premium Funding:</b>	£207	£297	£233	£276	£297	£233	£276	£297	£233	£233

Populate the table by entering the number of pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2018/19, 2019/20 and 2020/21.

## 2 Year Old Funding

School to confirm eligibility for FF2 before populating this table.

2 Year Old Funding										
Pupils Early Years Hours	2018/19			2019/20			2020/21			
	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
<b>Total pupils:</b>	0	0	0	0	0	0	0	0	0	0
<b>Total Weekly Hours:</b>	0	0	0	0	0	0	0	0	0	0
<b>Total Hours for Term:</b>	0	0	0	0	0	0	0	0	0	0
<b>Rate per funded hour:</b>	£5.02	£5.02	£5.02	£5.02	£5.02	£5.02	£5.02	£5.02	£5.02	£5.02
<b>Estimated 2 Year old Funding:</b>	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

	2018/19	2019/20	2020/21
Special Educational Needs Inclusion Fund (SENIF)			
Disability Access Fund (DAF)			



## 'High Needs Mainstream' Tab

Schools with High Needs Mainstream pupils 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.

When entering data on this tab it may be useful to refer to [this](#) consultation document.

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.

Pupil Data											
Name	Date of Birth	Year Group (Academic Year Sept 17 - Aug 18)	Year Group (Academic Year Sept 18 - Aug 19)	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
A ADAMS	01/02/2002	11	12	01/04/2018	31/03/2021	£105.00	£105.00	£105.00	£105.00	£105.00	£4,760.00
B BATES	02/03/2003	10	11	01/04/2018	31/03/2021	£200.00	£200.00	£200.00	£200.00	£200.00	£2,400.00
C COOPER	03/04/2004	9	10	01/04/2018	31/03/2021	£376.00	£376.00	£376.00	£376.00	£376.00	£4,512.00
				01/04/2018	31/03/2021						£0.00
				01/04/2018	31/03/2021						£0.00
				01/04/2018	31/03/2021						£0.00
				01/04/2018	31/03/2021						£0.00
				01/04/2018	31/03/2021						£0.00
				01/04/2018	31/03/2021						£0.00
				01/04/2018	31/03/2021						£0.00

1) Enter the pupil names in Column C and their dates of birth in Column D. Year groups will automatically be populated in Column E and F.

**N.B. Date of Birth MUST be entered for the funding to be calculated correctly.** When estimating future years budgets when a DOB may not be known use a fictitious date but ensure that it accurately reflects whether the pupil is Pre or Post 16

2) Placement Start and End dates are already filled in, assuming the pupil will be at the school for all three financial years (Years 1, 2 and 3). **These can be changed as necessary.**

3) 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 SENCOs, sent out by the SEN resources team.

4) 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.

At the bottom of this table in cell N/O83 the total funding linked to the pupils entered in the table will be shown.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
74							01/04/2018	31/03/2021							£0.00
75							01/04/2018	31/03/2021							£0.00
76							01/04/2018	31/03/2021							£0.00
77							01/04/2018	31/03/2021							£0.00
78							01/04/2018	31/03/2021							£0.00
79							01/04/2018	31/03/2021							£0.00
80							01/04/2018	31/03/2021							£0.00
81							01/04/2018	31/03/2021							£0.00
82															
83															£11,672.00

This figure is then 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 AC83, AQ85 and BE83 respectively.

Further to the right, funding figures for 2019/20 and 2020/21 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.

Notional SEN budget top up rate working		
Notional AEN/SEN Budget		
IDACI		£37,591
Ever 6 FSM		£22,234
Low Cost, high Incidence SEN		£107,931
English as an additional language		£7,281
Element of Lump Sum		£6,235
Area Cost Adjustment-London Fringe		£0
Total (with Area Cost Adjustment if applicable)		£181,272
School Contribution per Pre-16 Pupil		£6,000
Notional AEN/SEN Top Up per Pre-16 Pupil (10%)		£0
Maximum Contribution for all Pre-16 Pupils (28%)		£50,756

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.

	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
7														
8														
9														
10	Extra top up due to 28% rule													
11	N	N	N	N	N	N	N	N	N	N	N	N	N	Total
12	£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 data for those pupils in the pink-shaded cells in the table on this tab.

1) In column K, the drop down menu can be used to select the correct designation for each pupil (only 3 schools have two SRPs so the majority will use 'designation 1').

2) In column L the pupil Surname is entered, Forename in column M and Date of Birth (D.O.B) in column N.

3) Columns O and P will then use the DOB figure to auto-populate with a Pre or Post 16 indicator for the summer and winter terms.

4) Placement start (column Q) and end dates (column R) can be amended as necessary. The table will then automatically calculate any Place Plus funding for High Needs Pupils in Resourced Provision.

	J	K	L	M	N	O	P	Q	R	S	
10	<b>2018/19 Element 3 Input (top-up funding)</b>										
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. Apart from one school with two SRPs the designation will always be 1.										
15											
16		<b>Designation</b>	<b>Pupil Surname</b>	<b>Pupil Forename</b>	<b>D.O.B</b>	<b>Pre/Post 16 SUMMER</b>	<b>Pre/Post 16 WINTER</b>	<b>Placement START Date</b>	<b>Placement END Date</b>	<b>Monthly Rate Apr-Aug</b>	
17		Designation 1	ADAMS	A	01/01/00	Post-16	Post-16	31/03/18	31/03/19	£0.00	
18		Designation 1	BATES	B	01/02/01	Post-16	Post-16	31/03/18	31/03/19	£0.00	
19		Designation 2	COOPER	C	01/03/02	Pre-16	Post-16	31/03/18	31/03/19	£0.00	
20								31/03/18	31/03/19	£0.00	
21								31/03/18	31/03/19	£0.00	
22								31/03/18	31/03/19	£0.00	

5) Based on the data entered in the table, a Pre 16 Element 1 Funding figure will appear in cell H19, and a figure for Element 2 in cell H23, and a Total figure in cell H25.

6) Post 16 Element 1 Funding is already included within the 16-19 allocation. A Post 16 Element 2 figure will appear in cell H36, and a Total figure in cell H38.

IMPORTANT - From 2018/19 SRP pupils are now included in the Schools Formula Budget. For an explanation of the changes please click the link.

**Pre-16**

		Places included in formula budget	Places to be Funded	Rate	Total
Element 1	Apr to Aug	29	0	£1,667	£0
	Sep to Mar	29	1	£2,333	£2,333
*Element 1 only paid if place numbers greater than actual pupils on roll as at Oct'17 census. Actual funding now included within formula allocation					£2,333
Element 2	Apr to Aug		29	£2,500	£72,500
	Sep to Mar		30	£3,500	£105,000
					£177,500
					£179,833

**Post-16**

		Places	Rate	Total
Element 1	Apr to Jul	Included within your 16-19 formula allocation on actual number of lagged pupils		
	Aug to Mar			
Element 2	Apr to Jul	0	£2,000	£0
	Aug to Mar	0	£4,000	£0
				£0
				£0

Lagged pupil numbers: This is a count of the number of pupils participating at a school in the previous academic year.

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

- 1) Pre-16 Excess pupil numbers appear in column D, with the funding in Column E.
- 2) Post-16 Excess pupil numbers are shown in Column F, with the associated funding in column G.
- 3) Total monthly funding then appears in Column H, with an annual total in cell H62.

**Excess Place Funding (Elements 1 & 2)**  
Place funding is guaranteed for your commissioned number of places, no place funding will be deducted. Excess Place funding is only relevant where you exceed your commissioned places and will only ever be a positive amount.

	Pre-16 Excess	Pre-16	Post-16	Post-16 Funding	Total Funding
April	0	£0	0	£0	£0
May	0	£0	0	£0	£0
June	0	£0	0	£0	£0
July	0	£0	0	£0	£0
August	0	£0	0	£0	£0
September	0	£0	0	£0	£0
October	0	£0	0	£0	£0
November	0	£0	0	£0	£0
December	0	£0	0	£0	£0
January	0	£0	0	£0	£0
February	0	£0	0	£0	£0
March	0	£0	0	£0	£0
					£0

Below this there is an Element 3 Top-up Funding table, with an annual total in cell C80.

	A	B	C
63			
64			
65			
66		<b>Element 3 Top-up Funding</b>	
67			
68		April	£0
69		May	£0
70		June	£0
71		July	£0
72		August	£0
73		September	£0
74		October	£0
75		November	£0
76		December	£0
77		January	£0
78		February	£0
79		March	£0
80			£0
81			

To the right of this is a Summary table, with Total 2018/19 SRP funding shown in cell H73 (which feeds through to the 'Year 1' Tab).

	E	F	G	H
66		<b>Summary</b>		
67				
68		Place funding - Pre-16		£179,833
69		Place funding - Post-16		£0
70		Excess place funding		£0
71		Element 3 top-up funding		£0
72				
73		<b>Total SRP funding 2018/19</b>		<b>£179,833</b>
74				

### 'SRP Year 2 & 3' Tab

Place Plus 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 to August 2019 in cell D18. Enter estimated pupil numbers for that period in cell E18.
- 2) In cell H18 enter the agreed number of Pre-16 Designation 1 places for the period September to March 2020. Enter estimated actual pupil numbers for that period in cell I18.

3) Enter the agreed number of Post-16 places in Designation 1 for the period April to July 2020 in cell D19. Enter estimated actual pupil numbers for that period in cell E19.

4) In cell H19 enter the agreed number of Post-16 Designation 1 places for the period August to March 2020. Enter estimated actual pupil numbers for that period in cell I19.

18/19 Academic Year					19/20 Academic Year		
Pre-16: Apr to Aug					Pre-16: Sep to Mar		
Post-16: Apr to Jul					Post-16: Aug to Mar		
Designation	Age Group	Places	Estimated Pupils	Places to be funded	Places	Estimated Pupils	Places to be funded
1	Pre-16			0			0
1	Post-16						
2	Pre-16			0			0
2	Post-16						

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 table to the right will then detail the funding due for the 2019/20 financial year, with a total funding figure in cell U24, which feeds into the 'Year 2' Tab.

Funding								
April - August			September - March			2019/20 Financial Year Total		
E1 & E2	E3	Total	E1 & E2	E3	Total	E1 & E2	E3	Total
£0	£0	£0	£0	£0	£0	£0	£0	£0
£0	£0	£0	£0	£0	£0	£0	£0	£0
£0	£0	£0	£0	£0	£0	£0	£0	£0
£0	£0	£0	£0	£0	£0	£0	£0	£0
£0	£0	£0	£0	£0	£0	£0	£0	£0
£0	£0	£0	£0	£0	£0	£0	£0	£0

The same exercise needs to be carried out for the 2020/21 financial year, by populating the cells further down the sheet.

2020/21 funding will then be detailed with a total funding figure in cell U38 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.

### 'Growth Funding' Tab

The Growth Funding Estimator on this tab calculates Rising Roll Funding as well as Reorganisation Funding, if applicable. The rising roll estimation is based on the pupil number estimate provided on the 'Pupils' Tab. Schools eligible for Reorganisation Funding will receive email notification of any amounts due and can populate the pink shaded cells in column H with the relevant information.

This data then feeds into a summary table further down the sheet, with a Total Actual Funding figure for Years 1, 2 and 3 in cells H55, H57 and H59 respectively.

SUMMARY		Rising Roll Funding	Reorganisation Funding	Actual Funding
2018/19 Financial year	Apr - Aug		£0	
	Sep-Mar	£0	£0	£0
2019/20 Financial year	Apr - Aug		£0	
	Sep-Mar	£0	£0	£0
2020/21 Financial year	Apr - Aug		£0	
	Sep-Mar	£0	£0	£0

### 'BPS Summary' Tab

Once all the other tabs have been completed, this tab will summarise your funding by Ledger Code (I01, I02, I03, I05 and I18) for Years 1, 2 and 3, with totals for each year in cells C28, D28 and E28.

De-delegation totals for each year will be shown in the cells below (C30, D30 and E30).

	A	B	C	D	E
1	9999 - Test School		Year 1	Year 2	Year 3
2	Source of Funding -table	CFR Code	2018-19	2019-20	2020-21
3					
4	School Budget Share (SBS)	I01	£1,888,852	£0	£0
5	Estimated Growth Funding	I01	£0	£0	£0
6	High Needs Mainstream Funding Element 3 Top Up	I03	£8,172	£8,172	£8,172
7	High Needs Mainstream Funding - Notional SEN Top Up	I01	£0	£0	£0
8	High Needs Mainstream Funding - Element 2 Post 16	I02	£3,500	£9,500	£15,500
9	High Needs Specialist Resource Provision (SRP) Funding - Place Funding Pre-16	I01	£179,833	£0	£0
10	High Needs Specialist Resource Provision (SRP) Funding - Place Funding Post-16	I02	£0	£0	£0
11	High Needs Specialist Resource Provision (SRP) Funding - Excess Place Funding	I01	£0	£0	£0
12	High Needs Specialist Resource Provision (SRP) Funding - Element 3 Top Up	I03	£0	£0	£0
13	Early Years	I01	£30,666	£39,194	£44,962
14	Post 16 allocation	I02	£0	£0	£0
15	Pupil Premium (5 to 16 year olds)	I05	£0	£109,400	£0
16	Pupil Premium (3 & 4 year olds)	I01	£737	£806	£806
17	Universal Infant Free School Meals	I18	£0	£0	£0
18	<b>Total</b>		<b>£2,111,760</b>	<b>£167,071</b>	<b>£69,439</b>
21					
22	Summary by CFR code - for input in BPS				
23		I01	£2,100,088	£39,999	£45,767
24		I02	£3,500	£9,500	£15,500
25		I03	£8,172	£8,172	£8,172
26		I05	£0	£109,400	£0
27		I18	£0	£0	£0
28		Total	<b>£2,111,760</b>	<b>£167,071</b>	<b>£69,439</b>
29					
30		De-delegation	£14,148	£0	£0
31					

These figures can then be used to complete the first 3 years of the *5 Years Data tab* on the Budget Planning Software (BPS). Refer to the BPS guidance notes for further instructions on how to enter these figures on BPS.

**N.B.** The PE & Sports Grant will need to be accounted for within the I&E section on BPS as it is not included within the funding templates