

# **Schools Financial Services**

## **Primary and Secondary School**

### **Funding Template 2019/20 Input Guidance**

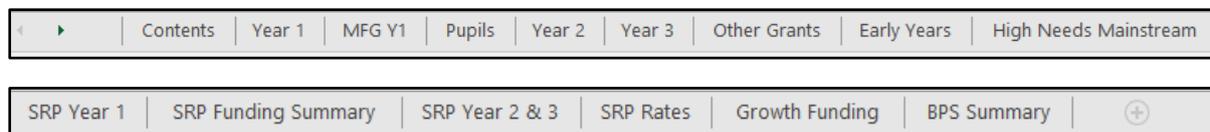
# Primary and Secondary School Funding Template 2019/20 Input Guidance

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## Primary and Secondary School Funding Template 2019/20 - 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.

### 'Year 1' Tab

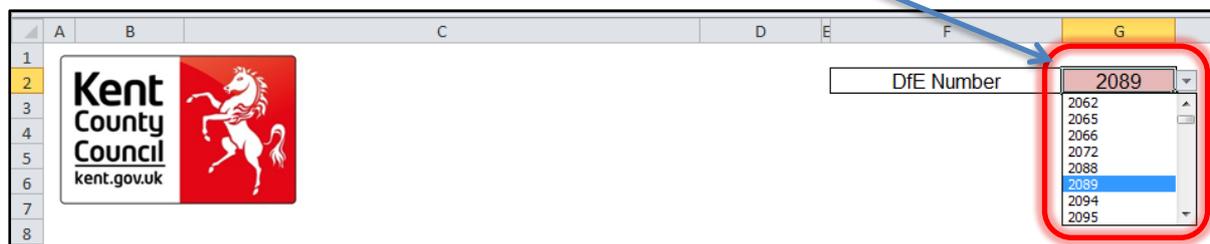
#### Formula Budget 2019/2020

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

Rates Adjustment – only used if an adjustment is known at budget setting or added during the year as a budget monitoring tool.

Other Grants Line – a new tab used to calculate the value of other grants such as Teachers Pay Grant. These will be included in the funding rather than being dealt with separately.

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 the line description School Budget Share (SBS) 2019/20.

	A	B	C	D	E	F	G	H
11		<b>Formula Budget 2019/20</b>						
12		<b>Formula Budget includes SRP pupils</b>						
13		<b>Factor 1</b>	Basic Entitlement Primary			Pupils	Rate	Total
16			Total Basic Entitlement Funding			551	£2,748.89	£1,514,636
17		<b>Factor 2</b>	Deprivation FSM - Primary	1		71.0	£440.30	£31,262
19			Deprivation Ever 6 FSM (Notional SEN Factor) - Primary			91.2	£324.22	£29,558
21			Deprivation IDACI Band F (Notional SEN Factor) - Primary			8.0	£200.14	£1,601
22			Deprivation IDACI Band E (Notional SEN Factor) - Primary			2.0	£240.17	£480
23			Deprivation IDACI Band D (Notional SEN Factor) - Primary			54.0	£360.25	£19,453
24			Deprivation IDACI Band C (Notional SEN Factor) - Primary			1.0	£390.27	£390
25			Deprivation IDACI Band B (Notional SEN Factor) - Primary			48.0	£420.29	£20,174
26			Deprivation IDACI Band A (Notional SEN Factor) - Primary			1.0	£575.40	£575
33			Total Deprivation Funding					£103,494
34		<b>Factor 4</b>	English as an additional language (Notional SEN Factor) - Primary			11.4	£515.36	£5,891
36		<b>Factor 6</b>	Low cost, high incidence SEN (Notional SEN Factor) - Primary			174.7	£733.91	£128,240
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 (3.64%) (Factors 1 to 8)					£0
42		<b>Factor 10</b>	Split Sites					£0
43		<b>Factor 11</b>	Rates					£12,802
44			Rates Adjustment (incremental change)					£0
45		<b>Factor 12</b>	PFI funding					£0
46		<b>Factor 13</b>	Exceptional Premises Factors					£0
47		<b>Factor 14</b>	Minimum Funding Levels - Primary					£1,056
49								
50			Formula Factors Total					£1,886,202
51			Minimum Funding Guarantee (MFG)					£0
52			School Budget Share (SBS) 2019/20					£1,886,202
53			Estimated Growth Funding					£0
54			School Budget Share (SBS) 2019/20 - Including Growth Funding					£1,886,202
55								
56								
57								
58								

- 3) The Minimum Funding Guarantee (MFG) for 2019/20 will be shown if applicable, driven by the data on the 'MFG Y1' Tab
- 4) The 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 2019/20, including Growth Funding, will be shown in cell H58.

51						3		
52			Minimum Funding Guarantee (MFG)			4		£0
53			School Budget Share (SBS) 2019/20			5		£1,886,202
54			Estimated Growth Funding			6		£0
55			School Budget Share (SBS) 2019/20 - Including Growth Funding					£1,886,202
56								
57								
58								

7) Below the 2019/20 total SBS figure, any High Needs Mainstream Funding will be shown in cells H60 to H62, 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.

The Total High Needs Mainstream Funding for 2019/20 figure will show in cell H64.

8) Specialist Resource Provision (SRP) funding will be shown below in cells H66 to H70, split between Place Funding E1, Place Funding E2, Excess Place Funding E1, Excess Place Funding E2 and Element 3 Top Up funding.

The total High Needs SRP Funding figure for 2019/20 will show in cell H72. These figures are driven by the data entered on the 'SRP Year 1' Tab and the 'SRP Year 2 & 3' Tab.

9) Other Grants will show in H74, based on the data entered on the 'Other Grants' Tab.

10) Early Years Funding will show in cell H76, based on the data entered on the 'Early Years' Tab, if applicable.

11) In cell H78, the Post 16 allocation (Apr – Jul) needs to be manually entered using the 2018-19 Post 16 Allocation Statement sent by the EFA.

Cell H79 is for the Post 16 allocation (Aug – Mar). The amount can be obtained from the latest Post 16 Statement sent by the EFA in February/March 2019.

The Total Post 16 figure for 2019/20 will show in cell H80.

	A	B	C	D	E	F	G	H
59								
60			High Needs Mainstream Funding 2019/20 - Element 3 Top Up					£6,000
61			High Needs Mainstream Funding 2019/20 - Notional SEN Top Up					£0
62			High Needs Mainstream Funding 2019/20 - Element 2 Post 16					£0
63								
64			<b>Total High Needs Mainstream Funding 2019/20</b>					<b>£6,000</b>
65								
66			High Needs Specialist Resource Provision (SRP) Funding 2019/20 - Place Funding E1 (£4k)					£0
67			High Needs Specialist Resource Provision (SRP) Funding 2019/20 - Place Funding E2 (£6k)					£180,000
68			High Needs Specialist Resource Provision (SRP) Funding 2019/20 - Excess Place Funding E1 (£4k)					£0
69			High Needs Specialist Resource Provision (SRP) Funding 2019/20 - Excess Place Funding E2 (£6k)					£0
70			High Needs Specialist Resource Provision (SRP) Funding 2019/20 - Element 3 Top Up Funding					£0
71								
72			<b>Total High Needs Specialist Resource Provision (SRP) Funding 2019/20</b>					<b>£180,000</b>
73								
74			<b>Other Grants</b>					<b>£16,321</b>
75								
76			<b>Early Years</b>					<b>£0</b>
77								
78			Post 16 allocation (Apr - Jul)					
79			Post 16 allocation (Aug - Mar)					
80			<b>Total Post 16</b>					<b>£0</b>

## Estimated Pupil Premium (PP) (Based on Jan 2019 census figures)

Note: The 'DfE FSM Ever 6 @ Spring Census 2019' should be used alongside local school knowledge to estimate the Ever 6 Pupil Premium.

- 1) In cell F84 enter the number of units for Free School Meals Ever 6 Primary.
- 2) In cell F85 enter the number of units for Free School Meals Ever 6 Secondary.
- 3) In cell F86 enter the number of units for Adopted (Post-LAC) pupils.
- 4) In cell H87 enter the total funding figure for Children in Care (CiC) as confirmed by Virtual School Kent.
- 5) In cell F88 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 populate cell H89, based on the data entered on the 'Early Years' Tab
- 7) The total estimated Pupil Premium will now show in cell H90.

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

## Universal Infant Free School Meals (April to August 2019)

**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 (FMS6 etc.), 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 H97, enter the number of qualifying pupils in years 1 & 2 as per the October 2018 census.

2) In cell H98, enter the number of qualifying pupils in years 1 & 2 as per the January 2019 census.

3) In cell H99, enter the number of qualifying pupils in year R as per the October 2018 census.

4) In cell H100, enter the number of qualifying pupils in year R as per the January 2019 census.

Lines H101-104 are populated automatically

5) A Remaining Allocation for 2018/19 academic year (April to August 2019) will show in cell H106 (based on 5/12<sup>ths</sup> of the Full Year Allocation for September 2018 to August 2019 in cell H104).

	A	B	C	D	E	F	G	H
92								
93								
94								
95								
96								
97								
98								
99								
100								
101								
102								
103								
104								
105								
106								

Universal Infant Free School Meals

April to August 2019

October 2018 Taken meals years 1 & 2

January 2019 Taken meals years 1 & 2

October 2018 Taken meals year R

January 2019 Taken meals year R

Qualifying pupils

\*190 meals (qualifying pupils X 190)

Rate per meal

Full Year allocation (September 2018 to August 2019)

Remaining Allocation for 2018/19 academic year (April to August 2019)

0

0

£2.30

£0

£0

These figures are based on actual pupil numbers from the October 2018 and January 2019 census.

In the next section, schools will need to enter estimated pupil numbers into cells H111 through H114 to give an estimated allocation for September 2019 to March 2020.

These estimates should be based on historical data and local knowledge.

### September 2019 to March 2020 ESTIMATE

1) In cell H111 enter the estimated number of qualifying pupils in years 1 & 2 that are expected to be on roll and take a meal in the October 2019 census.

2) In cell H112, enter the estimated number of qualifying pupils in years 1 & 2 that are expected to be on roll for the January 2020 census and take a meal.

3) In cell H113, enter the estimated number of qualifying pupils in year R that are expected to be on roll for the October 2019 census and take a meal.

4) In cell H114, enter the number of qualifying pupils estimated to be in year R that are expected be on roll for the January 2020 census and take a meal.

Lines H115-118 are populated automatically

5) An Estimated Allocation for September 2019 to March 2020 will appear in cell H120.

6) The UIFSM estimated total funding in financial year 2019/20 will be shown in cell H123.

7) Overall total estimated funding 2019/20 will be shown in cell H126.

	A	B	C	D	E	F	G	H
108			<b>September 2019 to March 2020 ESTIMATE</b>					
109			The DfE have not yet confirmed how this period will be calculated. However, we have assumed this is on the same basis as 2018/19 guidance.					
111			October 2019 Taken meals (ESTIMATE) years 1 & 2					
112			January 2020 Taken meals (ESTIMATE) years 1 & 2					
113			October 2019 Taken meals (ESTIMATE) year R					
114			January 2020 Taken meals (ESTIMATE) year R					
115			Qualifying pupils					0
116			*190 meals (qualifying pupils X 190)					0
117			Rate per meal					£2.30
118			Full Year allocation (September 2019 to August 2020)					£0
119								
120			Estimated Allocation for 2019/20 academic year (September to March 2020)					£0
121								
122								
123			<b>UIFSM Estimated total funding in financial year 2019/20</b>					£0
124								
125								
126			<b>Overall total estimated funding 2019-20</b>					<b>£2,088,523</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 H137 once the DfE number is entered.

De-Delegation		
	Rate	De-Delegation
Schools in financial difficulties (E23)	£18.82	£10,371
Free School Meals Eligibility (E28)	£0.57	£314
Licences and Subscriptions (SIMS) (E19)	£3.63	£2,002
Trade Union Duties (E10)	£1.85	£1,020
Schools Personnel Service (E28)	£0.80	£441
Area Cost Adjustment (Included in the above)		
Totals	£25.67	£14,148

**NOTE: Due to rounding, numbers presented throughout this page and others may not add up precisely to the totals provided**

For details on how to input this information into BPS, please see the BPS Summary section of the guidance.

## 'MFG Y1' Tab

This tab illustrates how the MFG figure in cell H52 of the 'Year 1' Tab has been calculated. No data needs to be entered on this tab.

This tab is automatically populated when you enter your DfE number and is for information purposes only.

## 'Pupils' Tab

The data entered on this tab feeds into the 'Year 2' Tab (Page 10) and 'Year 3' Tab

1) **At October 2019** and **At October 2020** columns - enter the estimated Mainstream pupil numbers in the pink-shaded cells for each Year Group in columns B and C.

2) For October 2021, only estimated Reception (cell D9) or Year 7 (cell D16) pupil numbers are required to assist with calculating growth funding, if applicable to the school.

	A	B	C	D
2				
3				
4	Mainstream Pupil Numbers			
5				
6	<b>Please enter your estimated pupil numbers to calculate future years budgets (October 2021 only needs to be completed if you are entitled to rising roll in 2021/22 - If there is a 'Yes' in cell E43 on the Growth Funding Tab)</b>			
7	<b>Where a school has a SRP, the pupils in the SRP should be included in this estimate.</b>			
8	<b>Year Group</b>	<b>At October 2019</b>	<b>At October 2020</b>	<b>At October 2021</b>
9	R			
10	1			
11	2			
12	3			
13	4	1		2
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

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

## 'Year 2' Tab

### 2020/21 Budget Projection

Budget Projection figures for 2020/21 will appear in column E. Lines 11 to 24 and lines 26 to 38 are pre-populated by the spreadsheet when entering the schools DfE number and are used to calculate the Minimum Funding Guarantee (MFG).

### 'MFG Adjustment'

You can select an alternative percentage for the MFG Adjustment figure in cell E25. A decision to change from the 0.0% would need to be made by the school and clearly noted in Budget comments to the FGB.

	A	B	C	D	E
8					
9		<b>2020/21 Budget Projection</b>			
10		<small>This projection is reliant on the pupil number estimate provided on the pupils sheet Formula Budget includes SRP pupils</small>			
11		School Budget Share (SBS) 2019/20 Including Growth Funding			£1,886,202
12					
13		Less - Exempt Items 2019/20			
14		Rates			£12,802
15		Lump Sum			£0
16		Growth Funding			£0
17		Sparsity			£0
18		PFI Funding			£0
19		Total Exempt Items			£12,802
20					
21		MFG Baseline (SBS 2019/20 less exempt Items)			£1,873,400
22					
23		October 2018 Pupil Numbers			551
24		MFG baseline per pupil before any MFG adjustment			£3,400
25		MFG Adjustment			0.0%
26		MFG Adjustment per Pupil			£0
27		MFG per pupil after any MFG Adjustment			£3,400
28					
29		October 2019 Pupils			0
30		New MFG baseline Excluding Exempt Items			£0
31					
32		Plus - Exempt Items 2020/21			
33		Rates			£12,802
34		Lump Sum			£0
35		Growth Funding (populated from Growth Funding Tab)			£0
36		Sparsity			£0
37		PFI Funding			£0
38		Total Exempt Items			£12,802
39					
40		Estimated SBS 2020/21			£0

A total Estimated School Budget Share figure for 2020/21 will show in cell E40.

1) High Needs Mainstream Funding for 2020/21 will be shown in cells E42 to E44, split between Element 3 Top Up, Notional SEN Top Up and Element 2 Post 16 funding.

These figures are driven by the data entered on the 'High Needs Mainstream' Tab (see Page 17).

The Total High Needs Mainstream Funding 2020/21 figure will show in cell E46.

2) High Needs Specialist Resource Provision (SRP) Funding 2021/22. These are split by Place Funding in E48 and Element 3 Top Up in E49. The Total High Needs SRP Funding figure for 2020/21 will show in cell E51. These figures are driven by the data entered on the 'SRP Year 2 & 3' Tab.

3) Other Grants will show in E53 based on the data entered on the 'Other Grants' Tab.

4) Early Years Funding will show in cell E55, based on the data entered on the 'Early Years' Tab.

5) In cell E57, the Post 16 allocation needs to be manually entered. These amounts are sent directly to schools from the EFA in the Post 16 Allocations Statements.

	A	B	C	D	E
41					
42		High Needs Mainstream Funding 2020/21 - Element 3 Top Up			£0
43		High Needs Mainstream Funding 2020/21 - Notional SEN Top Up			£0
44		High Needs Mainstream Funding 2020/21 - Element 2 Post 16		1	£0
45					
46		<b>Total High Needs Mainstream Funding 2020-21</b>			£0
47					
48		High Needs Specialist Resource Provision (SRP) Funding 2020/21 - Element 3 Top Up		2	£0
49		High Needs Specialist Resource Provision (SRP) Funding 2020/21 - Element 2 Post 16			£0
50					
51		<b>Total High Needs Specialist Resource Provision (SRP) Funding 2020/21</b>			£0
52					
53		Other Grants		3	£6,495
54					
55		Early Years		4	£0
56					
57		Post 16 allocation		5	

## Estimated Pupil Premium (PP)

Note: The 'DFE FSM Ever 6 @ Spring Census 2019' should be used alongside local school knowledge to estimate the Ever 6 Pupil Premium.

Enter estimated pupil numbers (in the same way as the Year 1 tab) in order to calculate future years Estimated Pupil Premium (PP).

1) In cell C61 enter the estimated Free School Meals Ever 6 Primary numbers (January census).

2) In cell c62 enter the estimated Free School Meals Ever 6 Secondary numbers (January census).

3) In cell C63 enter the estimated Adopted (Post-LAC) pupil numbers (January census).

4) In cell E64 enter the estimated total funding agreed for Children in Care (CiC) as per information received from Virtual School Kent.

5) In cell C65 enter the estimated number of Service Children Ever 6 (January census).

6) A Pupil Premium 3 & 4 year olds total will show in cell E66, based on the data input into the 'Early Years' Tab.

7) The Estimated Total Pupil Premium amount will show in cell E67.

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

### Universal Infant Free School Meals (ESTIMATE)

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

#### Remaining payment (year 1)

This is automatically populated once the September 2019 to March 2020 estimate section on the Year 1 tab has been completed. This figure is the difference between cells H118 and H120 on that tab.

*The figures entered in this section will be **ESTIMATES***

1) In cell E78 enter the estimated number of qualifying pupils in years 1 & 2 for the October 2020 census.

2) In cell E79 enter the number of qualifying pupils in years 1 & 2 that are estimated to be on the January 2021 census.

3) In cell E80 enter the estimated number of qualifying pupils in year R as per your estimates for the October 2020 census.

4) In cell E81 enter the number of qualifying pupils you estimate will be in year R for the January 2021 census.

5) The number of qualifying pupils will then automatically populate cell E82 and an Estimated Full Year Allocation (September 2020 to August 2021) will appear in cell E85.

6) An Estimated Allocation for the 2020/21 Academic Year (September to March 2021) will show in cell E87. A UIFSM Estimated Total Funding figure for 2020/21 will be shown in cell E89.

7) An overall total estimate of funding for 2020/21 will show in cell E92.

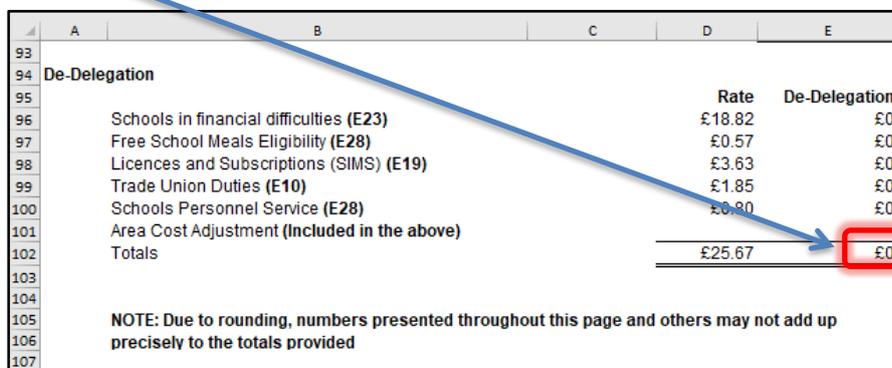
This UIFSM Estimated Total Funding figure is made up of the remaining payment in cell H106 (from the 'Year 1' Tab) which covers the April to August period, and the Estimated September to March allocation from cell H120. These figures are shown in green boxes for clarification.

	A	B	C	D	E	F	G	H	I
69									
70		<b>Universal Infant Free School Meals (ESTIMATE)</b>							
71		The DfE have not yet confirmed how funding for this period will be calculated. We have assumed this is on the same basis as 2018/19 guidance.							
72		<b>April 2020 to August 2020</b>							
73									
74		Remaining payment (see Year 1)						£0	
75									
76		<b>September 2020 to March 2021</b>							
77									
78		October 2020 Taken meals years 1 & 2							
79		January 2021 Taken meals years 1 & 2							
80		October 2020 Taken meals year R							
81		January 2021 Taken meals year R							
82		Qualifying pupils						0	
83		*190 meals (qualifying pupils X 190)						0	
84		Rate per pupil						£2.30	
85		Full Year allocation (September 2020 to August 2021)						£0	
86									
87		Estimated Allocation for 2020/21 academic year (September to March 2021)						£0	
88									
89		UIFSM Estimated total funding in financial year 2020/21						£0	
90									
91									
92		Overall total estimated funding 2020-21						£6,495	

The rate per pupil is set by central government at £2.30 which is pre-populated in the template in cell E84.

## 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 E102.



	A	B	C	D	E
93					
94		De-Delegation			
95				Rate	De-Delegation
96		Schools in financial difficulties (E23)		£18.82	£0
97		Free School Meals Eligibility (E28)		£0.57	£0
98		Licences and Subscriptions (SIMS) (E19)		£3.63	£0
99		Trade Union Duties (E10)		£1.85	£0
100		Schools Personnel Service (E28)		£0.80	£0
101		Area Cost Adjustment (Included in the above)			
102		Totals		£25.67	£0
103					
104					
105					
106					
107					

NOTE: Due to rounding, numbers presented throughout this page and others may not add up precisely to the totals provided

These figures are pre-populated into the spreadsheet and the correct delegation amounts will appear once the DfE number is entered.

For details on how to input this information into BPS, please see the BPS Summary section of the guidance.

## Year 3' Tab

The 'Year 3' Tab provides a budget projection for 2021/22 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 2020/21 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 adjustment 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.

## Other Grants Tab

This tab has been created to allow the Teachers Pay Grant, PE Grant funding, Free School Meals Supplementary Grant and Year 7 Catch up to be included in the Funding Scenario on the Budget Planning Software.

The Teachers Pay Grant is pre-populated after entering your DfE number. The other grants need to be entered manually into the pink boxes.

All other grant information is published by the ESFA via [www.gov.uk](http://www.gov.uk).

**Any grant funding added to this tab must not be added to the Other Income and Expenditure Scenario on the Budget Planning Software as it will double count the expected income.**

As the FSM Supplementary Grant is currently under review for future years it is suggested to only input values into 2019/20 and use £0 for future years.

Grant	Code	2019/20	2020/21	2021/22
Teachers Pay Increase 2018 (TPG)	I01	£16,321	£6,495	£0
PE & Sport Premium Grant	I18			
Free School Meals Supplementary Grant	I18			
Year 7 Catch Up	I06			
	<b>Total</b>	<b>£16,321</b>	<b>£6,495</b>	<b>£0</b>

The blank input lines at the bottom of this table should only be used if additional grants are released mid year through your Statement of Account, and therefore should not be used at Budget Setting.

### ‘Early Years’ Tab

This tab provides an Early Years Budget Estimation for 2019/20.

If your school received Early Years Funding (Nursery), the calculation of the 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 (Lines 10-13).

	A	B	C	D	E	F	G	H
6								
7		2019/20 Early Years Budget Estimation						
8								
9		<b>Hourly Rate</b>					<b>Hourly rate</b>	
10		Base rate					£4.00	
11		Qualified Teacher Supplement					£0.90	
12		Disadvantage supplement					£0.16	
13							£5.06	

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.

Enter the Early Years pupil numbers in the pink-shaded cells numbers table below against the number of Early Years Hours that they attend school for each term (Summer/Autumn/Spring) for 2019/20, 2020/21 and 2021/22.

Pupils Early Years Hours	2019/20			2020/21			2021/22		
	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16	10	11	12	13	14	15	16	16	16
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30	2	2	2	2	2	2	2	2	2
Total pupils:	16	18	11	15	13	17	13	13	18
Total Weekly Hours:	210	225	240	255	270	285	300	300	300
Total Hours for Term:	2730	3150	2640	3315	3780	3135	3900	4200	3300

### Early Years Pupil Premium (EYPP)

Lower down the sheet (Lines 54-64) there is a similar table to fill out for EYPP.

Entering the number of eligible pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2019/20, 2020/21 and 2021/22.

There is link to relevant guidance on row 68.

Pupils Early Years Hours	2019/20			2020/21			2021/22		
	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
1									
2									
3									
4									
5									
6									
7									
8									
9									
10	3	3	4	4	5	6	7	7	7
11									
12									
13									
14									
15									
Total pupils:	3	3	4	4	5	6	7	7	7
Total Weekly Hours:	30	30	40	40	50	60	70	70	70
Total Hours for Term:	390	420	440	520	700	660	910	980	770
Rate per funded hour:	£0.53	£0.53	£0.53	£0.53	£0.53	£0.53	£0.53	£0.53	£0.53
Estimated Pupil Premium Funding:	£207	£223	£233	£276	£371	£350	£482	£519	£408

## 2 Year Old Funding

You will need to confirm eligibility for Free For Two (FF2) before populating this table. Guidance on eligibility can be found on lines 128 and 130.

		2019/20			2020/21			2021/22		
96										
97	Please only enter pupils who qualify for the 2 Year old fundir									
98										
99	Pupils Early Years Hours	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
100										
101	1									
102	2									
103	3									
104	4									
105	5									
106	6									
107	7									
108	8									
109	9									
110	10									
111	11									
112	12									
113	13									
114	14									
115	15									
116	Total pupils:	0	0	0	0	0	0	0	0	0
117	Total Weekly Hours:	0	0	0	0	0	0	0	0	0
118	Total Hours for Term:	0	0	0	0	0	0	0	0	0
119	Rate per funded hour:	€5.02	€5.02	€5.02	€5.02	€5.02	€5.02	€5.02	€5.02	€5.02
120	Estimated 2 Year old Funding:	€0	€0	€0	€0	€0	€0	€0	€0	€0
121										
122										
123										
124		2019/20			2020/21			2021/22		
125	Special Educational Needs Inclusion Fund (SENIF)									
126	Disability Access Fund (DAF)									
127										
128	Please only enter funding for pupils who qualify for the SENIF funding									
129										
130	Please only enter funding for pupils who qualify for the DAF funding									
131										

## 'High Needs Mainstream' Tab

Schools with High Needs Mainstream pupils will need to complete 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 the high needs consultation document on [KELSI](#).

The tables to the right of the pupil data will 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	O
14															
15															
16															
17															
18															
19															
20															

Pupil Data											
Name	Date of Birth	Year Group (Academic Year Sept 18 - Aug 19)	Year Group (Academic Year Sept 19 - Aug 20)	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
cv	05/12/2008	5	6	01/04/2019	31/03/2022	€500.00	€500.00	€500.00	€300.00	€300.00	€6,000.00
SL	01/01/2009	5	6	01/04/2019	31/03/2022	€870.00	€870.00	€870.00	€400.00	€400.00	€10,440.00
				01/04/2019	31/03/2022						€0.00
				01/04/2019	31/03/2022						€0.00

## **Pupil Data**

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 if a DOB is not known use a fictitious date instead but ensure that it accurately reflects the pupils current year group to calculate the funding.

2) Placement Start and End dates are defaulted to assume the pupil will be at the school for all three financial years (Years 1, 2 and 3).

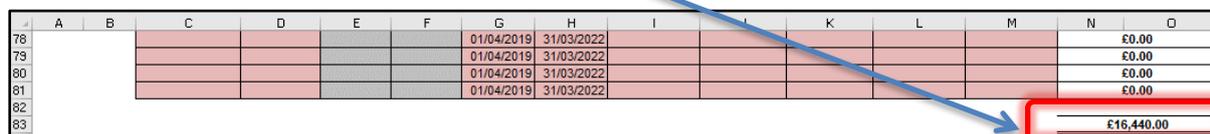
**These must be reviewed and changed throughout the year to reflect the year when pupils leave, join or no longer qualify.**

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 after the review date for the pupil.

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
78							01/04/2019	31/03/2022							£0.00
79							01/04/2019	31/03/2022							£0.00
80							01/04/2019	31/03/2022							£0.00
81							01/04/2019	31/03/2022							£0.00
82															
83															£16,440.00

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, AQ83 and BE83 respectively.

Further to the right, funding figures for 2020/21 and 2021/22 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 are details that show any extra top up due as a result of 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

For information on the 28% rule refer to the maintained school budget guidance document for 2019-20 on KELSI.

## 'SRP Year 1' Tab

For an explanation on how SRP is calculated, please see the link in Cell B12

10	<b>2019/20 Place Funding</b>
11	
12	<b>IMPORTANT - Pupils are included in the Schools Formula Budget. For an explanation (please click the link)</b>

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) Enter the pupil Surname in column L, 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) must be amended as necessary. The table will calculate any Place Plus funding for High Needs Pupils in Resourced Provision.

Designation	Pupil Surname	Pupil Forename	D.O.B	Pre/Post 16 SUMMER	Pre/Post 16 WINTER	Placement START Date	Placement END Date	Monthly Rate Apr-Aug
Designation 1	Adams	A	01/01/00	Post-16	Post-16	31/03/19	31/03/20	£627.58
Designation 1	Bates	B	01/02/01	Post-16	Post-16	31/03/19	31/03/20	£627.58
Designation 2	Cooper	C	01/03/02	Post-16	Post-16	31/03/19	31/03/20	£0.00
						31/03/19	31/03/20	£0.00

**Pre-16**

5) Based on the data entered in the table, a Pre-16 Element 1 Funding figure will appear in cell H32, and a figure for Element 2 in cell H38 with a Total figure appearing in cell H44.

**Post-16**

6) Post 16 Element 1 Funding is already included within the 16-19 allocation. A Post 16 Element 2 figure will appear in cell H42 with a Total figure appearing in cell H44.

	Commissioned Places	Places included in formula budget	Places to be Funded
<b>Element 1</b>			
*Element 1 only paid if place numbers greater than actual pupils on roll as at Oct'18 census.			
Pre-16 Academic Year 2018/19	30	27	
Post-16 2018/19	0	0	
<b>Total</b>	<b>30</b>	<b>27</b>	<b>3</b>
			£1,667
			£5,000
<b>Element 2</b>			
Pre-16 Academic Year 2019/20	30	27	
Post-16 2019/20	0	0	
<b>Total</b>	<b>30</b>	<b>27</b>	<b>3</b>
			£2,333
			£7,000
<b>Element 1 Total</b>			<b>£12,000</b>
<b>Element 2</b>			
Pre-16 Apr to Aug	30	£2,500	£75,000
Pre-16 Sep to Mar	30	£3,500	£105,000
		£6,000	£180,000
Post-16 Apr to Jul	0	£2,000	£0
Post-16 Aug to Mar	0	£4,000	£0
		£6,000	£0
<b>Element 2 Total</b>			<b>£180,000</b>

## Excess Place Funding

### Excess Element 1

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 F, with the rate in Column G and total in column H. The annual total will appear in cell H68.
- 2) Post-16 Excess pupil numbers are shown in Column F, with the associated rate in column G.
- 3) Total monthly funding appears in Column H, with an annual total in cell H68.

	A	B	C	D	E	F	G	H
49								
50		<b>Excess Place Funding (Elements 1 &amp; 2)</b>						
51		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.						
52								
53								
54		<b>Excess Element 1</b>						
55								
56		April				Excess Pupil Numbers	Pre-16 Rate	Total Funding
57		May				-30	£333	£0
58		June				-30	£333	£0
59		July				-30	£333	£0
60		August				-30	£333	£0
61		September				-30	£333	£0
62		October				-30	£333	£0
63		November				-30	£333	£0
64		December				-30	£333	£0
65		January				-30	£333	£0
66		February				-30	£333	£0
67		March				-30	£333	£0
68								£0

### Excess Element 2

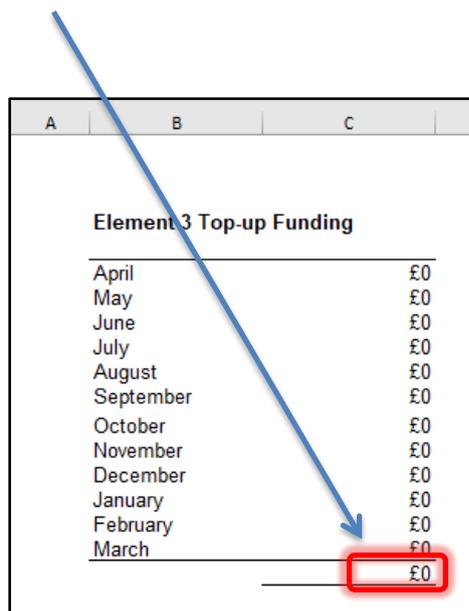
The table will populate once the schools DfE number has been entered into the template.

The pupil numbers can appear as negative values (which can may also be the case for Element 1) if the pupil numbers have reduced from a previous year. As a result this will not produce any funding in the table.

Excess Element 2	Pre-16 Excess Pupil Numbers	Pre-16 Rate	Post-16 Excess Pupil Numbers	Post-16 Rate	Total Funding
April	-30	£500	0	£0	£0
May	-30	£500	0	£0	£0
June	-30	£500	0	£0	£0
July	-30	£500	0	£0	£0
August	-30	£500	0	£0	£0
September	-30	£500	0	£0	£0
October	-30	£500	0	£0	£0
November	-30	£500	0	£0	£0
December	-30	£500	0	£0	£0
January	-30	£500	0	£0	£0
February	-30	£500	0	£0	£0
March	-30	£500	0	£0	£0
					£0

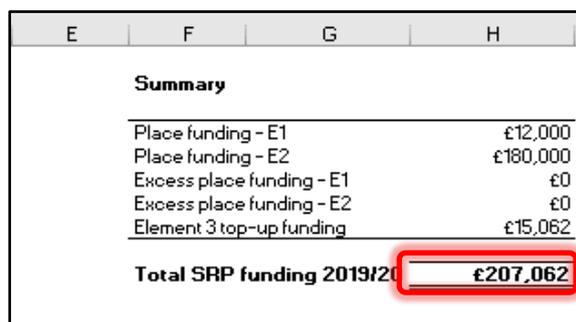
### Excess Element 3

The Element 3 Top-up Funding table, will show an annual total in cell C105.



A	B	C
<b>Element 3 Top-up Funding</b>		
April		£0
May		£0
June		£0
July		£0
August		£0
September		£0
October		£0
November		£0
December		£0
January		£0
February		£0
March		£0
		£0

A Summary table for the 2019/20 SRP funding will appear at the bottom of the tab with the total funding showing in cell H99 (which feeds through to the 'Year 1' Tab).



E	F	G	H
<b>Summary</b>			
Place funding - E1			£12,000
Place funding - E2			£180,000
Excess place funding - E1			£0
Excess place funding - E2			£0
Element 3 top-up funding			£15,062
<b>Total SRP funding 2019/20</b>			<b>£207,062</b>

### 'SRP Funding Summary' Tab

The purpose of this is to summarise your SRP budget. Element 1 funding is included in the formula funding allocation (tab Year 1) and Elements 2 and 3 are paid from the Dedicated Schools Grant High Needs Block, which is recorded on SRP Year 1 tab to this template.

### 'SRP Year 2 & 3' Tab

#### **Place Plus Funding for High Needs Pupils in Resourced Provision**

Years 2 and 3 are 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 2020 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 2021. Enter estimated **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 2021 in cell D19. Enter estimated **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 2021. Enter estimated **pupil numbers** for that period in cell I19.

	A	B	C	D	E	F	G	H	I	J	K
11											
12	2020/21										
13											
14				19/20 Academic Year				20/21 Academic Year			
15				Pre-16: Apr to Aug				Pre-16: Sep to Mar			
16				Post-16: Apr to Jul				Post-16: Aug to Mar			
17				Designation	Age Group	Places	Estimated Pupils	Places to be funded			
18				1	Pre-16						
19				1	Post-16						
20				2	Pre-16						
21				2	Post-16						
22											
23											
24											

The same information needs to be entered in the cells below for Designation 2 pupils (only relevant for schools with more than one SRP) on lines 21 and 22.

The table to the right will then detail the funding due for the 2020/21 financial year, with a total funding figure in cell U24, which feeds into the 'Year 2' Tab.

	L	M	N	O	P	Q	R	S	T	U
11										
12										
13										
14		Funding								
15		April - August			September - March			2020/21 Financial Year Total		
16		E1 & E2	E3	Total	E1 & E2	E3	Total	E1 & E2	E3	Total
17										
18		£0	£0	£0	£0	£0	£0	£0	£0	£0
19		£0	£0	£0	£0	£0	£0	£0	£0	£0
20										
21		£0	£0	£0	£0	£0	£0	£0	£0	£0
22		£0	£0	£0	£0	£0	£0	£0	£0	£0
23										
24		£0	£0	£0	£0	£0	£0	£0	£0	£0
25										

The same exercise needs to be carried out for the 2021/22 financial year, by populating the cells further down the sheet.

2021/22 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 feeds into a summary table with a Total Actual Funding figure for Years 1, 2 and 3 in cells H55, H57 and H59 respectively.

	A	B	C	D	E	F	G	H
51								
52		<b>SUMMARY</b>						
53				<b>Rising Roll Funding</b>	<b>Reorganisation Funding</b>			<b>Actual Funding</b>
54		<b>2019/20 Financial year</b>	Apr - Aug			£0		
55			Sep-Mar		£0	£0		£0
56		<b>2020/21 Financial year</b>	Apr - Aug			£0		
57			Sep-Mar		£0	£0		£0
58		<b>2021/22 Financial year</b>	Apr - Aug			£0		
59			Sep-Mar		£0	£0		£0
60								

## '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 D26, E26 and F26.

A	B	C	D	E	F
1	9999 - Example School	25/02/2019	Year 1	Year 2	Year 3
2	Source of Funding -table	CFR Code	2019-20	2020-21	2021-22
3					
4	School Budget Share (SBS)	I01	£1,886,202	£0	£0
5	Estimated Growth Funding	I01	£0	£0	£0
6	High Needs Mainstream Funding Element 3 Top Up	I03	£16,440	£8,400	£8,400
7	High Needs Mainstream Funding - Notional SEN Top Up	I01	£0	£0	£0
8	High Needs Mainstream Funding - Element 2 Post 16	I02	£0	£0	£0
9	High Needs Specialist Resource Provision (SRP) Funding - Place Funding Pre-16	I01	£180,000	£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	£15,062	£0	£0
13	Early Years	I01	£43,111	£51,764	£57,684
14	Early Years (SENF & DAF)	I03	£0	£0	£0
15	Post 16 allocation	I02	£0	£0	£0
16	Pupil Premium (5 to 16 year olds)	I05	£124,000	£0	£0
17	Pupil Premium (3 & 4 year olds)	I01	£663	£1,410	£1,410
18	Universal Infant Free School Meals	I18	£18,573	£7,739	£0
19	Teachers Pay Increase 2018 (TPG)	I01	£16,321	£6,495	£0
21	PE & Sport Premium Grant	I18	£20,000	£21,000	£22,000
26	<b>Total</b>		<b>£2,320,371</b>	<b>£96,807</b>	<b>£89,494</b>
29					
30	Summary for input in BPS				
31	Funds Delegated by the LA	I01	£2,109,313	£51,764	£57,684
32	Early Years Pupil Premium	I01	£663	£1,410	£1,410
33	Teachers Pay Increase 2018 (TPG)	I01	£16,321	£6,495	£0
35	High Needs top-up Funding	I03	£31,502	£8,400	£8,400
37	Pupil Premium	I05	£124,000	£0	£0
39	Universal Infant Free School Meals	I18	£18,573	£7,739	£0
40	PE & Sport Premium Grant	I18	£20,000	£21,000	£22,000
45	<b>Total</b>		<b>£2,320,371</b>	<b>£96,807</b>	<b>£89,494</b>
46					
47	De-delegation		£14,148	£0	£0
48					
49					
50					
51					

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

### Summary for input in BPS

This section 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.

De-delegation totals for each year will be shown in the cells below D47, E47 and F47. Please refer to the individual years tabs for detail on which expenditure codes to use when inputting this information onto your Income and Expenditure Scenario within BPS.