

# Schools Financial Services

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

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### Academy Funding Template 2021/22 Input Guidance

# Academy Funding Template 2021/22 - Input Guidance

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### IMPORTANT INFORMATION

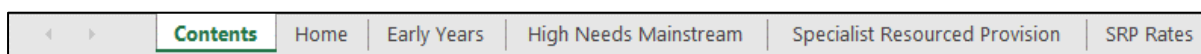
The purpose of this document is to provide guidance to Academies in Kent when filling out the KELS I Academy Funding Template 2021/22. *This template gives details of funding allocations that are the **responsibility of the Local Authority (LA) to fund directly.***

This funding relates to a budget allocation for the financial year April 2021 to March 2022. An academy's financial year runs for the period September to August. Please read the Contents information to check with period each of the tabs relates to.

Estimates have been included on individual tabs where it has been reasonable to do so.

## **Academy Funding Template 2021/22 – Input Guidance**

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

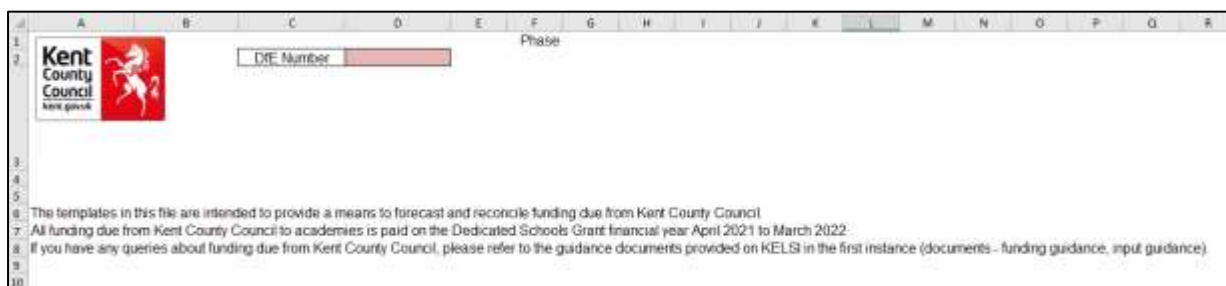


### **'Contents' Tab**

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.

### **'Home' Tab**

On the **'Home Tab'** select the Academy DfE number in cell D2 at the top of the sheet. The number can either be typed in directly or selected using the drop-down menu.



### **'Early Years' Tab**

#### **Early Years Funding**

This tab provides an Early Years Budget Estimation for 2021/22.

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.

The Qualified Teacher Supplement is notified to the school via email.

Kent County Council kent.gov.uk		2021/22 Early Years Budget Estimation		
<b>Hourly Rate</b>	Summer Term	Autumn Term	Spring Term	
Base rate	£4.14	£4.14	£4.14	
Qualified Teacher Supplement	£0.00	£0.00	£0.00	
Disadvantage supplement	£0.00	£0.00	£0.00	
	<b>£4.14</b>	<b>£4.14</b>	<b>£4.14</b>	

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.

Please Enter your Pupil Numbers			
<a href="#">Please only enter qualifying pupils (follow link for guidance)</a>			
	2021/22		
Pupils Early Years Hours	Summer	Autumn	Spring
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
Total pupils:	0	0	0
Total Weekly Hours:	0	0	0
Total Hours for Term:	0	0	0

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

Below this section, a summary table will provide a Total 2021/22 Financial Year Estimated Budget figure in cell F59.

54					
55			Weekly		
56	Summer term 2021	Hourly Rate	Hours	Weeks	
57	Autumn term 2021	£4.14	250	13	£13,455
58	Spring term 2022	£4.14	278	14	£16,113
59	Total 2021/22 Estimated Budget:	£4.14	282	11	£12,842
60					<u>£42,410</u>

## 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 64.

	A	B	C	D	E
61					
62		<b>Early Years Pupil Premium (EYPP)</b>			
63					
64		<a href="#">Please only enter pupils who qualify for the Early Years Pupil Premium</a>			
65					
66			2021/22		
67		Pupils Early Years Hours	Summer	Autumn	Spring
68		1			
69		2			
70		3			
71		4			
72		5			
73		6			
74		7			
75		8			
76		9			
77		10			
78		11			
79		12			
80		13			
81		14			
82		15			
83		Total pupils:	0	0	0
84		Total Weekly Hours:	0	0	0
85		Total Hours for Term:	0	0	0
86		Rate per funded hour:	£0.53	£0.53	£0.53
87		Estimated Pupil Premium Funding:	£0	£0	£0

Fill the table out by entering the number of pupils against their weekly hours for each term. Estimated Pupil Premium Funding for each term in the 2021/22 Financial Year will appear in cells Columns C, D and E on Row 87.

## 2-Year-Old Funding

School to confirm eligibility for FF2 before populating this table.

	A	B	C	D	E
90					
91		<b>2 Year old funding</b>			
92					
93		<a href="#">Please only enter pupils who qualify for the 2 Year old funding</a>			
94					
95			2021/22		
96		Pupils Early Years Hours	Summer	Autumn	Spring
97		1			
98		2			
99		3			
100		4			
101		5			
102		6			
103		7			
104		8			
105		9			
106		10			
107		11			
108		12			
109		13			
110		14			
111		15			
112		Total pupils:	0	0	0
113		Total Weekly Hours:	0	0	0
114		Total Hours for Term:	0	0	0
115		Rate per funded hour:	£5.18	£5.18	£5.18
116		Estimated 2 Year old Funding:	£0	£0	£0
117					


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
119				
120			2021/22	
121		Special Educational Needs Inclusion Fund (SENIF)		
122		Disability Access Fund (DAF)		
123				
124		<a href="#">Please only enter funding for pupils who qualify for the SENIF funding</a>		
125				
126		<a href="#">Please only enter funding for pupils who qualify for the DAF funding</a>		
127				

## 'High Needs Mainstream' Tab

In order to calculate an estimate of Funding for Year One, Academies with High Needs Mainstream pupils will need to enter pupil data on this tab.

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. There is also a summary of the High Need Mainstream Funding located above the Pupil Data table.

	0									
	2020/21									
<table border="1"> <tr> <td>High Needs Mainstream Funding - Element 3 Top Up</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>High Needs Mainstream Funding - Notional SEN Top Up 10%</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>High Needs Mainstream Funding - Notional SEN Top Up 28%</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>High Needs Mainstream Funding - Element 2 Post 16</td> <td style="text-align: right;">£0.00</td> </tr> </table>		High Needs Mainstream Funding - Element 3 Top Up	£0.00	High Needs Mainstream Funding - Notional SEN Top Up 10%	£0.00	High Needs Mainstream Funding - Notional SEN Top Up 28%	£0.00	High Needs Mainstream Funding - Element 2 Post 16	£0.00	
High Needs Mainstream Funding - Element 3 Top Up	£0.00									
High Needs Mainstream Funding - Notional SEN Top Up 10%	£0.00									
High Needs Mainstream Funding - Notional SEN Top Up 28%	£0.00									
High Needs Mainstream Funding - Element 2 Post 16	£0.00									
£0										
<b>Pupil Data</b>										
Name	Date of Birth	Year Group (Academic Year Sept 19 - Aug 20)	Year Group (Academic Year Sept 20 - Aug 21)	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 1 Total Funding linked to this Pupil	
									£0.00	
									£0.00	
									£0.00	
									£0.00	

- 1) Enter the pupil names in Column C and dates of birth in Column D.

**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) Input the placement Start date – this should not precede the 1<sup>st</sup> of September. The appropriate funding end date should be input being mindful that funding is reassessed annually.
- 3) Monthly top up rates appear in the confirmation letters received by SENCOs, sent out by the SEN resources team. These amounts should be entered in Columns I, J and K.

This estimated calculated funding is broken down 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.

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	<b>Notional SEN budget top up rate working</b>									
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
4	Extra top up due to 28% rule													Total
5	£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
6														
7														



## **'Specialist Resourced Provision' Tab**

Funding on this tab is only calculated for the Financial Year (1/4 – 31/3) – refer to contents tab. Funding is paid one month in arrears (lagged) i.e.

A pupil above commissioned place numbers starts in September. The excess commission funding for the month of September and the excess top up will be paid in October. By typing the actual start and end dates into this template it will demonstrate when funding shall be received NOT the month it relates to, therefore a start date of September will only demonstrate funding for 6 months of the year on this spreadsheet. This can be used to calculate an estimate of the full year.

Academies with Specially Resourced Provisions (SRPs) will need to enter data for those pupils in the pink-shaded cells in the Element 3 input table on this tab.

- 1) In column K, the drop-down menu can be used to select the correct designation for each pupil (only 5 academies 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 D.O.B figure to auto-populate with a Pre or Post 16 indicator for the summer and winter terms.
- 4) Placement start and end dates (column Q and R) should be entered. The table will then calculate any Place Plus funding for High Needs Pupils in the Resourced Provision for the period entered, bearing in mind the lagged funding explained above.
- 5) Pre-16 Excess pupil numbers appear in column F, with the funding in Column H.
- 6) Total monthly funding then appears in Column H, with a total in cell H59.

## **'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.