

Schools Financial Services

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

Schools Financial Services

Primary and Secondary School Funding Template 2021/22 - Input Guidance



Primary and Secondary School Funding

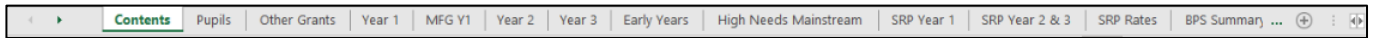
Template 2021/22 Input Guidance

Contents

'Contents' Tab.....	2
'Pupils' Tab	3
'Other Grants' Tab	4
'Year 1' Tab	12
Formula Budget 2021/2022	12
De-Delegation (Funding delegated to schools which is recovered via the advances).....	13
'MFG Y1' Tab.....	14
'Year 2' Tab	14
De-Delegation (Funding delegated to schools which is recovered via the advances).....	17
'Year 3' Tab	18
'Early Years' Tab	19
Early Years Pupil Premium (EYPP)	20
2-Year-Old Funding	20
'High Needs Mainstream' Tab.....	21
'SRP Year 1' Tab.....	23
'SRP Year 2 & 3' Tab.....	25
'SRP Rates' Tab	26
'BPS Summary' Tab.....	26

Primary and Secondary School Funding Template 2021/22 - Input Guidance

At the bottom of the spreadsheet there are several tabs.



'Contents' Tab

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

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

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

'Pupils' Tab

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

On this tab you need to enter estimated pupil numbers in the pink-shaded cells for each Year Group as at **October 2021** (Column B) and **October 2022** (Column C).

Primary School – Year R to Year 6

Secondary School – Year 7 to Year 11

For **October 2023**, only estimated Reception pupil numbers (cell D8) are required to assist with calculating growth funding, if applicable to the school.

	A	B	C	D
3				
4	<u>Mainstream Pupil Numbers</u>			
5	Please enter your estimated pupil numbers to calculate future years budgets (October 2023 only needs to be completed if you are entitled to rising roll in 2023/24 - If there is a 'Yes' in cell C55 on the Other Grants Tab)			
6	Where a school has a SRP, the pupils in the SRP should be included in this estimate.			
7	Year Group	At October 2021	At October 2022	At October 2023
8	R			
9	1			
10	2			
11	3			
12	4			
13	5			
14	6			
15	7			
16	8			
17	9			
18	10			
19	11			
20	Total Primary	0	0	0
21	Total Secondary	0	0	0

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

‘Other Grants’ Tab

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

Pupil Premium (PP) – All Schools

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

Post 16 – Secondary Schools only

Additional Grants

PE & Sport Premium Grant – Primary Schools only

Other grants the school has confirmation of funding agreed

Pupil Premium (PP) Grant – Primary and Secondary

Pupil Premium (PP) Grant

From April 2021 Pupil Premium funding will be based on the previous October census rather than the previous January Census.

This funding is provided for the following pupils:-

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

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

Ever6FSM

The **DfE Ever6 FSM Autumn 2020** report (Please see information below).

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

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

The release of the Keys2Success information later in the year may mean adjustments are made to the schools funding via the statement of account (monthly advance).

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

Information from EIS concerning the availability of the FMS Ever6 report. The reports can be downloaded from the EIS Support Website.

28/02/2021 at 14:50 FSM Ever6 report definition files (SIMS 7)

Please note that these reports can only **be an approximation of FSM Ever6** as used by the DfE for allocating Deprivation Pupil Premium. For example, the DfE knows the YTI reported for pupils in School Census when pupils attended a previous school, but that is not available to the current school.

Two variants of the report definition file for DfE FSM Ever 6 at School Census Autumn 2020 are available from this customer portal. Please select the one(s) suitable for your school phase. The only difference between the two is that 'class' is shown for primary and 'registration group' for secondary.

- **[FSM Ever6 Eng Prim FYr 2021-22 \(Approx\).RptDef](#)** (more reliable for YTI 6)
- **[FSM Ever6 Eng Sec FYr 2021-22 \(Approx\).RptDef](#)**

The file should be extracted from the ZIP before being imported via Reports | Import.

Note: Do not use Table 5 on the October 2020 census as this only provides the FSM eligible pupils on that particular date, which is not the Ever6 count.

PLAC

The number of Post Looked After Children (PLAC) can be sourced from Table 5 on the October 2020 census.

CiC

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

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

Service Children

Schools should use their local records to estimate the number of eligible Ever6SC for the period April 2021 – March 2022.

Pupil Premium (PP) Grant – Primary and Secondary 2021/22

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

Grant	2020/21	Units			Rate	Total Funding		
		2021/22	2022/23	2023/24		2021/22	2022/23	2023/24
Pupil Premium		Oct-20	Oct-21	Oct-22				
Free School Meals Ever 6 Primary (See Guidance)					£1,345	£0	£0	£0
Free School Meals Ever 6 Secondary (See Guidance)					£955	£0	£0	£0
Adopted (Post-LAC) pupils (October census)					£2,345	£0	£0	£0
Children in Care (CiC)								
Service Children Ever 6 (October census)					£310	£0	£0	£0
Total Pupil Premium						£0	£0	£0

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

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

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

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

Universal Infant Free School Meals (UIFSM) Grant

April 2021 to August 2021

To calculate the April to August 2021 allocation using your October 2020 Census and your January 2021 Census please enter the relevant pupil numbers in the cells detailed below.

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

- 1) In cell D18, enter the number of qualifying pupils in Reception (**R**) as per the October 2020 census.
- 2) In cell D19, enter the number of qualifying pupils in Reception (**R**) as per the January 2021 census.
- 3) In cell D20, enter the number of qualifying pupils in Years 1 & 2 as per the October 2020 census.
- 4) In cell D21, enter the number of qualifying pupils in Years 1 & 2 as per the January 2021 census.

		Units				Rate	Total Funding		
Grant		2020/21	2021/22	2022/23	2023/24		2021/22	2022/23	2023/24
Universal Infant Free School Meals									
The DfE have not yet confirmed how this will be calculated. However, we have assumed this is on the same basis as 2020/21 guidance.									
		Academic Year							
October Taken meals year R									
January Taken meals year R									
October Taken meals years 1 & 2									
January Taken meals years 1 & 2									
Qualifying pupils		0	0	0	0				
*190 meals (qualifying pupils X 190)		0	0	0	0				
Rate per meal		£2.34	£2.34	£2.34	£2.34				
Academic Year Allocation		£0	£0	£0	£0				
UIFSMs April to August							£0	£0	£0
UIFSMs September to March							£0	£0	£0
Total Universal Infant Free School Meals							£0	£0	£0

September 2021 to August 2022 – Estimated at October 2021/January 2022

- 1) In cell E18, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2021.
- 2) In cell E19, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2022.
- 3) In cell E20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2021.
- 4) In cell E21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – January 2022.

September 2022 to August 2023 – Estimated

- 1) In cell F18, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2022.
- 2) In cell F19, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2023.
- 3) In cell F20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2022.
- 4) In cell F21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – January 2023.

September 2023 to August 2024 – Estimated

- 1) In cell G18, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2023.
- 2) In cell G19, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2024.
- 3) In cell G20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2023.
- 4) In cell G21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – January 2024.

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

		Other Grants							
		Units				Rate	Total Funding		
Grant		2020/21	2021/22	2022/23	2023/24		2021/22	2022/23	2023/24
UIFSMs April to August							£0	£0	£0
UIFSMs September to March							£0	£0	£0
Total Universal Infant Free School Meals							£0	£0	£0

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

Post 16 Allocations – Secondary Schools Only

Year 1

- 1) In cell K31 enter the allocation as advised to you by the ESFA for the period April 2021 to July 2021.
- 2) In cell K32 enter the allocation as advised to you by the ESFA for the period August 2021 to March 2022.

Year 2

- 1) In cell L31 enter the estimated allocation for the period April 2022 to July 2022.
- 2) In cell L32 enter the estimated allocation for the period August 2022 to March 2023.

Year 3

- 1) In cell M31 enter the estimated allocation for the period April 2023 to July 2023.
- 2) In cell M32 enter the estimated allocation for the period August 2023 to March 2024.

		Other Grants							
		Units				Rate	Total Funding		
Grant		2020/21	2021/22	2022/23	2023/24		2021/22	2022/23	2023/24
Post 16 Funding Allocation									
Post 16 allocation (Apr - Jul)									
Post 16 allocation (Aug - Mar)									
Total Post 16 Funding Allocation							£0	£0	£0

Additional Grants

Please note the Teacher Pay Increase 2018 (TPG) and Pension Grant are now included in the I01 School Budget Share (SBS).

The PE and Sports Premium Grant is still available to schools and details of the grant the school receives should be entered here.

There are several blank lines where you can enter details of other grants that the school may have access to via their advance (Statement Of Account). Details should be entered in columns B and C and rows 38 to 45 and the values in column K, L and M.

IMPORTANT NOTE: I18C will need to be added onto the Other Income and Expenditure Scenario on BPS and not the Funding Scenario. Therefore we recommend **not** adding it to the Additional Grants section on the template.


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

Any grant funding added to this tab must NOT be added to the Other Income and Expenditure Scenario on the BPS as it will double count the expected income.

Growth Funding

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

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Other Grants												
2													
3													
4													
5													
6	Grant												
48	Growth Funding												
49	Growth funding will be notified by email, only populate pink cells with information provided in this email												
50		Qualify	Lower Threshold	Upper Threshold	Pupils	Qualifying pupils	Rate						
51	Reorganisation Funding												
52	2021-22 Rising Roll Funding	NO	0	0	0	0	£0.00				£0		
53	2022-23 Rising Roll Funding	NO	0	0	0	0	£0.00					£0	
54	2023-24 Rising Roll Funding	NO	0	0	0	0	£0.00						£0
55	Total Growth Funding											£0	£0

'Year 1' Tab

Formula Budget 2021/2022

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

A Formula Factors Total will be given in Row 46.

	B	C	F	G	H
8	Formula Budget 2021/22				
9			Pupils	Rate	Total
10	Factor 1	Basic Entitlement Primary	203	£3,093.17	£627,914
13		Total Basic Entitlement Funding			£627,914
14	Factor 2	Deprivation FSM - Primary	88.0	£460.32	£40,508
16		Deprivation Ever 6 FSM (Notional SEN Factor) - Primary	95.1	£333.23	£31,678
18		Deprivation IDACI Band F (Notional SEN Factor) - Primary	11.0	£215.15	£2,367
19		Deprivation IDACI Band E (Notional SEN Factor) - Primary	34.0	£260.18	£8,846
20		Deprivation IDACI Band D (Notional SEN Factor) - Primary	0.0	£410.29	£0
21		Deprivation IDACI Band C (Notional SEN Factor) - Primary	53.0	£445.31	£23,601
22		Deprivation IDACI Band B (Notional SEN Factor) - Primary	82.0	£475.33	£38,977
23		Deprivation IDACI Band A (Notional SEN Factor) - Primary	0.0	£620.43	£0
30		Total Deprivation Funding			£145,977
31	Factor 4	English as an additional language (Notional SEN Factor) - Primary	4.7	£550.39	£2,583
33	Factor 6	Low cost, high incidence SEN (Notional SEN Factor) - Primary	37.7	£1,095.77	£41,292
35	Factor 7	Lump Sum (Partial Notional SEN Factor) - Primary £6,235, Secondary £5,478			£120,084
36	Factor 8	Sparsity - Primary			£0
38	Factor 9	Area Cost Adjustment - London Fringe (3.68%) (Factors 1 to 8)			£34,513
39	Factor 10	Split Sites			£0
40	Factor 11	Rates			£4,890
41		Rates Adjustment (incremental change)			£0
42	Factor 12	PFI funding			£0
43	Factor 13	Exceptional Premises Factors			£0
44	Factor 14	Minimum Per-Pupil Level Funding			£0
45					
46		Formula Factors Total			£977,252
47		Minimum Funding Guarantee (MFG)			£0
48					
49	School Budget Share (SBS) 2021/22				£977,252

Below the Formula Factors Total, Minimum Funding Guarantee (MFG) for 2021/22 will be shown if applicable to the school, driven by the data on the **'MFG Y1' Tab**.

Minimum Per-Pupil Level Funding Rate (MPPL)

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

The Minimum Per-Pupil Funding Rate for 2021/22 is

Primary £4180

KS3 £5215

KS4 £5715

The basis for the calculation is:

The total budget less Factor 11 rates, divided by the number of pupils on roll as at October 20 census.

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

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

A School Budget Share (SBS) 2021/22 total including MFG will be given in Row 49.

Pupil Premium (PP) funding will show in cell H51, based on the data entered on the 'Other Grants' Tab, if applicable.

Growth Funding will show in cell H52, based on the data entered on the 'Other Grants' Tab, if applicable.

High Needs Mainstream Funding will show in cell H53, based on the data entered on the 'High Needs Mainstream' Tab, if applicable.

Specialist Resource Provision (SRP) Funding will show in cell H54, based on the data entered on the 'SRP Year 1' Tab, if applicable.

Universal Infant Free School Meals Funding will show in cell H55, based on the data entered on the 'Other Grants' Tab, if applicable.

Early Years Funding will show in cell H56, based on the data entered on the 'Early Years' Tab, if applicable.

Post 16 Funding will show in cell H57, based on the data entered on the 'Other Grants' Tab. This is only applicable to Secondary Schools.

Additional Grants Funding will show in cell H58, based on the data entered on the 'Other Grants' Tab, if applicable.

The Overall total estimated funding 2021-22 will be shown in cell H60.

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 H69.

	B	C	F	G	H
62	De-Delegation			Rate	De-Delegation
63		Schools in financial difficulties (E23)		£18.81	£3,959
64		Free School Meals Eligibility (E28)		£0.59	£124
65		Licences and Subscriptions (SIMS) (E19)		£4.18	£880
66		Trade Union Duties (E10)		£1.90	£400
67		Schools Personnel Service (E28)		£0.82	£173
68		Area Cost Adjustment (Included in the above)			
69		Totals		£26.30	£5,535
70					
71	NOTE: Due to rounding, numbers presented throughout this page and others may not add up precisely to the totals provided				

'MFG Y1' Tab

This tab illustrates how the Minimum Funding Guarantee (MFG) figure in cell H47 of the **'Year 1' Tab** has been calculated. No data needs to be entered on this tab.

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

'Year 2' Tab

The **'Year 2' Tab** provides a budget projection for 2022/23 and relies on the pupil number estimates provided on the **'Pupils' Tab**.

On the **'Year 2' Tab**, Budget Projection figures for 2022/23 will appear in column E.

	A	B	C	D	E	F
6						
7		A School				
8						
9		2022/23 Budget Projection				Please note it is your schools responsibility to determine the % and MPPL rate used when estimating your funding, the % and rate provided is purely advisory from the perspective of the LA
10				Uplift Rate	3.0%	Please see guidance for further details of % used
11				MPPL Rate	£4,305.40	MPPL rate is calculated by using current MPPL rate and uplifted by % above
12		This projection is reliant on the pupil number estimate provided on the pupils sheet		MFG Rate	0.5%	Please see guidance for further details of % used

Uplift Rate

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

Please read the Three Year Plan – advice to schools:

https://www.kelsi.org.uk/_data/assets/file/0009/118593/Three-Year-Plan-advice-to-schools.pdf

MPPL Rate

The Minimum Per Pupil Level has been defaulted to increase by the 3% Uplift Rate, as per the recommendation in the Three Year Plan advice to schools:

https://www.kelsi.org.uk/_data/assets/file/0009/118593/Three-Year-Plan-advice-to-schools.pdf

The advice reads: “The factors within the school budget calculation will increase by a minimum of 3% per year (mimicking the increases seen in 21-22) therefore it is assumed the overall per pupil funding will increase by a minimum of 3% per year, this includes the MPPL.”

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

Minimum Funding Guarantee

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

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

Please read the Three Year Plan – advice to schools:

https://www.kelsi.org.uk/_data/assets/file/0009/118593/Three-Year-Plan-advice-to-schools.pdf

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

Telephone: 03000 422970

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

- (a) Estimated percentage uplift SBS 2022/23
- (b) Estimated MPPL SBS 2022/23
- (c) Estimated MFG SBS 2022/23

Importantly, cell E79 then depicts the greater % of either a, b or c. This is then the estimated SBS for 2022/23.

	B	C	D	E
13	Percentage Uplift Budget			
14	Total Basic Entitlement Funding 2021/22			£627,914
15	Total Deprivation Funding 2021/22			£145,977
16	English as an additional language 2021/22			£2,583
17	Low cost, high incidence SEN 2021/22			£41,292
18	Total 2021/22			£817,766
19				
20	October 2020 Pupil Numbers			203
21	Baseline per pupil			£4,028
22	Adjustment (uplift percentage increase)			3.0%
23	Adjustment per Pupil			£121
24	Per pupil after any uplift Adjustment			£4,149
25				
26	October 2021 Pupils			175
27	New baseline 2022/23			£726,120
28	Lump Sum - Primary			£120,084
29	Lump Sum - Secondary			£0
30	Sparsity			£0
31	Area Cost Adjustment - London Fringe			£31,140
32	Split Sites			£0
33	Rates			£4,890
34	PFI Funding			£0
35	Exceptional Premises Factors			£0
36				
37	Estimated percentage uplift SBS 2022/23			£882,233

	B	C	D	E
39	MPPL Budget			
40	October 2021 Pupils			175
41	Minimum Per-Pupil Level Funding Rate			£4,305
42	MPPL baseline			£753,445
43	Plus Split Site			£0
44	Plus Rates			£4,890
45	Plus Exceptional Premises Factors			£0
46	Estimated MPPL SBS 2022/23			£758,335

	A	B	C	D	E
48		School Budget Share (SBS) 2021/22			£977,252
49					
50		Less - Exempt Items			
51		Rates 2021/22			£4,890
52		Lump Sum 2022/23 including - London Fringe (3.68%)			£124,503
53		Sparsity 2022/23 including - London Fringe (3.68%)			£0
54		PFI Funding			£0
55		Exceptional Premises Factors 2022/23			£0
56		Total Exempt Items			£129,393
57					
58		Baseline (SBS 2021/22 less exempt items)			£847,860
59					
60		October 2020 Pupil Numbers			203
61		Baseline per pupil before any MFG adjustment			£4,177
62		Adjustment (uplift percentage increase)			0.50%
63		Adjustment per Pupil			£21
64		Per pupil after any uplift Adjustment			£4,198
65					
66		October 2021 Pupils			175
67		New baseline Excluding Exempt Items			£734,568
68					
69		Plus - Exempt Items 2022/23			
70		Rates			£4,890
71		Lump Sum			£124,503
72		Sparsity			£0
73		PFI Funding			£0
74		Exceptional Premises Factors			£0
75		Total Exempt Items			£129,393
76					
77		(c) Estimated MFG SBS 2022/23			£863,961

Pupil Premium (PP) funding will show in cell E81, based on the data entered on the **'Other Grants' Tab**, if applicable.

Growth Funding will show in cell E82, based on the data entered on the **'Other Grants' Tab**, if applicable.

High Needs Mainstream Funding will show in cell E83, based on the data entered on the **'High Needs Mainstream' Tab**, if applicable.

Specialist Resource Provision (SRP) Funding will show in cell E84, based on the data entered on the **'SRP Year 2&3' Tab**, if applicable.

Universal Infant Free School Meals Funding will show in cell E85, based on the data entered on the **'Other Grants' Tab**, if applicable.

Early Years Funding will show in cell E86, based on the data entered on the **'Early Years' Tab**, if applicable.

Post 16 Funding will show in cell E87, based on the data entered on the **'Other Grants' Tab**. This is only applicable to Secondary Schools.

Additional Grants Funding will show in cell E88, based on the data entered on the **'Other Grants' Tab**, if applicable.

The **Overall total estimated funding 2022-23** will be shown in cell E90.

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

The figures for De-Delegation will automatically populate using the pupil numbers entered on the **'Pupils' Tab**. A Total will show in Cell E100.

'Year 3' Tab

The **'Year 3' Tab** provides a budget projection for 2023/24 and relies on the pupil number estimates provided on the **'Pupils'** Tab.

On the **'Year 3' Tab**, Budget Projection figures for 2023/24 will appear in column E.

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

<https://www.kelsi.org.uk/data/assets/file/0009/118593/Three-Year-Plan-advice-to-schools.pdf>

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

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

Importantly, cell E75 then depicts the greater % of either a, b or c. This is then the estimated SBS for 2023/24.

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

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

Telephone: 03000 422970

'Early Years' Tab

This tab provides an Early Years Budget Estimation for 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.

	A	B	C	D	E	F	G
6							
7		2021/22 Early Years Budget Estimation					
8							
9			Summer	Autumn	Spring		
10		Hourly Rate	Term	Term	Term		
11		Base rate	£4.14	£4.14	£4.14		
12		Qualified Teacher Supplement	£0.00	£0.00	£0.00		
13		Disadvantage supplement	£0.00	£0.00	£0.00		
14			£4.14	£4.14	£4.14		

Enter Early Years pupil numbers in the pink-shaded cells putting the number of estimated pupils against the number of Early Years Hours that will attend school for each term (Summer/Autumn/Spring) for 2021/22, 2022/23 and 2023/24.

	A	B	C	D	E	F	G	H	I	J	K
16		Please Enter your Pupil Numbers									
17		Please only enter qualifying pupils (follow link for guidance)									
18			2021/22			2022/23			2023/24		
19			Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
20		Pupils Early Years Hours									
21		1									
22		2									
23		3									
24		4									
25		5									
26		6									
27		7									
28		8									
29		9									
30		10									
31		11									
32		12									
33		13									
34		14									
35		15									
36		16									
37		17									
38		18									
39		19									
40		20									
41		21									
42		22									
43		23									
44		24									
45		25									
46		26									
47		27									
48		28									
49		29									
50		30									
51		Total pupils:	0	0	0	0	0	0	0	0	0
52		Total Weekly Hours:	0	0	0	0	0	0	0	0	0
53		Total Hours for Term:	0	0	0	0	0	0	0	0	0

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

Early Years Pupil Premium (EYPP)

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

Early Years Pupil Premium (EYPP)									
Please only enter pupils who qualify for the Early Years Pupil Premium									
Pupils Early Years Hours	2021/22			2022/23			2023/24		
	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Total pupils:	0	0	0	0	0	0	0	0	0
Total Weekly Hours:	0	0	0	0	0	0	0	0	0
Total Hours for Term:	0	0	0	0	0	0	0	0	0
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:	£0	£0	£0	£0	£0	£0	£0	£0	£0

Populate the table by entering the estimated number of eligible pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2021/22, 2022/23 and 2023/24.

2-Year-Old Funding

School to confirm eligibility for FF2 before populating this table.

2 Year old funding									
Please only enter pupils who qualify for the 2 Year old funding									
Pupils Early Years Hours	2021/22			2022/23			2023/24		
	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									
Total pupils:	0	0	0	0	0	0	0	0	0
Total Weekly Hours:	0	0	0	0	0	0	0	0	0
Total Hours for Term:	0	0	0	0	0	0	0	0	0
Rate per funded hour:	£5.18	£5.18	£5.18	£5.18	£5.18	£5.18	£5.18	£5.18	£5.18
Estimated 2 Year old Funding:	£0	£0	£0	£0	£0	£0	£0	£0	£0

Populate the table by entering the estimated number of pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2021/22, 2022/23 and 2023/24.


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

	A	B	C	D	E
124					
125			2021/22	2022/23	2023/24
126		Special Educational Needs Inclusion Fund (SENIF)			
127		Disability Access Fund (DAF)			
128					
129		Please only enter funding for pupils who qualify for the SENIF funding			
130		Please only enter funding for pupils who qualify for the DAF funding			
131					

‘High Needs Mainstream’ Tab

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

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N						
1																				
2																				
3				9999																
4				A School																
5				2021/22																
6																				
7																				
8																				
9																				
10																				
11								Year 1	Year 2	Year 3										
12								£0	£0	£0										
13								£0	£0	£0										
14								£0	£0	£0										
15								£0	£0	£0										
16																				
17								Pupil Data												
18								Name	Date of Birth	Year Group (Academic Year Sept 20 - Aug 21)	Year Group (Academic Year Sept 21 - Aug 22)	Start Date	End Date	Year 1 - Period 1 - (Apr to Aug) Monthly top up rate	Year 1 - Period 2 - (Sep to Dec) Monthly top up rate	Year 1 - Period 3 - (Jan to Mar) Monthly top up rate	Year 2 Monthly top up rate	Year 3 Monthly top up rate	Year 1 Total Funding linked to this Pupil	
19																				£0.00
20																				£0.00
21																				£0.00
22																				£0.00

To comply with GDPR regulations, enter the pupil’s initials (not full name) in Column C and their date of birth in Column D. Year groups will automatically be populated in Column E and F.

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

Placement Start and End Dates MUST be completed.

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

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

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

Further to the right, funding figures for 2022/23 and 2023/24 are also shown. At the top of the sheet, above the Element 3 top up table, the workings for the Notional SEN budget top up rate are shown.

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

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

Extra top up due to 28% rule											Total	
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,151.89	£7,000.00	£8,151.89

'SRP Year 1' Tab

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

In column K, the drop-down menu **MUST** be used to select the correct designation for each pupil (not all schools have two SRPs so the majority will use 'designation 1').

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

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

Placement start (column Q) and end dates (column R) must be entered. The table will then automatically calculate any Element 3 funding for High Needs Pupils in Resourced Provision. The start date to correctly calculate the funding needs to be 31/03/21 if the pupil has been funded in the previous year and will continue to receive funding.

	J	K	L	M	N	O	P	Q	R
9	2021/22 Element 3 Input (top-up funding)								
10	Pupils should only be recorded on this sheet where the School is named on the pupils Education Health Care Plan (EHCP)								
11	SRP funding agreed with other local authorities for pupils they have placed should be entered on Budget Preparation								
12	A designation must always be selected. Apart from one school with two SRPs the designation will always be 1.								
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									

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

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

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

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

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

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

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

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

Element 3 Top-up Funding	
April	£0
May	£9,084
June	£9,084
July	£9,084
August	£9,084
September	£9,084
October	£9,084
November	£9,084
December	£9,084
January	£9,084
February	£9,084
March	£9,084
	<u>£99,919</u>

To the right of this is a Summary table, with Total 2021/22 SRP funding shown in cell H99 (which feeds through to the **'Year 1' Tab**).

Summary	
Place funding - E1	£0
Place funding - E2	£0
Excess place funding - E1	£0
Excess place funding - E2	£0
Element 3 top-up funding	£0
Total SRP funding 2021/22	<u>£0</u>

'SRP Year 2 & 3' Tab

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

- 1) Enter the agreed number of Pre-16 places in Designation 1 for the period April 2021 to August 2021 in cell D22.
- 2) Enter estimated pupil numbers for that period in cell E22.
- 3) In cell H22 enter the estimated number of Pre-16 Designation 1 places for the period September 2022 to March 2023.
- 4) Enter estimated pupil numbers for that period in cell I22.
- 5) Enter the agreed number of Post-16 places in Designation 1 for the period April 2021 to July 2021 in cell D23.
- 6) Enter estimated pupil numbers for that period in cell E23.
- 7) In cell H23 enter the agreed number of Post-16 Designation 1 places for the period August 2022 to March 2023.
- 8) Enter estimated pupil numbers for that period in cell I23.

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

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

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

The same exercise needs to be carried out for the 2023/24 financial year, by populating the cells further down the sheet.

2023/24 funding will then be detailed with a total funding figure in cell J59 which feeds into the **'Year 3' Tab**.

'SRP Rates' Tab

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

'BPS Summary' Tab

Once all the other tabs have been completed, this tab will summarise your funding by Ledger Code for Years 1, 2 and 3, with totals for each year in cells D29, E29 and F29. Total funding can be seen in Row 50.

De-delegation totals for each year will be shown in the cells below (D52, E52 and F52).

	B	C	D	E	F	G
1	9999 - A School	01/03/2021	Year 1	Year 2	Year 3	
2	Source of Funding - table	CFR Code	2021-22	2022-23	2023-24	Notes
3						
4	School Budget Share (SBS)	I01	£977,252	£882,233	£908,554	
5	Estimated Growth Funding	I01	£0	£0	£0	
6	High Needs Mainstream Funding Element 3 Top Up	I03	£64,800	£54,000	£43,200	
7	High Needs Mainstream Funding - Notional SEN Top Up 10%	I01	£0	£0	£0	
8	High Needs Mainstream Funding - Notional SEN Top Up 28%	I01	£8,835	£8,835	£8,835	
9	High Needs Mainstream Funding - Element 2 Post 16	I02	£0	£0	£0	
10	High Needs Specialist Resource Provision (SRP) Funding - Place Funding Pre-16	I01	£0	£0	£0	
11	High Needs Specialist Resource Provision (SRP) Funding - Place Funding Post-16	I02	£0	£0	£0	
12	High Needs Specialist Resource Provision (SRP) Funding - Excess Place Funding	I01	£0	£0	£0	
13	High Needs Specialist Resource Provision (SRP) Funding - Element 3 Top Up	I03	£0	£0	£0	
14	Early Years	I01	£0	£0	£0	
15	Early Years (SENI & DAF)	I03	£0	£0	£0	
16	Post 16 allocation	I02	£0	£0	£0	
17	Pupil Premium (5 to 16 year olds)	I05	£93,210	£93,210	£93,210	
18	Pupil Premium (3 & 4 year olds)	I01	£604	£906	£1,208	
19	Universal Infant Free School Meals	I18	£44,460	£44,460	£44,460	
29	Total		£1,189,161	£1,083,645	£1,099,467	
32						
33	Summary for input in BPS					
34	Funds Delegated by the LA	I01	£986,087	£891,068	£917,389	
35	Early Years Pupil Premium	I01	£604	£906	£1,208	
37	High Needs top-up Funding	I03	£64,800	£54,000	£43,200	
39	Pupil Premium	I05	£93,210	£93,210	£93,210	
40	Universal Infant Free School Meals	I18	£44,460	£44,460	£44,460	
50	Total		£1,189,161	£1,083,645	£1,099,467	
51						
52	De-delegation		£5,535	£4,772	£4,772	
53						
54						
55						

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

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.