

Funding Template Input Guidance for Primary and Secondary Schools

2025/26



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1 Information

The Funding Template, provided by Kent County Council, is used to support the school with planning their 3-year budget plan that is required to be submitted to Kent County Council by 31 May 2025 for approval.

The purpose of the Funding Template is to support the calculation of how much funding the school is expected to receive. A copy is required to be uploaded to the Budget Planning Software (BPS) and to be emailed schoolfinancereturns@theeducationpeople.org for Schools Financial Services to review.

NOTE:- You will also be required to upload a copy of your Budget CFR Assumptions to the Budget Planning Software (BPS) and email a copy Into schoolfinancereturns@theeducationpeople.org for Schools Financial Services to review.

Funding Template Format

The Funding Template is in the format of an Excel file (xlsm.) It will consist of a series of tabs containing protected formulas to enable the school to calculate expected funding.

Details of each tab and the information the tab provides can be found on the tab referred to as 'Contents' within the Template. We advise that you familiarise yourself with this information before completing the Funding Template.

This Pack

This pack is for mainstream Primary and Secondary Schools only. There is a separate template and guidance on KELSI for Special Schools.

Updates of Changes to this Year's Guidance

Any necessary changes to these procedures or further information will be sent by email directly to all schools.

Please note:- Due to the changes in High Needs
Funding, the High Needs Funding section of the
template will only cover up to the 31 August 2025

Support

For **ALL** sections in this pack, unless otherwise stated, contact our **Helpdesk** on 03301 651 001.

Feedback

Your feedback is always useful, so contact us at any time about this pack, any of the processes within it, or ideas for future use.

schoolsfinancialservices@theeducationpeople.org

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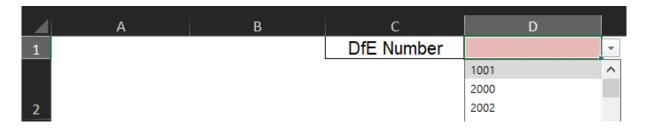
2 Initial Set-Up

2.1 '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.

2.2 DfE School Data

On the 'Pupils' Tab select the school DfE number in cell D1 at the top of the sheet. The number can be input either using the drop-down menu (using the arrow on the right of the cell) or by typing into the cell directly.



2.3 'Pupils' Tab

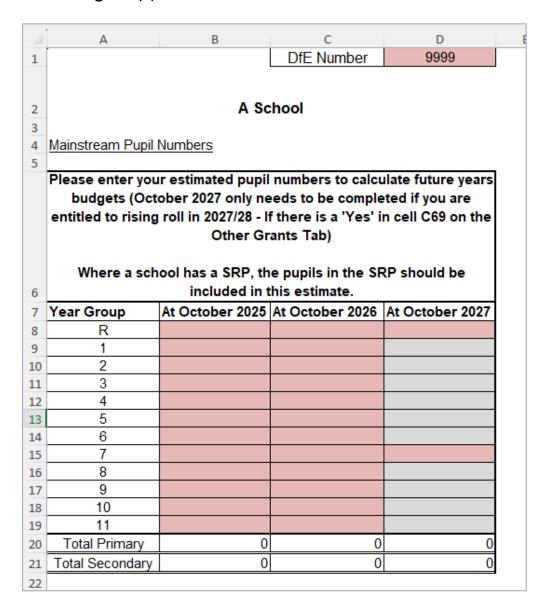
The data entered on this tab feeds into the 'Year 2' Tab and 'Year 3' Tab.

On this tab you need to enter estimated pupil numbers in the pink-shaded cells for each Year Group as of **October 2025** (Column B) and **October 2026** (Column C).

Primary School - Year R to Year 6

Secondary School – Year 7 to Year 11

For **October 2027**, only estimated Reception and Year 7 pupil numbers (cell D8 and D15 respectively) are required to assist with calculating growth funding, if applicable to the school.



Note:- SRP Pupils MUST be included within the above table

3 '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
- Post 16 Secondary Schools only

Specific Grants

- PE & Sport Premium Grant Primary Schools only
- > Other grants where the school has confirmation of funding agreed.
- National Insurance Contributions Grant (spreadsheet is now available on the Gov.uk website)

NOTE:- COVID 19 Funding ended September 2024. There is no further funding.

Previous Additional Grants

NOTE:- The below have now been rolled Into the Basic Entitlement IO1

- > Teachers' Pay Grant (TPAG)
- Teacher's Pension Grant (TPECG)
- Core School Budget Grant (CSBG)

The BPS Summary tab will clearly show where the funds should be input on BPS when figures are entered on the template.

Pupil Premium (PP) Grant

Pupil Premium funding is based on the previous October 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 (Ever6+FSM)
- 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) and have been registered as a 'service child' at any point in time within the last 6 years (Ever6SC)

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

Ever6FSM

The **DfE Ever6 FSM Autumn 2024** report (Please see information below).

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

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

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

The report will be relevant for Year 1 but estimates of pupils will need

to be entered into Years 2 and 3.

The FSM Ever6 report will be posted on the EIS portal. The reports

can be downloaded from the EIS/Cantium Solutions Support

Website.

Bromcom

The data will be found on the students list page and then select the

required columns for the report.

Arbor

The data comes from the Demographics area.

For further help on retrieving the reports please contact your MIS

support team.

PLAC

The number of Post Looked After Children (PLAC) can be sourced from

Table 5 on the October 2024 census.

<u>CiC</u>

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

management information 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.

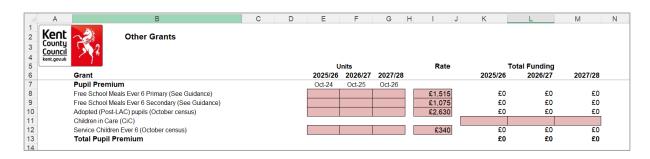
Service Children

Schools should use their local records to estimate the number of eligible Ever6SC for the period April 2025 – March 2026 plus years 2 and 3.

Pupil Premium (PP) Grant - Primary and Secondary 2025/26

Please note that cells E8 and/or E9 will automatically populate taking the pupil numbers from the Year 1 tab. If you do not agree with this number, it can be edited.

- 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.



	upil premium grant is allocated to schools and local 2026 financial year, based on per pupil rates.				
Funding criteria	Amount of funding for each primary- aged pupil per year	Amount of funding for each secondary- aged pupil per year	Funding is paid to		
Pupils who are eligible for free school meals, or have been eligible in the past 6 years	£1.515	£1.075	School		
Pupils previously looked after by a local authority or other state care	£2,630	£2,630	School		
Children who are looked after by the local authority	£2,630	£2,630	Local authority		

Pupil Premium (PP) Grant - Primary and Secondary 2026/27

- 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 2027/28

- 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

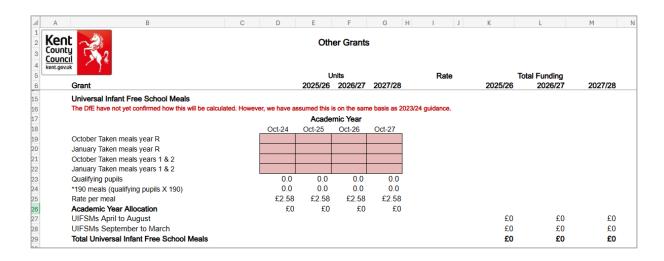
April 2025 to August 2025

To calculate the April to August 2025 allocation, use your October 2024 Census and your January 2025 Census to enter the relevant pupil numbers in the cells detailed below.

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

- 1. In cell D19, enter the number of qualifying pupils in Reception (R) as per the October 2024 census.
- 2. In cell D20, enter the number of qualifying pupils in Reception **(R)** as per the January 2025 census.
- 3. In cell D21, enter the number of qualifying pupils in Years 1 & 2 as per the October 2024 census.

4. In cell D22, enter the number of qualifying pupils in Years 1 & 2 as per the January 2025 census.



September 2025 to August 2026 – Estimated at October 2025/January 2026

- 1. In cell E19, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal October 2025.
- 2. In cell E20, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal January 2026.
- 3. In cell E21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal October 2025.
- 4. In cell E22, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal January 2026.

September 2026 to August 2027 – Estimated

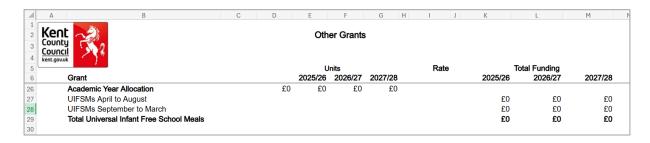
- 1. In cell F19, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal October 2026.
- 2. In cell F20, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal January 2027.

- 3. In cell F21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal October 2026.
- 4. In cell F22, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal January 2027

September 2027 to August 2028 – Estimated

- 1. In cell G19, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal October 2027.
- 2. In cell G20, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal January 2028.
- 3. In cell G21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal October 2027.
- 4. In cell G22, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal January 2028.

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 29.



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

Post 16 Allocations – Secondary Schools Only

Year 1

1. In cell K32 enter the allocation as advised to you by the ESFA for the period April 2025 to July 2025.

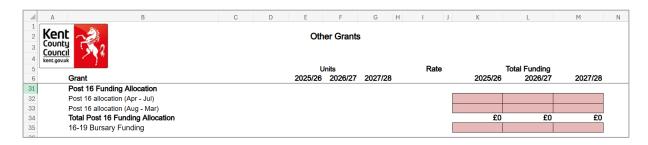
2. In cell K33 enter the allocation as advised to you by the ESFA for the period August 2025 to March 2026.

Year 2

- In cell L32 enter the estimated allocation for the period April 2026 to July 2026.
- 2. In cell L33 enter the estimated allocation for the period August 2026 to March 2027.

Year 3

- 1. In cell M32 enter the estimated allocation for the period April 2027 to July 2027.
- 2. In cell M33 enter the estimated allocation for the period August 2027 to March 2028.



Specific Grants

The PE and Sports Premium Grant is still available to schools and details of the grant the school is forecasting to receive for each financial year should be entered in Row 38, Columns K-M.

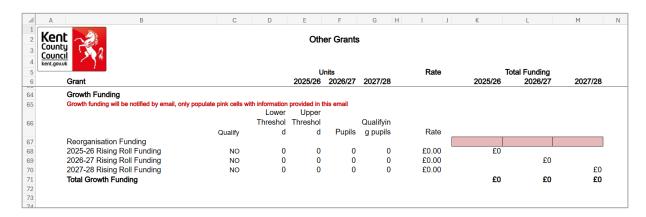
There are further blank lines where you can enter details of other grants that the school may have access to via their advance (Statement of Account) e.g., NQT (ECT) Funding. Details should be entered in Columns B and C and Rows 42 to 61 and the values in Column K, L and M.

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

Growth Funding

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

Funding is only available if an email has been received by the school confirming the amount of funding due to the school. The email will be sent by the Schools, High Needs and Early Years Team.



4 'Year 1' Tab

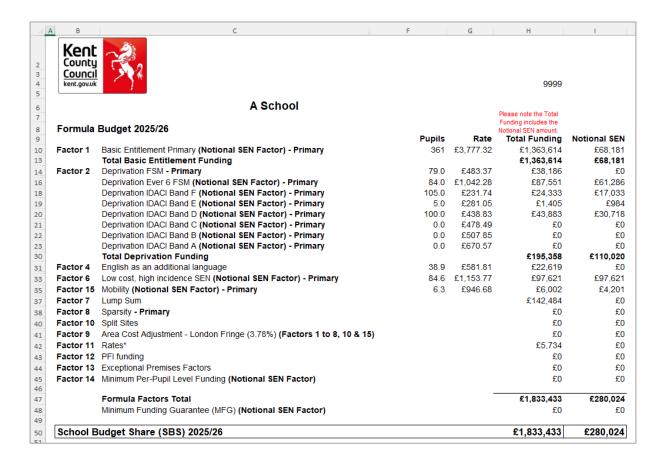
4.1 Formula Budget 2025/2026

As you have already entered your DfE Number and pupil numbers, the rates and totals for Factors 1 to 15 will automatically populate in Columns F, G and H. Column I provides details of the Notional SEN element which is included in the Total Column – **this is not additional funding.**

Schools are no longer responsible for paying business rates from their delegated budgets. Instead, the DfE will forward the funding to the billing authorities on behalf of the school. Within the template, you will see an amount for Rates (Factor 11) which needs to be recorded within your accounts. The schools will no longer receive the actual funding for rates or be required to pay the bills.

However, schools will need to continue to budget and account for the rates using Ledger Codes IO1 and E17, as per Factor 11. Guidance on how to complete the Budget Planning Software will be included in the Budget Setting Guidance. Procedure note 54 (FMS) or Procedure note 154 (BromCom) is available on request and provides guidance on how to process the journal in your accounting system.

A Formula Factors Total will be given in cell H47. The Total Notion SEN element will be identified in cell I47.



Below the Formula Factors Total, Minimum Funding Guarantee (MFG) for 2025/26 will be shown if applicable to the school, driven by the data on the 'MFG Y1' Tab.

Minimum Per-Pupil Level Funding Rate (MPPLF)

A schools MPPLF rate is based on the year groups opened and follows DfE's guidelines.

The Minimum Per-Pupil Funding Rate for Kent Schools 2025/26 is:

Primary £4,910

Secondary (average of KS3 & KS4) £6,407

The basis for the calculation is:

The total budget less Factors 10, 11, 12 and 13, divided by the number of pupils on roll as at the October 2024 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) 2025/26 total including **MFG** will be given in Row 50.

Pupil Premium (PP) funding will show in cell H52, based on the data entered on the 'Other Grants' Tab, if applicable.

Growth Funding will show in cell H53, based on the data entered on the 'Other Grants' Tab, if applicable.

High Needs Mainstream Funding will show in cell H54, based on the data entered on the 'High Needs Mainstream' Tab, if applicable.

Specialist Resource Provision (SRP) Funding will show in cell H55, based on the data entered on the 'SRP Year 1' Tab, if applicable.

Universal Infant Free School Meals Funding will show in cell H56, based on the data entered on the 'Other Grants' Tab, if applicable.

Early Years Funding will show in cell H57, based on the data entered on the 'Early Years' Tab, if applicable.

Post 16 Funding will show in cell H58, based on the data entered on the 'Other Grants' Tab. This is only applicable to Secondary Schools.

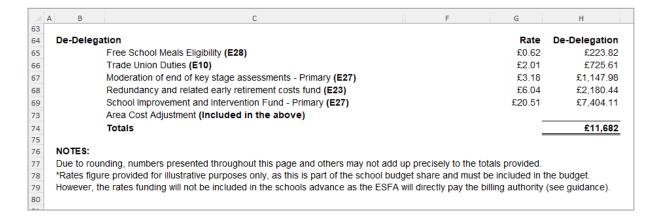
PE & Sports Premium Grant funding will show in cell H59, based on the data entered on the 'Other Grants' Tab, if applicable.

Additional Grants funding will show in cell H60, based on the data entered on the 'Other Grants' Tab, if applicable.

The **Overall total <u>estimated</u> funding 2025/26** will be shown in cell H62.

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

The figures for De-Delegation will automatically populate based on your school type in the next section with a total in cell H74.



5 'MFG Y1' Tab

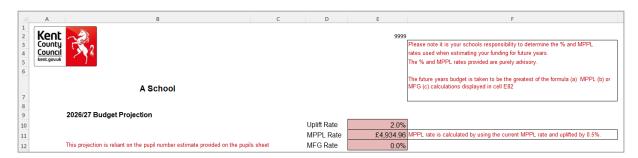
This tab illustrates how the Minimum Funding Guarantee (MFG) figure in cell H48 of the 'Year 1' Tab has been calculated. No data needs to be entered on this tab

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

6 'Year 2' Tab

The **'Year 2' Tab** provides a budget projection for 2026/27 and relies on the pupil number estimates provided on the **'Pupils'** Tab.

On the **'Year 2' Tab**, Budget Projection figures for 2026/27 will appear in Column E.



Uplift Rate

The uplift rate for all Kent Maintained Schools has been set at 2%. This is the advised percentage increase from Kent County Council.

Please read the School Budget Guidance advice to schools on Kelsi.

MPPL Rate

The Minimum Per Pupil Level Funding has been defaulted to increase by 0.5%, as per the recommendation in the School Budget Guidance advice to schools on Kelsi.

The advice from KCC is as follows; "assume a funding uplift of 0.5% per annum in years 2 and 3."

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

Minimum Funding Guarantee

The MFG is defaulted at 0% and it is recommended that this should not be changed.

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

Please read the School Budget Guidance advice to schools on Kelsi.

The advice from KCC is as follows; "assume a funding uplift of 0.0% per annum in years 2 and 3."

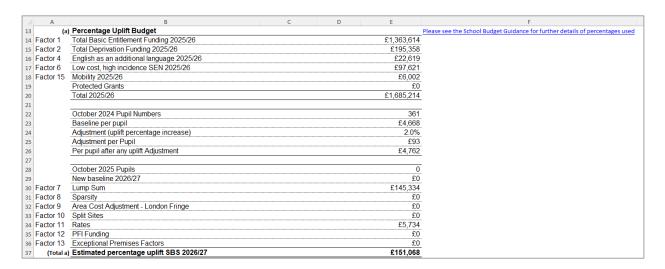
Any queries concerning the Minimum Per Pupil Funding and Minimum Funding Guarantee please call the Schools, High Needs and Early Years Team on **03000 422970**.

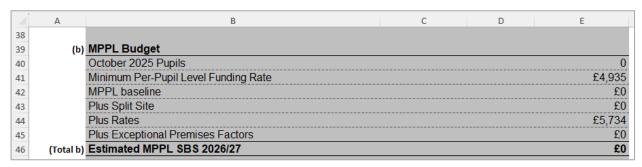
The rest of the 'Year 2' Tab is then broken down, giving a budget calculation under these three headings:

- a) Percentage Uplift Budget
- b) MPPL Budget
- c) MFG Budget

The budget calculations that are **not relevant** to the school will be shaded out.

Importantly, cell E84 then depicts the greater of either a, b or c. This is then the estimated SBS for 2026/27.





	Α	В	С	D	Е
48	(c	MFG Budget			
49		School Budget Share (SBS) 2025/26			£1,833,433
50		Protected Grants			£0
51		Total School Budget Share (SBS) 2025/26			£1,833,433
52					
53		Less - Exempt Items			
54		Rates 2025/26			£5,734
55		Lump Sum 2026/27			£145,334
56		Sparsity 2026/27			£0
57		Split Site 2025/26			£0
58		PFI Funding			£0
59		Exceptional Premises Factors 2026/27			£0
60		Total Exempt Items			£151,068
61					
62		Baseline (SBS 2025/26 less exempt Items)			£1,682,364
63					
64		October 2024 Pupil Numbers			361
65		Baseline per pupil before any MFG adjustment			£4,660
66		Adjustment (uplift percentage increase)			0.00%
67		Adjustment per Pupil			£0
68		Per pupil after any uplift Adjustment			£4,660
69					
70		October 2025 Pupils			0
71		New baseline Excluding Exempt Items			£0
72					
73		Plus - Exempt Items 2026/27			
74		Rates			£5,734
75		Lump Sum			£145,334
76		Sparsity			£0
77		Split Site			£0
78		PFI Funding			£0
79		Exceptional Premises Factors			£0
80		Total Exempt Items			£151,068
81					
82	(Total c	Estimated MFG SBS 2026/27			£0

Pupil Premium (PP) funding will show in cell E86, based on the data entered on the 'Other Grants' Tab, if applicable.

Growth Funding will show in cell E87, based on the data entered on the 'Other Grants' Tab, if applicable.

High Needs Mainstream Funding will show in cell E88, based on the data entered on the 'High Needs Mainstream' Tab, if applicable.

Specialist Resource Provision (SRP) Funding will show in cell E89, based on the data entered on the 'SRP Year 2&3' Tab, if applicable.

Universal Infant Free School Meals Funding will show in cell E90, based on the data entered on the 'Other Grants' Tab, if applicable.

Early Years Funding will show in cell E91, based on the data entered on the 'Early Years' Tab, if applicable.

Post 16 Funding will show in cell E92, based on the data entered on the 'Other Grants' Tab. This is only applicable to Secondary Schools.

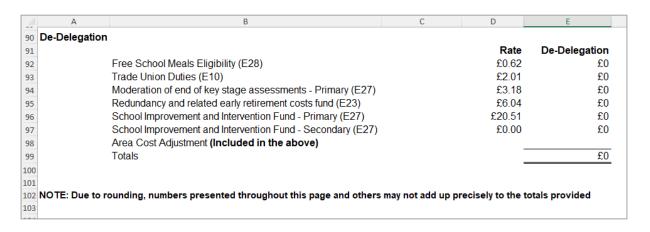
PE & Sports Premium Grant funding will show in cell E93, based on the data entered on the 'Other Grants' Tab, if applicable.

Additional Grants funding will show in cell E94, based on the data entered on the 'Other Grants' Tab, if applicable.

The **Overall total <u>estimated</u> funding 2026/27** will be shown in cell E96.

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

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



7 'Year 3' Tab

The 'Year 3' Tab provides a budget projection for 2027/28 and relies on the pupil number estimates provided on the 'Pupils' Tab.

On the **'Year 3' Tab**, Budget Projection figures for 2027/28 will appear in Column E.

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

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

- a) Percentage Uplift Budget
- b) MPPL Budget
- c) MFG Budget

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

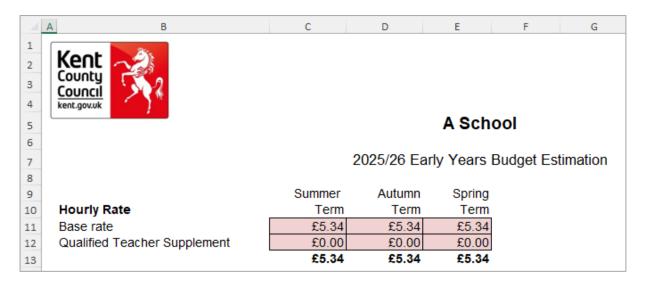
Importantly, cell E76 then depicts the greater of either a, b or c. This is then the estimated SBS for 2027/28.

The remainder of the sheet is set up in the same way as the 'Year 2' Tab with a School Budget Share section for 2027/28 at the top of the sheet and de-delegation and other funding details at the bottom of the sheet.

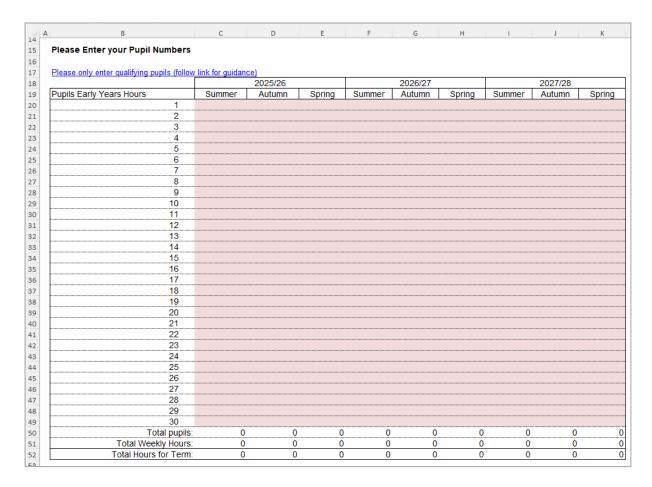
Any queries concerning the Minimum Per Pupil Funding and Minimum Funding Guarantee please call The Schools' Budget Team on 03000 422970.

8 'Early Years' Tab

This tab provides an Early Years Budget Estimation for 2025/26. 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 and a Qualified Teacher Supplement.



Enter Early Years pupil numbers in the pink-shaded cells below putting the number of estimated pupils against the number of Early Years Hours that will attend school for each term (Summer/Autumn/Spring) for 2025/26, 2026/27 and 2027/28.



For guidance on determining eligibility for Free Early Education for 3to 4-year-olds and what constitutes a qualifying pupil, follow the link in Row 17.

8.1 Early Years 3 & 4 Year Old Deprivation Funding

For each Nursery child, enter a pupil reference (can be initials) and their home postcode (no spaces) in Columns B and C respectively. This will trigger the Band in Column D dependent on the pupil's postcode. Rates for each Band can be found in in cells D70 to D73.

Please do not amend the Band once it has populated. If a Band does not pull through, please contact the Schools, High Needs and Early Years team on **03000 422970**.

Note: For future years, you will need to estimate the number of pupils and postcodes based on local knowledge. It is a school decision what figures are used for future financial years.

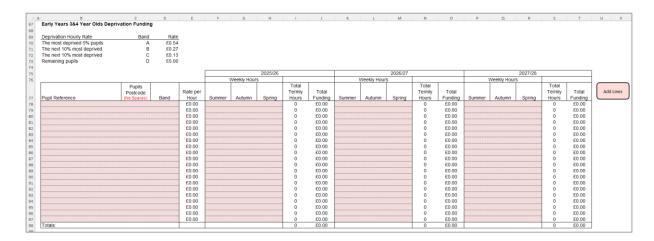
4		С	D	Е
67	Early Years 3&4 Year Olds Dep	rivation Funding	l	
68				
69	Deprivation Hourly Rate	Band	Rate	
70	The most deprived 5% pupils	Α	£0.54	
71	The next 10% most deprived	В	£0.27	
72	The next 10% most deprived	С	£0.13	
73	Remaining pupils	D	£0.00	
74				
75				[
76				
		Pupils		
		Postcode		Rate per
77	Pupil Reference	(No Spaces)	Band	Hour
78				£0.00
79				£0.00
80				£0.00
81				£0.00
82				£0.00
83				£0.00
84				£0.00
85				£0.00
86				£0.00
87				£0.00
88				£0.00
89				£0.00
90				£0.00
91				£0.00
92				£0.00
93				£0.00
94				£0.00
95				£0.00
96				£0.00
97				£0.00
98	Totals:			

Enter the predicted weekly hours for the 2025/26 Financial Year in columns F, G and H for Summer, Autumn and Spring terms respectively. The total funding for this financial year will be shown in cell J98 (unless additional lines have been added).

Enter the predicted weekly hours for the 2026/27 Financial Year in columns K, L and M for Summer, Autumn and Spring terms respectively. The total funding for this financial year will be shown in cell O98 (unless additional lines have been added).

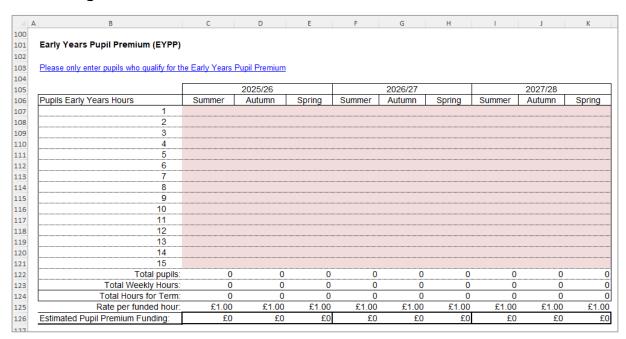
Enter the predicted weekly hours for the 2027/28 Financial Year in columns P, Q and R for Summer, Autumn and Spring terms respectively. The total funding for this financial year will be shown in cell T98 (unless additional lines have been added).

If you run out of space, click the Add Lines button in cell U77 to add additional lines.



8.2 Early Years Pupil Premium (EYPP)

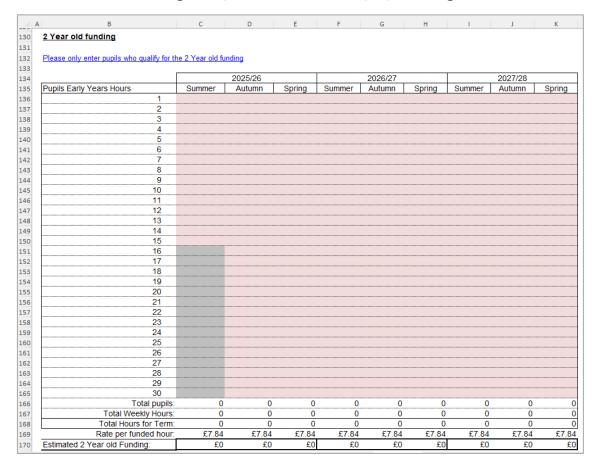
Further down there is a similar table to fill out for EYPP, and a link to relevant guidance.



Populate the table by entering the estimated number of eligible pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2025/26, 2026/27 and 2027/28.

2-Year-Old Funding

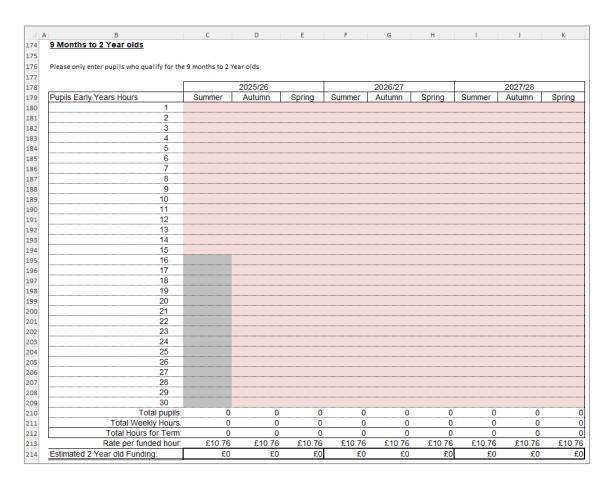
School to confirm eligibility for FF2 before populating this table.



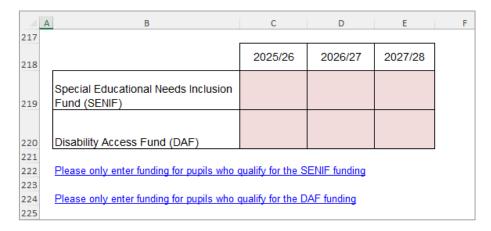
Populate the table by entering the estimated number of pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2025/26, 2026/27 and 2027/28.

9 Months to 2 Year Olds Funding

Please only enter pupils who qualify for the 9 months to 2 Year olds funding.



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.

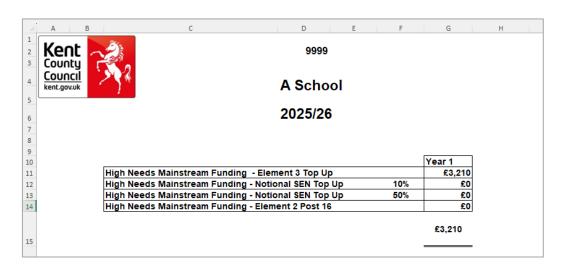


9 'High Needs Mainstream' Tab

Please note:- Due to the changes in High Needs Funding, the High Needs Funding section of the template will only cover up to the 31 August 2025

Schools with High Needs Mainstream Funding will need to enter pupil data on this tab. It feeds into the Year 1 tab only in the High Needs Mainstream section.

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 up to 31 August 2025. A supplementary spreadsheet will be provided in due course for the remainder of your 3 Year Plan.



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

N.B. Date of Birth <u>MUST</u> be entered for the funding to be calculated correctly.

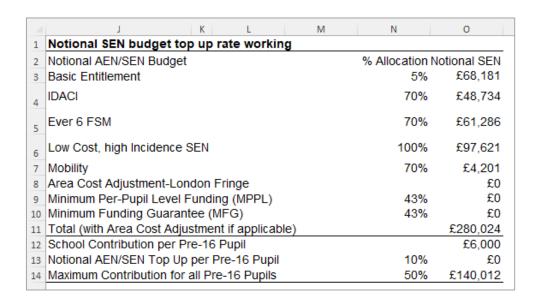
Placement Start and End Dates <u>MUST</u> be completed.

A	С	D	Е	F	G	Н	1	J
17	Pupil Data							
18	Name	Date of Birth	Year Group (Academic Year Sept 24 - Aug	Year Group (Academic	Start Date	End Date	Year 1 - Period 1 - (Apr to Aug) Monthly top up rate	Year 1 Total Funding linked to this Pupil
19								£0.00
20								£0.00
21								£0.00
22								£0.00
23								£0.00
24								£0.00
25								£0.00
26								£0.00
27								£0.00
28								£0.00
29								£0.00
30								£0.00
31								£0.00
32								£0.00
33								£0.00
34								£0.00
35								£0.00
36								£0.00
37								£0.00
38								£0.00
39								£0.00

Enter the Year 1 Period 1 Monthly top up rates in Columns I. 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.

NOTE:- No new applications will be accepted as of 1 April 2025.

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.



To the right of the Notional SEN budget top up table, there is another table that shows any Extra top up due to the 40%, 45% or 50% rule (depending on school roll number) and the month in which it is due to be paid to the school.



40% threshold - Primary - School Roll up to 175

45% threshold - Primary - School Roll between 176 and 315

50% threshold – Primary - School roll over 315 and Secondary Schools

10 'SRP Year 1' Tab

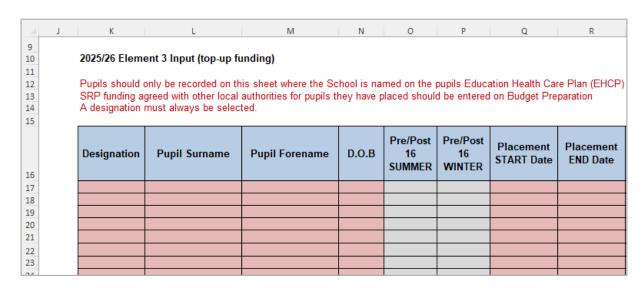
Schools with Specialist Resourced Provisions (SRPs) will need to enter pupil data for those pupils in the pink-shaded cells in the table on this tab.

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

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

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

Placement start (Column Q), and end dates (Column R) must be entered. The table will then automatically calculate any Element 3 funding for High Needs Pupils in Resourced Provision. The start date to correctly calculate the funding needs to be 31/03/25 if the pupil has been funded in the previous year and will continue to receive funding.



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.

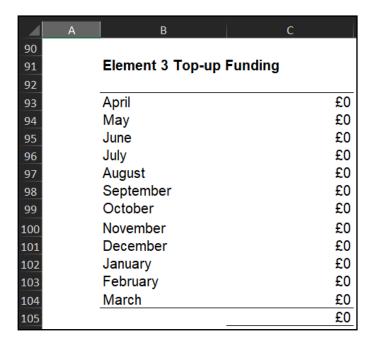
Pre-16 Excess pupil numbers appear in Column F, with the funding in Column G.

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

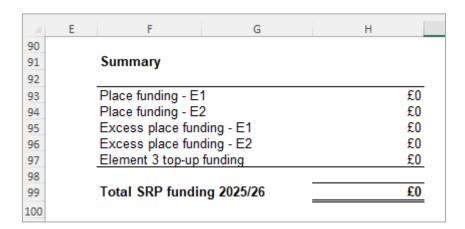
Total monthly funding for Excess Element 1 appears in Column H, with an annual total in cell H68.

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.



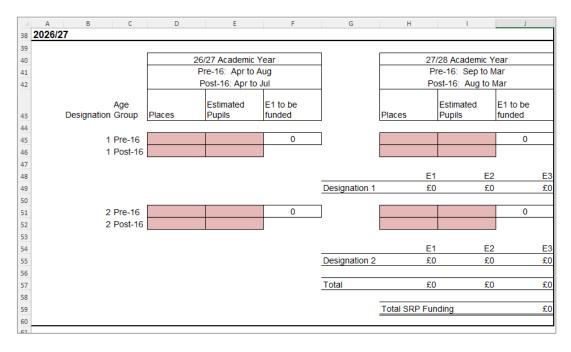
To the right of this is a Summary table, with Total 2025/26 SRP funding shown in cell H99 (which feeds through to the 'Year 1' Tab).



11 '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 2026 to August 2026 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 2026 to March 2027.
- 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 2026 to July 2026 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 2026 to March 2027.
- 8) Enter estimated pupil numbers for that period in cell I23.



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 2027/28 financial year, by populating the cells further down the sheet.

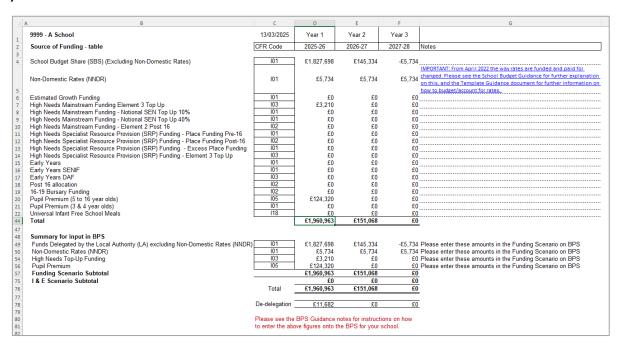
2027/28 funding will then be detailed with a total funding figure in cell J59 which feeds into the **'Year 3' Tab**.

12 '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.

13 'BPS Summary' Tab

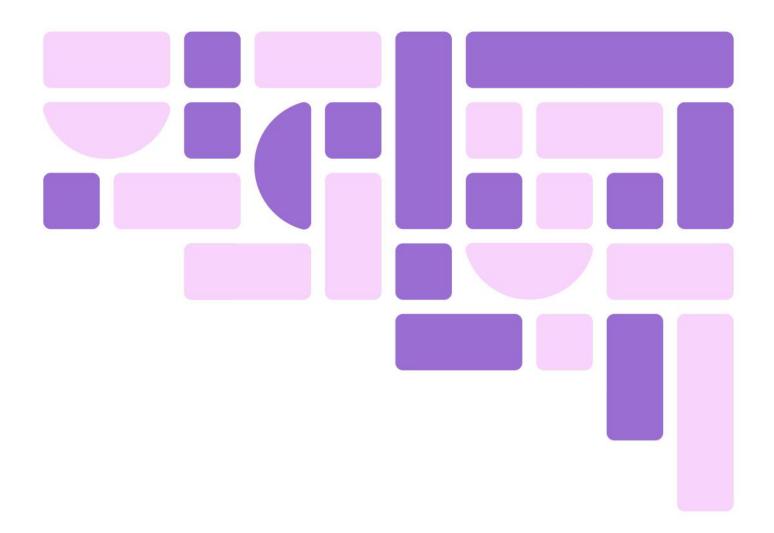
Once all the other tabs have been completed, this tab will summarise your funding by Ledger Code for Years 1, 2 and 3, with totals for each year in cells D44, E44 and F44.



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

De-delegation totals for each year will be shown in the cells D78, E78 and F78.

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



Thank you

For additional information, please contact us below.



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