

Schools Financial Services

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Schools Financial Services

Primary and Secondary School Funding Template 2023/24 - Input Guidance

Primary and Secondary School Funding

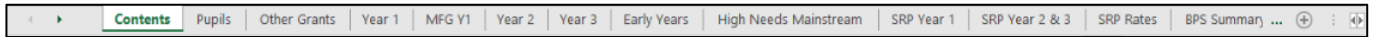
Template 2023/24 Input Guidance

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Primary and Secondary School Funding Template 2023/24 - 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 of **October 2023** (Column B) and **October 2024** (Column C).

Primary School – Year R to Year 6

Secondary School – Year 7 to Year 11

For **October 2025**, 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 2025 only needs to be completed if you are entitled to rising roll in 2025/26 - If there is a 'Yes' in cell C61 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 2023	At October 2024	At October 2025
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

Specific Grants

Mainstream Schools Additional Grant

PE & Sport Premium Grant – Primary Schools only

Teachers Pay & Pension Grant (only applicable to those schools with Nurseries)

Other grants the school has confirmation of funding agreed

Please note that the specific grants will now be input to your Other Income & Expenditure Scenario rather than the Funding Scenario in Budget Planning Software (BPS). 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 – Primary and Secondary

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 (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 2022** 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. For full details on the FSM Ever6 report, please refer to reference KB0012940.

PLAC

The number of Post Looked After Children (PLAC) can be sourced from Table 5 on the October 2022 census.

CiC

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 2023 – March 2024.

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

- 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.

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.

- 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.

Kent County Council kent.gov.uk		Other Grants						
		Units			Rate	Total Funding		
Grant	2022/23	2023/24	2024/25	2025/26		2023/24	2024/25	2025/26
Pupil Premium		Oct-22	Oct-23	Oct-24				
Free School Meals Ever 6 Primary (See Guidance)					£1,455	£0	£0	£0
Free School Meals Ever 6 Secondary (See Guidance)					£1,035	£0	£0	£0
Adopted (Post-LAC) pupils (October census)					£2,530	£0	£0	£0
Children in Care (CiC)								
Service Children Ever 6 (October census)					£335	£0	£0	£0
Total Pupil Premium						£0	£0	£0

Pupil Premium (PP) Grant – Primary and Secondary 2024/25

- 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 2025/26

- 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 2023 to August 2023

To calculate the April to August 2023 allocation using your October 2022 Census and your January 2023 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 2022 census.
- 2) In cell D19, enter the number of qualifying pupils in Reception (**R**) as per the January 2023 census.
- 3) In cell D20, enter the number of qualifying pupils in Years 1 & 2 as per the October 2022 census.
- 4) In cell D21, enter the number of qualifying pupils in Years 1 & 2 as per the January 2023 census.

Kent County Council kent.gov.uk		Other Grants						
		Units				Rate	Total Funding	
Grant	2022/23	2023/24	2024/25	2025/26		2023/24	2024/25	2025/26
Universal Infant Free School Meals								
<i>The DfE have not yet confirmed how this will be calculated. However, we have assumed this is on the same basis as 2022/23 guidance.</i>								
	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	£2.41	£2.41	£2.41	£2.41				
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 2023 to August 2024 – Estimated at October 2023/January 2024

- 1) In cell E18, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2023.
- 2) In cell E19, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2024.
- 3) In cell E20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2023.
- 4) In cell E21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – January 2024.

September 2024 to August 2025 – Estimated

- 1) In cell F18, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2024.
- 2) In cell F19, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2025.
- 3) In cell F20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2024.
- 4) In cell F21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – January 2025.

September 2025 to August 2026 – Estimated

- 1) In cell G18, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2025.
- 2) In cell G19, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2026.
- 3) In cell G20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2025.
- 4) In cell G21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – January 2026.

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.

Kent County Council		Other Grants							
		Units				Rate	Total Funding		
Grant		2022/23	2023/24	2024/25	2025/26		2023/24	2024/25	2025/26
24	Rate per meal	£2.41	£2.41	£2.41	£2.41				
25	Academic Year Allocation	£0	£0	£0	£0				
26	UIFSMs April to August						£0	£0	£0
27	UIFSMs September to March						£0	£0	£0
28	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 2023 to July 2023.
- 2) In cell K32 enter the allocation as advised to you by the ESFA for the period August 2023 to March 2024.

Year 2

- 1) In cell L31 enter the estimated allocation for the period April 2024 to July 2024.
- 2) In cell L32 enter the estimated allocation for the period August 2024 to March 2025.

Year 3

- 1) In cell M31 enter the estimated allocation for the period April 2025 to July 2025.
- 2) In cell M32 enter the estimated allocation for the period August 2025 to March 2026.

Kent County Council		Other Grants							
		Units				Rate	Total Funding		
Grant		2022/23	2023/24	2024/25	2025/26		2023/24	2024/25	2025/26
30	Post 16 Funding Allocation								
31	Post 16 allocation (Apr - Jul)								
32	Post 16 allocation (Aug - Mar)								
33	Total Post 16 Funding Allocation						£0	£0	£0

Specific Grants

The Mainstream Schools Additional Grant should be recorded in cell K36. Guidance on this grant can be found at: [DfE guidance](#). There is a calculator in the guidance, however, confirmed school allocations are due to be published by the end of the Spring term.

The PE and Sports Premium Grant is still available to schools and details of the grant the school receives should be entered in Row 37, Columns K-M. Allocations can be found at: <https://www.kelsi.org.uk/school-finance/financial-support-and-planning/budgets/budgets-2023-24>

The COVID-19 School-led Tutoring grant (now called National Tutoring Programme) should be recorded in Row 38, using Columns K-M. Guidance on this grant can be found at: [DfE guidance](#). The tracker and calculator tool can be found at: <https://www.kelsi.org.uk/school-finance/financial-support-and-planning/budgets/budgets-2023-24>

The COVID-19 Recovery Premium details should be recorded in cell K39. Guidance on the COVID-19 Recovery Premium can be found at: <https://www.gov.uk/government/publications/recovery-premium-funding/recovery-premium-funding>. The COVID Recovery Grant Ready Reckoner can be found at: <https://www.kelsi.org.uk/school-finance/financial-support-and-planning/budgets/budgets-2023-24>

Additional Grants

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) e.g., Ukraine funding. Details should be entered in Columns B and C and Rows 44 to 63 and the values in Column K, L and M.

ALL 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 KCC Budget Team, Robin Goldsmith.

Kent County Council kent.gov.uk		Other Grants									
Grant	Units				Rate	Total Funding					
	2022/23	2023/24	2024/25	2025/26		2023/24	2024/25	2025/26			
Growth Funding											
Growth funding will be notified by email, only populate pink cells with information provided in this email											
	Qualify	Lower Threshold	Upper Threshold	Pupils	Qualifyin g pupils	Rate					
Reorganisation Funding											
2023-24 Rising Roll Funding	NO	0	0	0	0	£1,947.27	£0				
2024-25 Rising Roll Funding	NO	0	0	0	0	£1,947.27		£0			
2025-26 Rising Roll Funding	NO	0	0	0	0	£1,947.27			£0		
Total Growth Funding							£0	£0		£0	

'Year 1' Tab

Formula Budget 2023/2024

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.

Schools are no longer responsible for paying business rates from their delegated budgets. Instead, billing authorities have done so on their behalf. This means that schools will no longer receive the actual funding for rates or have to pay any bills as the Education Skills Funding Agency (ESFA) will be meeting the cost. Further information on this can be found in the Delegated Funding Guidance, which can be found here: <https://www.kelsi.org.uk/school-finance/financial-support-and-planning/budgets/budgets-2023-24>

However, schools will need to continue to budget and account for the rates using Ledger Codes I01 and E17, as per Factor 11. Guidance on how to complete the Budget Planning Software will be included in the Budget Setting Guidance.

A Formula Factors Total will be given in Row 47.

	B	C	F	G	H
8	Formula Budget 2023/24				
9			Pupils	Rate	Total
10	Factor 1	Basic Entitlement Primary	673	£3,338.18	£2,246,593
13		Total Basic Entitlement Funding			£2,246,593
14	Factor 2	Deprivation FSM - Primary	281.0	£472.10	£132,661
16		Deprivation Ever 6 FSM (Notional SEN Factor) - Primary	290.0	£693.40	£201,087
18		Deprivation IDACI Band F (Notional SEN Factor) - Primary	35.1	£226.21	£7,941
19		Deprivation IDACI Band E (Notional SEN Factor) - Primary	50.1	£275.40	£13,811
20		Deprivation IDACI Band D (Notional SEN Factor) - Primary	53.2	£432.76	£23,005
21		Deprivation IDACI Band C (Notional SEN Factor) - Primary	54.2	£472.10	£25,570
22		Deprivation IDACI Band B (Notional SEN Factor) - Primary	118.4	£501.61	£59,366
23		Deprivation IDACI Band A (Notional SEN Factor) - Primary	273.8	£658.98	£180,439
30		Total Deprivation Funding			£643,880
31	Factor 4	English as an additional language (Notional SEN Factor) - Primary	19.8	£570.46	£11,292
33	Factor 6	Low cost, high incidence SEN (Notional SEN Factor) - Primary	108.0	£1,136.00	£122,666
35	Factor 15	Mobility	0.0	£929.46	£0
37	Factor 7	Lump Sum (Partial Notional SEN Factor) - Primary £6,537, Secondary £5,850			£125,895
38	Factor 8	Sparsity - Primary			£0
40	Factor 9	Area Cost Adjustment - London Fringe (3.73%) (Factors 1 to 8 + 15)			£0
41	Factor 10	Split Sites			£0
42	Factor 11	Rates*			£9,114
43	Factor 12	PFI funding			£0
44	Factor 13	Exceptional Premises Factors			£0
45	Factor 14	Minimum Per-Pupil Level Funding			£0
46					
47		Formula Factors Total			£3,159,440
48		Minimum Funding Guarantee (MFG)			£0
49					
50	School Budget Share (SBS) 2023/24				£3,159,440

Below the Formula Factors Total, Minimum Funding Guarantee (MFG) for 2023/24 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 the Education and Skills Funding Agency (ESFA) guidelines.

The Minimum Per-Pupil Funding Rate for Kent Schools 2023/24 is:

Primary £4384

Secondary KS3 £5476 and KS4 £6004

The basis for the calculation is:

The total budget less Factors 10, 11 and 13, divided by the number of pupils on roll as at the October 2022 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) 2023/24 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.

Mainstream Schools Additional Grant funding will show in cell H59, based on the data entered on the **'Other Grants' Tab**.

PE & Sports Premium Grant funding will show in cell H60, based on the data entered on the **'Other Grants' Tab**, if applicable.

COVID-19 School-led Tutoring grant funding will show in cell H61, based on the data entered on the **'Other Grants' Tab**, if applicable.

COVID-19 Recovery Premium funding will show in cell H62, based on the data entered on the **'Other Grants' Tab**, if applicable.

Additional Grants funding will show in cell H63, based on the data entered on the **'Other Grants' Tab**, if applicable.

The **Overall total estimated funding 2023/24** will be shown in cell H65.

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.

	B	C	F	G	H
66					
67	De-Delegation			Rate	De-Delegation
68		Schools in financial difficulties (E23)		£19.76	£13,298.48
69		Free School Meals Eligibility (E28)		£0.62	£417.26
70		Licences and Subscriptions (SIMS) (E19)		£4.84	£3,257.32
71		Trade Union Duties (E10)		£2.00	£1,346.00
72		Schools Personnel Service (E28)		£0.86	£578.78
73		Area Cost Adjustment (Included in the above)			
74		Totals		£28.08	£18,898
75					
76	NOTES:				
77		Due to rounding, numbers presented throughout this page and others may not add up precisely to the totals provided.			
78		*Rates figure provided for illustrative purposes only, as this is part of the school budget share and must be included in the budget.			
79		However, the rates funding will not be included in the schools advance as the ESFA will directly pay the billing authority (see guidance).			

'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.

'Year 2' Tab

The **'Year 2' Tab** provides a budget projection for 2024/25 and relies on the pupil number estimates provided on the **'Pupils' Tab**.

On the **'Year 2' Tab**, Budget Projection figures for 2024/25 will appear in Column E.

The screenshot shows an Excel spreadsheet with the following content:

	B	C	D	E	F
1					
2				9999	
3					Please note it is your schools responsibility to determine the % and MPPL rates used when estimating your funding for future years. The % and MPPL rates provided are purely advisory. The future years budget is taken to be the greatest of the formula (a) MPPL (b) or MFG (c) calculations displayed in cell E73
4					
5					
6					
7					
8					
9					
10					
11					
12					

A School

2024/25 Budget Projection

Uplift Rate	2.0%
MPPL Rate	£4,545.92
MFG Rate	0.5%

This projection is reliant on the pupil number estimate provided on the pupils sheet

MPPL rate is calculated by using the current MPPL rate and uplifted by MFG % plus an amount per pupil for Mainstream schools additional grant.

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:

<https://www.kelsi.org.uk/school-finance/financial-support-and-planning/budgets/budgets-2023-24>

MPPL Rate

The Minimum Per Pupil Level Funding has been defaulted to increase by the 2% Uplift Rate, as per the recommendation in the School Budget Guidance advice to schools:

<https://www.kelsi.org.uk/school-finance/financial-support-and-planning/budgets/budgets-2023-24>

The advice reads: ***“Our recommendation to schools is to assume a funding uplift of 2% 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 0.5% 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 School Budget Guidance advice to schools:

<https://www.kelsi.org.uk/school-finance/financial-support-and-planning/budgets/budgets-2023-24>

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

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

Importantly, cell E82 then depicts the greater % of either a, b or c. This is then the estimated SBS for 2024/25.

	A	B	C	D	E
12		This projection is reliant on the pupil number estimate provided on the pupils sheet		MFG Rate	0.5%
13		(a) Percentage Uplift Budget			
14	Factor 1	Total Basic Entitlement Funding 2023/24			£2,246,593
15	Factor 2	Total Deprivation Funding 2023/24			£643,880
16	Factor 4	English as an additional language 2023/24			£11,292
17	Factor 6	Low cost, high incidence SEN 2023/24			£122,666
18	Factor 15	Mobility 2023/24			£0
19		Mainstream schools additional grant (less lumpsum £4,510)			£57,490
20		Total 2023/24			£3,081,921
21					
22		October 2022 Pupil Numbers			673
23		Baseline per pupil			£4,579
24		Adjustment (uplift percentage increase)			2.0%
25		Adjustment per Pupil			£92
26		Per pupil after any uplift Adjustment			£4,671
27					
28		October 2023 Pupils			0
29		New baseline 2024/25			£0
30	Factor 7	Lump Sum			£133,013
31	Factor 8	Sparsity			£0
32	Factor 9	Area Cost Adjustment - London Fringe			£0
33	Factor 10	Split Sites			£0
34	Factor 11	Rates			£9,114
35	Factor 12	PFI Funding			£0
36	Factor 13	Exceptional Premises Factors			£0
37		(Total a) Estimated percentage uplift SBS 2024/25			£142,127

	A	B	C	D	E
38					
39		(b) MPPL Budget			
40		October 2023 Pupils			0
41		Minimum Per-Pupil Level Funding Rate			£4,546
42		MPPL baseline			£0
43		Plus Split Site			£0
44		Plus Rates			£9,114
45		Plus Exceptional Premises Factors			£0
46		(Total b) Estimated MPPL SBS 2024/25			£0

	A	B	C	D	E
47					
48		(c) MFG Budget			
49		School Budget Share (SBS) 2023/24			£3,159,440
50		Mainstream schools additional grant			£62,000
51		Total School Budget Share (SBS) 2023/24			£3,221,440
52					
53		Less - Exempt Items			
54		Rates 2023/24			£9,114
55		Lump Sum 2024/25			£133,013
56		Sparsity 2024/25			£0
57		PFI Funding			£0
58		Exceptional Premises Factors 2024/25			£0
59		Total Exempt Items			£142,127
60					
61		Baseline (SBS 2023/24 less exempt Items)			£3,079,313
62					
63		October 2022 Pupil Numbers			673
64		Baseline per pupil before any MFG adjustment			£4,576
65		Adjustment (uplift percentage increase)			0.50%
66		Adjustment per Pupil			£23
67		Per pupil after any uplift Adjustment			£4,598
68					
69		October 2023 Pupils			0
70		New baseline Excluding Exempt Items			£0
71					
72		Plus - Exempt Items 2024/25			
73		Rates			£9,114
74		Lump Sum			£133,013
75		Sparsity			£0
76		PFI Funding			£0
77		Exceptional Premises Factors			£0
78		Total Exempt Items			£142,127
79					
80		(Total c) Estimated MFG SBS 2024/25			£0

Pupil Premium (PP) funding will show in cell E84, based on the data entered on the **‘Other Grants’ Tab**, if applicable.

Growth Funding will show in cell E85, based on the data entered on the **‘Other Grants’ Tab**, if applicable.

High Needs Mainstream Funding will show in cell E86, based on the data entered on the **‘High Needs Mainstream’ Tab**, if applicable.

Specialist Resource Provision (SRP) Funding will show in cell E87, based on the data entered on the **‘SRP Year 2&3’ Tab**, if applicable.

Universal Infant Free School Meals Funding will show in cell E88, based on the data entered on the **'Other Grants' Tab**, if applicable.

Early Years Funding will show in cell E89, based on the data entered on the **'Early Years' Tab**, if applicable.

Post 16 Funding will show in cell E90, 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 E91, based on the data entered on the **'Other Grants' Tab**, if applicable.

COVID-19 School-led Tutoring grant funding will show in cell E92, based on the data entered on the **'Other Grants' Tab**, if applicable.

COVID-19 Recovery Premium 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 estimated funding 2024/25** will be shown in cell E96.

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 E106.

	A	B	C	D	E
97					
98	De-Delegation				
99				Rate	De-Delegation
100		Schools in financial difficulties (E23)		£19.76	£0
101		Free School Meals Eligibility (E28)		£0.62	£0
102		Licences and Subscriptions (SIMS) (E19)		£4.84	£0
103		Trade Union Duties (E10)		£2.00	£0
104		Schools Personnel Service (E28)		£0.86	£0
105		Area Cost Adjustment (Included in the above)			
106		Totals		£28.08	£0
107					
108					
109	NOTE: Due to rounding, numbers presented throughout this page and others may not add up precisely to the totals provided				

'Year 3' Tab

The **'Year 3' Tab** provides a budget projection for 2025/26 and relies on the pupil number estimates provided on the **'Pupils'** Tab.

On the **'Year 3' Tab**, Budget Projection figures for 2025/26 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 here:

<https://www.kelsi.org.uk/school-finance/financial-support-and-planning/budgets/budgets-2023-24>

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 E74 then depicts the greater % of either a, b or c. This is then the estimated SBS for 2025/26.

The remainder of the sheet is set up in the same way as the **'Year 2' Tab** with a School Budget Share section for 2025/26 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 2023/24. 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.

2023/24 Early Years Budget Estimation			
	Summer Term	Autumn Term	Spring Term
Hourly Rate			
Base rate	£4.55	£4.55	£4.55
Qualified Teacher Supplement	£1.05	£1.05	£1.05
Disadvantage supplement	£0.49	£0.49	£0.49
	£6.09	£6.09	£6.09

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 2023/24, 2024/25 and 2025/26.

Please Enter your Pupil Numbers										
Please only enter qualifying pupils (follow link for guidance)										
		2023/24			2024/25			2025/26		
Pupils	Early Years Hours	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										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
41										
42										
43										
44										
45										
46										
47										
48										
49										
50										
51		20								
52	Total pupils:	20	0	0	0	0	0	0	0	0
53	Total Weekly Hours:	600	0	0	0	0	0	0	0	0
54	Total Hours for Term:	7800	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.

		2023/24			2024/25			2025/26		
	Pupils Early Years Hours	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
66										
67	Early Years Pupil Premium (EYPP)									
68										
69	Please only enter pupils who qualify for the Early Years Pupil Premium									
70										
71										
72										
73	1									
74	2									
75	3									
76	4									
77	5									
78	6									
79	7									
80	8									
81	9									
82	10									
83	11									
84	12									
85	13									
86	14									
87	15									
88	Total pupils:	0	0	0	0	0	0	0	0	0
89	Total Weekly Hours:	0	0	0	0	0	0	0	0	0
90	Total Hours for Term:	0	0	0	0	0	0	0	0	0
91	Rate per funded hour:	£0.62	£0.62	£0.62	£0.62	£0.62	£0.62	£0.62	£0.62	£0.62
92	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 2023/24, 2024/25 and 2025/26.

2-Year-Old Funding

School to confirm eligibility for FF2 before populating this table.

		2023/24			2024/25			2025/26		
	Pupils Early Years Hours	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
95										
96	2 Year old funding									
97										
98	Please only enter pupils who qualify for the 2 Year old funding									
99										
100										
101										
102	1									
103	2									
104	3									
105	4									
106	5									
107	6									
108	7									
109	8									
110	9									
111	10									
112	11									
113	12									
114	13									
115	14									
116	15									
117	Total pupils:	0	0	0	0	0	0	0	0	0
118	Total Weekly Hours:	0	0	0	0	0	0	0	0	0
119	Total Hours for Term:	0	0	0	0	0	0	0	0	0
120	Rate per funded hour:	£5.68	£5.68	£5.68	£5.68	£5.68	£5.68	£5.68	£5.68	£5.68
121	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 2023/24, 2024/25 and 2025/26.


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			2023/24	2024/25	2025/26
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					
131		Please only enter funding for pupils who qualify for the DAF funding			

'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				9999										
2														
3														
4					A School									
5					2023/24									
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														

	Year 1	Year 2	Year 3
High Needs Mainstream Funding - Element 3 Top Up	£0	£0	£0
High Needs Mainstream Funding - Notional SEN Top Up 10%	£0	£0	£0
High Needs Mainstream Funding - Notional SEN Top Up 40%	£0	£0	£0
High Needs Mainstream Funding - Element 2 Post 16	£0	£0	£0
	£0	£0	£0

Pupil Data											
Name	Date of Birth	Year Group (Academic Year Sept 22 - Sept 23)	Year Group (Academic Year Sept 23 - Sept 24)	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
											£0.00
											£0.00
											£0.00
											£0.00
											£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. To enter a comment, right click on the cell containing the pupil's initials, and select New Comment.

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 2024/25 and 2025/26 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			£310,132			
4				Ever 6 FSM			£201,087			
5				Low Cost, high Incidence SEN			£122,666			
6				English as an additional language			£11,292			
7				Element of Lump Sum			£6,537			
8				Area Cost Adjustment-London Fringe			£0			
9				Minimum Per-Pupil Level Funding (MPPL)			£0			
10				Minimum Funding Guarantee (MFG)			£0			
11	Total (with Area Cost Adjustment if applicable)								£651,713	
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 (40%)								£260,685	

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% rule and the month in which it is due to be paid to the school.

	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP
1														
2														
3														
4	Extra top up due to 40% rule													
5	April	May	June	July	August	September	October	November	December	January	February	March	Total	
6	£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
7														

‘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 more than one SRP, so the majority will use ‘designation 1’).

To comply with GDPR regulations, enter the pupil’s Surname in Column L and their Forename in 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 31/03/23 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									
10		2023/24 Element 3 Input (top-up funding)							
11		Pupils should only be recorded on this sheet where the School is named on the pupils Education Health Care Plan (EHCP)							
12		SRP funding agreed with other local authorities for pupils they have placed should be entered on Budget Preparation							
13		A designation must always be selected.							
14									
15									
16		Designation	Pupil Surname	Pupil Forename	D.O.B	Pre/Post 16 SUMMER	Pre/Post 16 WINTER	Placement START Date	Placement END Date
17									
18									
19									
20									
21									
22									

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.

	A	B	C
90			
91		Element 3 Top-up Funding	
92			
93		April	£0
94		May	£0
95		June	£0
96		July	£0
97		August	£0
98		September	£0
99		October	£0
100		November	£0
101		December	£0
102		January	£0
103		February	£0
104		March	£0
105			£0

To the right of this is a Summary table, with Total 2023/24 SRP funding shown in cell H99 (which feeds through to the **'Year 1' Tab**).

	E	F	G	H
90				
91		Summary		
92				
93		Place funding - E1		£0
94		Place funding - E2		£180,000
95		Excess place funding - E1		£0
96		Excess place funding - E2		£0
97		Element 3 top-up funding		£0
98				
99		Total SRP funding 2023/24		£180,000
100				

'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 2024 to August 2024 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 2024 to March 2025.
- 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 2024 to July 2024 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 2024 to March 2025.
- 8) Enter estimated pupil numbers for that period in cell I23.

	A	B	C	D	E	F	G	H	I	J	
14											
15		2024/25									
16				23/24 Academic Year				24/25 Academic Year			
17				Pre-16: Apr to Aug				Pre-16: Sep to Mar			
18				Post-16: Apr to Jul				Post-16: Aug to Mar			
19											
20		Age		Places	Estimated	E1 to be		Places	Estimated	E1 to be	
21		Designation Group			Pupils	funded			Pupils	funded	
22		1 Pre-16		30	30	0		30	30	0	
23		1 Post-16									
24											
25								E1	E2	E3	
26								Designation 1	£0	£180,000	£278,363
27											
28		2 Pre-16		30	30	0		30	30	0	
29		2 Post-16									
30											
31								E1	E2	E3	
32								Designation 2	£0	£180,000	£0
33											
34								Total	£0	£360,000	£278,363
35											
36								Total SRP Funding		£638,363	

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 2025/26 financial year, by populating the cells further down the sheet.

2025/26 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 D45, E45 and F45.

A	B	C	D	E	F	G
1	9999 - A School	28/02/2023	Year 1	Year 2	Year 3	
2	Source of Funding - table	CFR Code	2023-24	2024-25	2025-26	Notes
4	School Budget Share (SBS) (Excluding Non-Domestic Rates)	I01	£3,150,326	£3,075,721	£3,137,235	
5	Non-Domestic Rates (NMDR)	I01	£9,114	£9,114	£9,114	IMPORTANT: From April 2022 the way rates are funded and paid for changed. Please see the School Budget Guidance for further explanation, this, and the Template Guidance document for further information on how to budget/account for rates.
6	Estimated Growth Funding	I01	£0	£0	£0	
7	High Needs Mainstream Funding Element 3 Top Up	I03	£0	£0	£0	
8	High Needs Mainstream Funding - Notional SEN Top Up 10%	I01	£0	£0	£0	
9	High Needs Mainstream Funding - Notional SEN Top Up 40%	I01	£0	£0	£0	
10	High Needs Mainstream Funding - Element 2 Post 16	I02	£0	£0	£0	
11	High Needs Specialist Resource Provision (SRP) Funding - Place Funding Pre-16	I01	£0	£360,000	£0	
12	High Needs Specialist Resource Provision (SRP) Funding - Place Funding Post-16	I02	£0	£0	£0	
13	High Needs Specialist Resource Provision (SRP) Funding - Excess Place Funding	I01	£0	£0	£0	
14	High Needs Specialist Resource Provision (SRP) Funding - Element 3 Top Up	I03	£0	£0	£0	
15	Early Years	I01	£47,502	£0	£0	
16	Early Years (SENIF & DAF)	I03	£0	£0	£0	
17	Post 16 allocation	I02	£0	£0	£0	
18	Pupil Premium (5 to 16 year olds)	I05	£0	£0	£0	
19	Pupil Premium (3 & 4 year olds)	I01	£0	£0	£0	
20	Universal Infant Free School Meals	I18	£0	£0	£0	
21	Mainstream Schools Additional Grant	I01	£62,000	£0	£0	
22	PE & Sport Premium Grant	I18	£21,049	£21,049	£21,049	
23	COVID-19 School-led Tutoring grant	I18C	£8,500	£2,500	£0	
24	COVID-19 Recovery Premium	I18C	£21,800	£10,000	£0	
45	Total		£3,320,291	£3,478,384	£3,167,398	
48	Summary for input in BPS					
49	Funds Delegated by the Local Authority (LA) excluding Non-Domestic Rates (NMDR)	I01	£3,259,828	£3,435,721	£3,137,235	Please enter these amounts in the Funding Scenario on BPS
50	Non-Domestic Rates (NMDR)	I01	£9,114	£9,114	£9,114	Please enter these amounts in the Funding Scenario on BPS
51	Funding Scenario Subtotal		£3,268,942	£3,444,835	£3,146,349	
52	Additional Grant for Schools	I18	£21,049	£21,049	£21,049	Please enter these amounts in the Other I & E Scenario on BPS
53	Income from any Grants in Relation to Coronavirus (Covid-19) Catch-Up Activity	I18C	£30,300	£12,500	£0	Please enter these amounts in the Other I & E Scenario on BPS
54	I & E Scenario Subtotal		£51,349	£33,549	£21,049	
55	Total		£3,320,291	£3,478,384	£3,167,398	
76	De-delegation		£18,898	£17,690	£17,690	
77						
78						
79						
80						

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 D77, E77 and F77.

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