

Schools Financial Services

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Special School Funding Template 2023/24 Input Guidance

Special School Funding

Template 2023/24 - Input Guidance

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Special School Funding Template 2023/24 - Input Guidance

At the bottom of the spreadsheet there are several tabs.



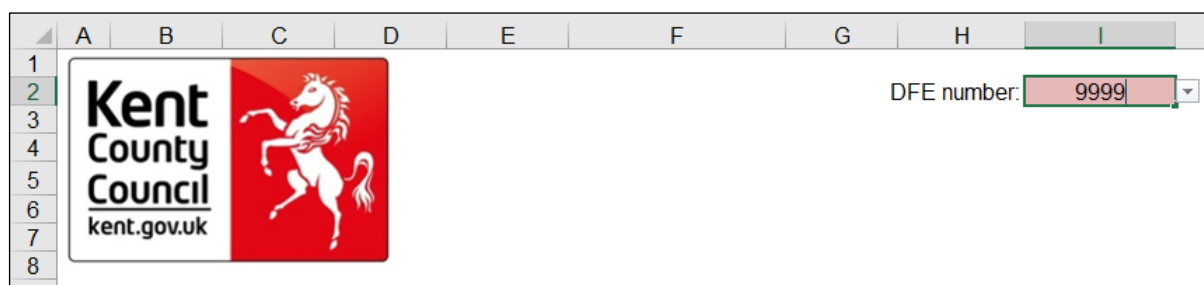
'Contents' Tab

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.

Initial Setup

'Year 1' Tab

On the 'Year 1' Tab select the school DfE number in cell I2 at the top of the sheet. The number can either be typed in directly or selected using the drop-down menu.



'Pupils' Tab

On the '**Pupils' Tab**, enter pupil details under the pink shaded columns (Columns B, C, D, E, and F).

	A	B	C	D	E	F	G
1							
2	Sort by Pupil Key	Sort by Surname		Sort by Need Type	Sort by Start Date	Sort by End Date	
3	Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement START Date	Placement END Date	Annual Rate
4							
5							
6							
7							
8							

Pupil Keys will be generated by the Schools & PVI Team and sent out with Monthly Statements in the new financial year. They are a combination of a DfE number followed by a hyphen and an individual 3 digit identifying number for each pupil on roll (e.g., 9999-001).

They are only necessary for the operation of the **'Reconciliation' Tab** and can be left blank until receipt of the first monthly statement of the new financial year in April.

Pupil Surnames need to be entered in Column B, Forenames in Column C, Need Types in Column D, and start and end dates in Columns E and F, respectively.

	A	B	C	D	E	F
1	Sort by Pupil Key		Sort by Surname		Sort by End Date	
2	Sort by Pupil Key		Sort by Surname		Sort by End Date	
3	Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement START Date	Placement END Date
4	9999-001	A	B	MLD&SLCN	08/09/21	31/03/24
5	9999-002	A	B	SEMH	17/10/22	31/03/24
6	9999-003	A	B	SLD	01/09/17	31/08/23
7	9999-004	A	B	PD&PMLD	11/09/21	31/03/24
8	9999-005	A	B	ASD	01/01/23	31/08/23
9	9999-006	A	B	SLD	13/09/21	31/03/24

Column A will be populated by the school upon completion of the first monthly reconciliation of the new financial year.

The data entered onto this sheet generates forecasts in Columns H to S and feeds into several other tabs and calculations within the template, so it will be worthwhile double-checking the details to ensure their accuracy.

There are 5 buttons at the top of this sheet that can be used to sort pupil data, either by Pupil Key, by Surname, by Need Type, by Start Date or by End Date.

Using the 'Sort by Need Type' button and local knowledge will assist in the identification of pupil numbers for each month when entering data on the **'Year 2 & 3 Pupils' Tab**.

'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

Observation & Assessment

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

Additional Grants

Teachers Pay Grant

Teachers Pension Grant – School or STLS

PE & Sport Premium Grant

COVID-19 Recovery Premium

COVID-19 School-led Tutoring Grant

Additional High Needs Funding (3.4%) Place/Top-up

Other grants the school has confirmation of funding agreed

Please note that the grants listed under 'Additional Grants' above will now be input into the Other Income and Expenditure Scenario rather than the Funding Scenario in the 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

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 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/knowledge to estimate the number of eligible Ever6SC for the period April 2023 – March 2024, April 2024 – March 2025 and April 2025- March 2026.

Pupil Premium (PP) Grant – 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.

	B	C	D	E	F	G	H	I	J	K	L	M
1		Other Grants										
2												
3												
4												
5												
6	Grant	2022/23	Units			Rate	Total Funding					
7	Pupil Premium		2023/24	2024/25	2025/26		2023/24	2024/25	2025/26			
8	Free School Meals Ever 6 Primary (See Guidance)		Oct-22	Oct-23	Oct-24	£1,455	£0	£0	£0			
9	Free School Meals Ever 6 Secondary (See Guidance)					£1,035	£0	£0	£0			
10	Adopted (Post-LAC) pupils (October census)					£2,530	£0	£0	£0			
11	Children in Care (CiC)											
12	Service Children Ever 6 (October census)					£335	£0	£0	£0			
13	Total Pupil Premium						£0	£0	£0			

Pupil Premium (PP) Grant – 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 – 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.

Observation & Assessment

Please note cells F18 and G18 need to be checked to ensure the correct day rate for your school has been applied.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2		Other Grants											
3													
4													
5													
6		Grant											
15		Observation & Assessment											
16													
17		Leadership Lump Sum		0	0	0		£58,098		£0	£0	£0	
18		Day Rate		0	0	0		£10,088		£0	£0	£0	
19		Total Observation & Assessment								£0	£0	£0	


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 D24, enter the number of qualifying pupils in Reception (R) as per the October 2022 census.
- 2) In cell D25, enter the number of qualifying pupils in Reception (R) as per the January 2023 census.
- 3) In cell D26, enter the number of qualifying pupils in Years 1 & 2 as per the October 2022 census.
- 4) In cell D27, enter the number of qualifying pupils in Years 1 & 2 as per the January 2023 census.

	B	C	D	E	F	G	H	I	J	K	L	M
1		Other Grants										
2												
3												
4												
5												
6	Grant		Units		Rate		Total Funding					
20		2022/23	2023/24	2024/25	2025/26		2023/24	2024/25	2025/26			
21	Universal Infant Free School Meals											
22	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.											
23			Academic Year									
24	October Taken meals year R											
25	January Taken meals year R											
26	October Taken meals years 1 & 2											
27	January Taken meals years 1 & 2											
28	Qualifying pupils	0	0	0	0							
29	*190 meals (qualifying pupils X 190)	0	0	0	0							
30	Rate per meal	£2.41	£2.41	£2.41	£2.41							
31	Academic Year Allocation	£0	£0	£0	£0							
32	UIFSM's April to August						£0	£0	£0			
33	UIFSM's September to March						£0	£0	£0			
34	Total Universal Infant Free School Meals						£0	£0	£0			

September 2023 to August 2024 – Estimated at October 2023/January 2024

- 1) In cell E24, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2023.
- 2) In cell E25, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2024.
- 3) In cell E26, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2023.
- 4) In cell E27, 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 F24, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2024.
- 2) In cell F25, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2025.
- 3) In cell F26, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2024.
- 4) In cell F27, 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 G24, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – October 2025.
- 2) In cell G25, enter the estimated number of qualifying pupils in Reception **(R)** that are expected to take a meal – January 2026.
- 3) In cell G26, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2025.
- 4) In cell G27, 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 32 and 33 the April to August and September to March allocations are shown. The total allocations for the financial years can be seen in Row 34.

	B	C	D	E	F	G	H	I	J	K	L	M
1		Other Grants										
2												
3												
4												
5												
6	Grant		Units					Rate		Total Funding		
31	Academic Year Allocation	2022/23	2023/24	2024/25	2025/26					2023/24	2024/25	2025/26
32	UIFSM's April to August	£0	£0	£0	£0					£0	£0	£0
33	UIFSM's September to March									£0	£0	£0
34	Total Universal Infant Free School Meals									£0	£0	£0

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

Additional Grants

Please note the Teacher Pay Increase 2018 (TPG) and Pension Grant are now included in the I01 School Budget Share (SBS) for pupils in year groups R-11. For funding relating to Nursery and Post 16 Pupils please see here for further information and Kelsi: [DfE guidance](#)

The PE and Sports Premium Grant is still available to schools and details of the grant the school receives should be entered in Row 40, 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 Recovery Premium details should be recorded in cell K41. Guidance on the COVID-19 Recovery Premium can be found at: [DfE guidance](#). 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>

The COVID-19 School-led Tutoring grant (now known as National Tutoring Programme) should be recorded in Row 42, using Columns K-M. Guidance on the COVID-19 School-led Tutoring 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>

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 45 to 64 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).

'Excess E1 & E2' Tab

At the top of this sheet, a Protected Cash Advance figure will need to be entered in cell C4. This figure will be provided to you by the Schools' Budget Team.

Year 1 Excess Element 1 and 2											
Protected Cash Advance		£ -									
April 2023 - March 2024											
	April	May	June	July	August	September	October	November	December	January	February
Places - Pre-16	225	225	225	225	225	225	236	236	236	236	236
Places - Post-16	0	0	0	0	0	0	0	0	0	0	0
Total Commissioned Places	225	225	225	225	225	225	236	236	236	236	236
Actual	8	8	8	8	8	8	5	5	5	5	5
Excess places	0	0	0	0	0	0	0	0	0	0	0
Excess place unit cost (£)	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33
Excess places Total (£)	-	-	-	-	-	-	-	-	-	-	-
Protection period	March to July actuals										September to February actuals
Protected balance (£)	-	-	-	-	-	-	-	-	-	-	-

In March 2023, a member of the Schools & PVI team will be contacting Special Schools to notify them if their Protected Cash Advance figure needs to be updated. Any updated figure needs to be entered in cell C4 by overtyping the figure that is already there.

This tab is used to illustrate how Year 1 Excess Element 1 and 2 funding is calculated. It shows the total commissioned place numbers for each month (Row 10) against the actual place numbers (Row 11), with the difference shown against excess places (Row 12).

This number is then multiplied by the excess place unit cost shown in Row 15 to give a total for each month in Row 16.

Below the excess place totals, the Protection periods are listed, and a protected monthly balance is shown in Row 18. The total annual protected balance is then shown in cell P18.

April 2023 - March 2024								
August	September	October	November	December	January	February	March	April
225	225	236	236	236	236	236	236	236
0	0	0	0	0	0	0	0	0
225	225	236	236	236	236	236	236	236
8	8	5	5	5	5	4	4	4
0	0	0	0	0	0	0	0	0
833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.37	833.37
-	-	-	-	-	-	-	-	-
September to February actuals								
-	-	-	-	-	-	-	-	-
Total								10,000.00
Total								-
September to February actuals								-

'Year 1' Tab

Place Plus Funding 2023/24

On the '**Year 1' Tab**, Place Plus Funding for Element 1 and Element 2, split between Pre and Post 16 will be shown at the top of the sheet. Within the Element 1 and 2 data, funding for the April to July/August period and the August/September to March period will be shown.

- 1) The total for Pre-16 Element 1 will be shown in cell I18 and Element 2 in I22.
- 2) A Pre-16 Total shows in cell I24.
- 3) The total for Post-16 Element 1 will be shown in cell I29 and Element 2 in cell I33.
- 4) A Post-16 Total shows in cell I35.
- 5) Excess Element 1 & 2 Funding will be driven by the pupil data entered onto the pupil tab and will be shown in cell I37.

	A	B	C	D	E	F	G	H	I	
11										
12		Place Plus Funding 2023/2024								
13										
14			<u>Pre-16</u>							
15							Places	Rate	Total	
16			Element 1	Apr to Aug		225	£1,667	£375,000		
17				Sep to Mar		236	£2,333	£550,667		
18								<u>£925,667</u>		
19										
20			Element 2	Apr to Aug		225	£2,500	£562,500		
21				Sep to Mar		236	£3,500	£826,000		
22								<u>£1,388,500</u>		
23										
24							<u>£10,000</u>	<u>£2,314,167</u>		
25										
26			<u>Post-16</u>							
27			Element 1	Apr to Jul		0	£1,333	£0		
28				Aug to Mar		0	£2,667	£0		
29								<u>£0</u>		
30										
31			Element 2	Apr to Jul		0	£2,000	£0		
32				Aug to Mar		0	£4,000	£0		
33								<u>£0</u>		
34										
35							<u>£10,000</u>	<u>£0</u>		
36										
37			Excess Element 1 & 2 Funding							<u>£0</u>

- 6) Element 3 funding is shown split out on a monthly basis, with an annual total in cell I52.
- 7) Total Place Plus Funding for 2023/24 will then be shown in cell I54.

	A	B	C	D	E	F	G	H	I
39	Element 3								Total
40								April	£6,204
41								May	£6,204
42								June	£6,204
43								July	£6,204
44								August	£6,204
45								September	£6,204
46								October	£3,876
47								November	£3,876
48								December	£3,876
49								January	£3,876
50								February	£3,038
51								March	£3,038
52									£58,801
53									
54								Total Place Plus Funding 2023/24	£2,372,968

- 8) Just below the line for total Place Plus Funding you will see a list of 'Other Grants'. The amount in these cells is populated using data on the 'Other Grants' tab.
- 9) An overall total estimated funding figure will show in cell I74.

	A	B	C	D	E	F	G	H	I
57	Other Grants								
58									
59			PE & Sport Premium Grant						£0.00
60			Pupil Premium (PP)						£0.00
61			Special Nursery (Observation and Assessment Centre)						£0.00
62			Teachers Pay Grant						£40,495.60
63			Teacher's Pension Grant - School						£94,233.00
64			Teacher's Pension Grant - STLS						£0.00
65			Universal Infant Free School Meal (UIFSM)						£0.00
66			COVID-19 Recovery Premium						£0.00
67			COVID-19 School-led Tutoring grant						£0.00
68			Additional High Needs Funding (3.4%) Place						£0.00
69			Additional High Needs Funding (3.4%) Top-up						£0.00
70			Other						£0.00
71									
72			Other Grants						£134,728.60
73									
74			Overall total estimated funding 2023/24						£2,507,696

Pooled Funding Arrangement

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

Details of Pooled Funding Arrangements will appear below the Other Grants section, with a total expenditure figure in cell I85.

	A	B	C	D	E	F	G	H	I
76									
77		Pooled Funding Arrangement							
78							Rate	Places	
79		Schools in financial difficulties					£17.46	231	£4,041
80		Free School Meals Eligibility					£0.61	231	£141
81		Licences and Subscriptions (SIMS)					£4.31	231	£997
82		Trade Union Duties					£1.96	231	£454
83		Schools Personnel Service					£0.84	231	£194
84									
85									<u>£5,827</u>

'Year 2 & 3 Pupils' Tab

In the pink-shaded cells in the *Year 2 Element 3 pupil data table* at the top of the sheet, enter estimated Year 2 pupil numbers for each need type against each month from March to July and September to February.

Figures do not need to be entered for August as these will be based on July figures. Each month's pupil numbers will generate funding in the following month, so March numbers will dictate the first month's funding in April 2024 and February numbers will dictate the last month's funding in March 2025.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2		Year 2 Element 3 pupil data													
3		* Each month's pupil numbers generates funding in the following month													
4			March 2024 - February 2025												
5		Need Type	March	April	May	June	July	August	September	October	November	December	January	February	FTE Pupils
6		MLD&SLCN													
7		SEMH													
8		SLD													
9		PD&PMLD													
10		ASD													
11		WeekdayPD&PMLD													
12		WeekdayASD													
13		WeekendPD&PMLD													
14															

The table just below is for *Year 3 Element 3 pupil data*. As before, enter estimated pupil numbers against each month and need type in the pink-shaded cells.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
15															
16		Year 3 Element 3 pupil data													
17		* Each month's pupil numbers generates funding in the following month													
18		March 2025 - February 2026													
19		Need Type	March	April	May	June	July	August	September	October	November	December	January	February	FTE Pupils
20		MLD&SLCN													
21		SEMH													
22		SLD													
23		PD&PMLD													
24		ASD													
25		WeekdayPD&PMLD													
26		WeekdayASD													
27		WeekendPD&PMLD													
28															
29															

The information entered in these tables will feed into the future years budget calculations on the **'Year 2' Tab** and the **'Year 3' Tab**, so ensure best estimates are used and double-checked for accuracy.

'Year 2' Tab

The **'Year 2' Tab** provides a budget projection for 2024/25 and relies on the pupil number estimates provided in **'Year 2 & 3 Pupils' Tab**.

Place Plus Funding 2024/25

- 1) Enter the estimated number of April to August Pre-16 places in October 2023 in cell G16, and September to March Pre-16 places in cell G17.
- 2) Enter the estimated number of April to July Post-16 places in October 2023 in cell G28, and August to March Post-16 places in cell G29.
- 3) The total for Pre-16 Element 1 will be shown in cell I18 and Element 2 in cell I22.
- 4) The total for Post-16 Element 1 will be shown in cell I30 and Element 2 in cell I34.

Please ensure that the place numbers entered in Column G are the same as the total pupil numbers calculated for the identified period in the Year 2 & 3 pupil tab, Year 2 Element 3 pupil data table. There are checks embedded in the Year 2 & 3 tab, which will highlight any differences in red.

	A	B	C	D	E	F	G	H	I
12	Place Plus Funding 2024/25								
13									
14	<u>Pre-16</u>								
15							Places	Rate	Total
16	Element 1		Apr to Aug		236		£1,667	£393,333	
17			Sep to Mar		236		£2,333	£550,667	
18									£944,000
19									
20	Element 2		Apr to Aug		236		£2,500	£590,000	
21			Sep to Mar		236		£3,500	£826,000	
22									£1,416,000
23									
24								£10,000	£2,360,000
25									
26	<u>Post-16</u>								
27							Places	Rate	Total
28	Element 1		Apr to Jul		0		£1,333	£0	
29			Aug to Mar		0		£2,667	£0	
30									£0
31									
32	Element 2		Apr to Jul		0		£2,000	£0	
33			Aug to Mar		0		£4,000	£0	
34									£0
35									
36								£10,000	£0

- 5) Element 3 funding will be shown further down the sheet, with the number of pupils for each need type and their associated funding rates shown separately.
- 6) Total Element 3 funding is shown in cell I48.
- 7) Total Place Plus Funding for 2024/25 will then be shown in cell I50.

	A	B	C	D	E	F	G	H	I
38	Element 3			<i>Future years' top-up rates are indicative</i>					
39							Pupils	Rate	Total
40	MLD&SLCN						-	£3,677	£0
41	SEMH						-	£10,624	£0
42	SLD						-	£8,293	£0
43	PD&PMLD						-	£15,985	£0
44	ASD						-	£10,624	£0
45	WeekdayPD&PMLD						-	£0	£0
46	WeekdayASD						-	£0	£0
47	WeekendPD&PMLD						-	£0	£0
48									£0
49									
50	Total Place Plus Funding 2024/25								£2,360,000

- 8) Just below the line for total Place Plus Funding you will see a list of 'Other Grants'. The amounts in these cells is populated using data on the 'Other Grants' tab.
- 9) An overall total estimated funding figure will show in cell I70.

	A	B	C	D	E	F	G	H	I
53	Other Grants								
54									
55		PE & Sport Premium Grant							£0.00
56		Pupil Premium (PP)							£0.00
57		Special Nursery (Observation and Assessment Centre)							£0.00
58		Teachers Pay Grant							£41,297.64
59		Teacher's Pension Grant - School							£96,099.33
60		Teacher's Pension Grant - STLS							£0.00
61		Universal Infant Free School Meal (UIFSM)							£0.00
62		COVID-19 Recovery Premium							£0.00
63		COVID-19 School-led Tutoring grant							£0.00
64		Additional High Needs Funding (3.4%) Place							£0.00
65		Additional High Needs Funding (3.4%) Top-up							£0.00
66		Other							£0.00
67									
68		Other Grants							£137,396.97
69									
70		Overall total estimated funding 2024/25							£2,497,397

Pooled Funding Arrangement

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

Pooled Funding Arrangement details will appear below the Other Grants, with a total expenditure figure in cell I79.

	A	B	C	D	E	F	G	H	I
72	Pooled Funding Arrangement								
73									
74							Rate	Places	
75		Schools in financial difficulties					£17.46	236	£4,121
76		Free School Meals Eligibility					£0.61	236	£144
77		Licences and Subscriptions (SIMS)					£4.31	236	£1,017
78		Trade Union Duties					£1.96	236	£463
79		Schools Personnel Service					£0.84	236	£198
80									
81									£5,942

'Year 3' Tab

The **'Year 3' Tab** provides a budget projection for 2025/26 and relies on the pupil number estimates entered in the **'Year 2 & 3 Pupils' Tab**.

It is set up in the same way as the **'Year 2' Tab** with the Place Plus funding section for 2025/26 at the top of the sheet and Other Grants and details of Pooled Funding Arrangements at the bottom of the sheet.

The information required for this tab is very similar to the **'Year 2' Tab**, but estimates should be updated to reflect Year 3 expectations.

Place Plus Funding 2025/26

- 1) Enter the estimated number of Pre-16 places as at the October 2024 census in cell G16.
- 2) Enter the estimated number of Post-16 places as at the October 2024 census in cell G28.
- 3) The total for Pre-16 Element 1 will be shown in cell I18 and Element 2 in cell I22.
- 4) The total for Post-16 Element 1 will be shown in cell I30 and Element 2 in cell I34.

Please ensure that the place numbers entered in Column G are the same as the total pupil numbers calculated for the identified period in the Year 2 & 3 pupil tab, Year 3 Element 3 pupil data table. There are checks embedded in the Year 2 & 3 tab, which will highlight any differences in red.

	A	B	C	D	E	F	G	H	I
11									
12				Place Plus Funding 2025/26					
13									
14				<u>Pre-16</u>					
15							Places	Rate	Total
16				Element 1	Apr to Aug		236	£1,667	£393,333
17					Sep to Mar		236	£2,333	£550,667
18									£944,000
19									
20				Element 2	Apr to Aug		236	£2,500	£590,000
21					Sep to Mar		236	£3,500	£826,000
22									£1,416,000
23									
24								£10,000	£2,360,000
25									
26				<u>Post-16</u>					
27							Places	Rate	Total
28				Element 1	Apr to Jul		0	£1,333	£0
29					Aug to Mar		0	£2,667	£0
30									£0
31									
32				Element 2	Apr to Jul		0	£2,000	£0
33					Aug to Mar		0	£4,000	£0
34									£0
35									
36								£10,000	£0

- 5) Element 3 funding will be shown below, with the number of pupils for each need type and their associated funding rates shown separately.
- 6) Total Element 3 funding is shown in cell I48.
- 7) Total Place Plus Funding for 2025/26 will then be shown in cell I50.

	A	B	C	D	E	F	G	H	I	
37										
38				Element 3		Future years' top-up rates are indicative				
39							Pupils	Rate	Total	
40					MLD&SLCN		-	£4,087	£0	
41					SEMH		-	£11,243	£0	
42					SLD		-	£8,841	£0	
43					PD&PMLD		-	£16,764	£0	
44					ASD		-	£11,243	£0	
45					WeekdayPD&PMLD		-	£0	£0	
46					WeekdayASD		-	£0	£0	
47					WeekendPD&PMLD		-	£0	£0	
48									£0	
49										
50				Total Place Plus Funding 2025/26						£2,360,000

- 8) Just below the line for total Place Plus Funding you will see a list of 'Other Grants'. The amounts in these cells is populated using data on the 'Other Grants' tab.
- 9) An overall total estimated funding figure will show in cell I70.

	A	B	C	D	E	F	G	H	I
53	Other Grants								
54									
55			PE & Sport Premium Grant						£0.00
56			Pupil Premium (PP)						£0.00
57			Special Nursery (Observation and Assessment Centre)						£0.00
58			Teachers Pay Grant						£41,297.64
59			Teacher's Pension Grant - School						£96,099.33
60			Teacher's Pension Grant - STLS						£0.00
61			Universal Infant Free School Meal (UIFSM)						£0.00
62			COVID-19 Recovery Premium						£0.00
63			COVID-19 School-led Tutoring grant						£0.00
64			Additional High Needs Funding (3.4%) Place						£0.00
65			Additional High Needs Funding (3.4%) Top-up						£0.00
66			Other						£0.00
67									
68			Other Grants						£137,396.97
69									
70			Overall total estimated funding 2025/26						£2,497,397

Pooled Funding Arrangement

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

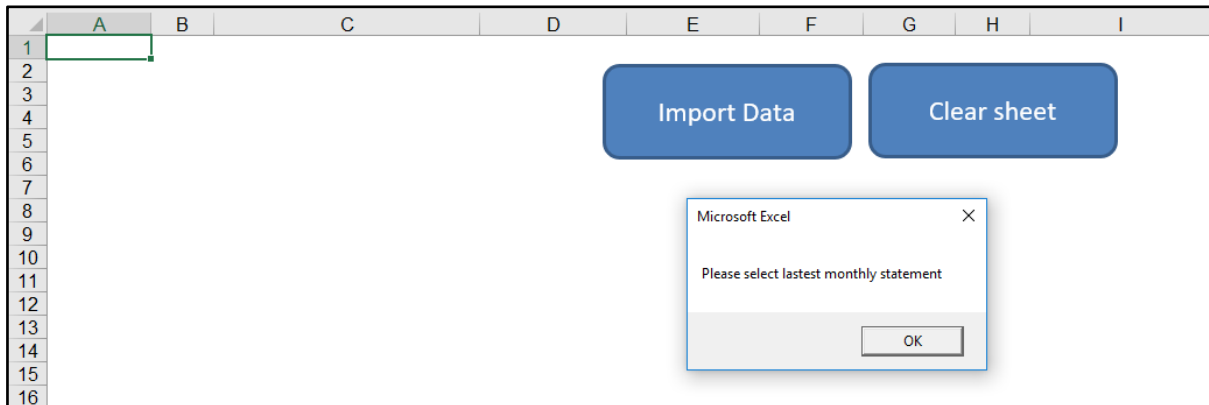
Pooled Funding Arrangement details will appear below the Other Grants, with a total expenditure figure in cell I81.

	A	B	C	D	E	F	G	H	I
72									
73	Pooled Funding Arrangement								
74							Rate	Places	
75			Schools in financial difficulties				£17.46	236	£4,121
76			Free School Meals Eligibility				£0.61	236	£144
77			Licences and Subscriptions (SIMS)				£4.31	236	£1,017
78			Trade Union Duties				£1.96	236	£463
79			Schools Personnel Service				£0.84	236	£198
80									
81									£5,942

'Monthly Statement' Tab

Each month, shortly after the advances have run, the School Budget Team send out Monthly Element 3 Statements via email.

These statements can be imported into the monthly statement tab. Click the import data button on the monthly statement tab and this will ask you to select your monthly statement, click ok and select the file that needs uploading.



Once the correct latest monthly statement is selected a password will need to be input.

The data from the monthly statement will then complete the spreadsheet automatically.

For the first statement in April, after importing it into the **'Monthly Statement' Tab**, any cells with errors must be corrected

Going back to the **'Pupils' Tab**, the pupil keys should now be added if not already completed as per the monthly statement. For the reconciliation process to function correctly, it is crucial to ensure pupil keys are matched up to the correct pupils.

As pupil keys are entered on the **'Pupils' Tab**, the yellow formatting in Column A will begin to disappear.

	A	B	C	D	E	F
1						
2	Sort by Pupil Key	Sort by Surname		Sort by Need Type	Sort by Start Date	Sort by End Date
3	Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement START Date	Placement END Date
4	9999-001	A	B	MLD&SLCN	08/09/21	31/03/24
5	9999-002	A	B	SEMH	17/10/22	31/03/24
6	9999-003	A	B	SLD	01/09/17	31/08/23
7	9999-004	A	B	PD&PMLD	11/09/21	31/03/24
8	9999-005	A	B	ASD	01/01/23	31/08/23
9	9999-006	A	B	SLD	13/09/21	31/03/24

Additionally, on the **'Monthly Statement' Tab** the red formatting will also disappear as pupil keys are added to the pupil data.

	A	B	C	D	E	F	G	H	I	J	K	
1	Pupil Key	DfE	School	Pupil Surname	Pupil Forename	D.O.B	Need Type	Other LA	Placement	START Date	Placement END Date	Rate Key
2	I-001			Smith						22/09/2014	31/03/2017	7044BESD
3	I-002			Martin						01/09/2015	31/03/2018	7044ASD
4	I-003			Barry						01/09/2014	31/03/2018	7044BESD
5	I-004			Blair						01/09/2015	31/03/2018	7044BESD
6	I-005			Coleman	Chris	31/05/2003	BESD	YES		21/04/2007	31/03/2018	7044BESD
7	I-006			Blackwell	George	22/12/2003	ASD	NO		01/06/2015	31/03/2018	7044ASD
8	I-007			Delaney	Frank	15/02/2003	BESD	NO		01/09/2014	31/03/2018	7044BESD
9	I-008			Styles	Harry	01/07/2006	ASD	NO		01/06/2015	31/03/2018	7044ASD
10	I-009			Pain	Sally	23/03/2010	BESD	NO		08/02/2016	31/03/2018	7044BESD
				Ford	Graham	05/07/2003	ASD	NO		01/09/2015	31/03/2018	7044ASD

If a pupil key cell turns **BLUE**, then this means that the pupil key is a duplicate. On the **'Pupils' Tab** the cell for the matching pupil key number will also turn blue.

	A	D	E	F	G	H
1	Sort by Pupil Key	Sort by Surname		Sort by Need Type		
2						
3	Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement START Date	Placement END Date
4						
5	-001	Smith	Craig	BESD	22/09/14	31/03/17
6	-002	Martin	Chloe	ASD	01/09/15	31/03/18
7	-003	Barry	Jane	BESD	01/09/14	31/03/18
8	-004	Blair	Jack	BESD	01/09/15	31/03/18
9	-005	Coleman	Chris	BESD	21/04/07	31/03/18
10	-006	Blackwell	George	ASD	01/06/15	31/03/18
11	-007	Delaney	Frank	BESD	01/09/14	31/03/18
12	-008	Styles	Harry	ASD	01/06/15	31/03/18
13	-009	Pain	Sally	BESD	08/02/16	31/03/18
14	-010	Ford	Graham	ASD	01/09/15	31/03/18
15	-007	Smith	Paul	ASD	01/06/15	31/03/18

This is very unlikely to happen but if it does then schools should contact the Schools, High Needs and Early Years Budget Team by telephone (03000 422970), to get a new pupil key generated.

In some instances, schools may have pupils on roll that qualify for funding but have not yet been picked up and included in the monthly statement. In these cases, schools should contact the SEN Resources Team to notify them of any discrepancies (specialpupiltracking@kent.gov.uk).

These pupils should be left on the **'Pupils' Tab** where their pupil key will remain yellow in Column A. They will not appear on the **'Reconciliation' Tab** until they have a pupil key which should be generated the following month and included in the monthly statement.

Once the **'Pupils' Tab** has been updated, any coloured cells should now be white (unless there are pupils awaiting pupil keys on the 'Pupils tab') and the **'Reconciliation' Tab** should be checked for any variances.

'Reconciliation' Tab

The **'Reconciliation' Tab** picks up the pupils and their associated payments from the **'Monthly Statement' Tab** and then compares those pupils' payments to the forecasts from the **'Pupils' Tab**. Any differences are then shown in the Variance columns.

Only those pupils on the monthly statement are picked up on the **'Reconciliation' Tab**. So, schools awaiting pupils to be included in monthly statements won't see the excess pupils from their **'Pupils' Tab** appearing in the reconciliation and will need to make a separate note of any of these variances.

Ensure the correct statement month is selected using the drop-down menu in cell A3.

	A	B	
1			
2	Select statement month:		
3	November		
4	August		
	September		
	October		
6	November	Pupil Surname	
	December		
22	January		M
	February		
23	March		M
24	9999-018	A	M
25	9999-019	A	M

To the right of the drop-down menu, cells G1 and G2 perform another check to reconcile the number of pupils on the **'Pupils' Tab** to the number of pupils on the **'Reconciliation' Tab**. If there is a difference between the two figures, then the cells will turn **RED**.

	A	B	C	D	E	F	G	H
1				Number of pupils entered on Pupils tab by school:			277	
2	Select statement month:			Number of pupils on reconciliation sheet:			267	
3	November			Number of pupils on latest statement:			267	
4								£ 106

This maybe because the school has intentionally left pupils on the **'Pupils' Tab** that are expected to be included in the next monthly statement. If this is the case, then no further investigation is needed and cells G2 and G3 will remain red until an updated monthly statement is received the following month. Once the pupil numbers match the red highlights will disappear.

	A	B	C	D	E	F	G
1				Number of pupils entered on Pupils tab by school:			277
2	Select statement month:			Number of pupils on reconciliation sheet:			277
3	November			Number of pupils on latest statement:			277

However, there could be a situation whereby a school is incorrectly funded for an additional pupil (and therefore has an extra pupil on the **'Monthly Statement' Tab** and **'Reconciliation' Tab**) but also has a pupil for which they are awaiting funding (and have left the pupil on the **'Pupils' Tab**).

In this situation, the red highlights on cells G2 and G3 would disappear as the discrepancies cancel each other out. However, the extra pupil on the **'Monthly Statement' Tab** would be an error highlighted and the additional pupil on the **'Pupils' Tab** would have a yellow highlight in Column A so the user's eye should still be drawn to these discrepancies.

Check the 'Variance to date' column (Column G) and the variance column for the month to which you are reconciling.

In the example below there is a variance of £532.97 against one of the pupils (pupil Key XXXX_007) and this is shown in both Column G (variance to date) and Column J (April variance column).

SELECT STATEMENT			Number of pupils entered on Pupils tab by school				Number of pupils on reconciliation sheet				Number of pupils on latest statement				
Month			10				10				10				
April 2017											April				
											£ 6,018.84 £ 6,551.80 £ 532.97				
Pupil Key	Pupil Surname	Pupil Forename	Feed Type	Placement START Date	Placement END Date	Variance to date	Forecast	Actual	Variance						
L001	Smith	Clare	PESD	22/09/14	31/03/17	£ -	£ 532.97	£ 532.97	£ -						
L002	Baker	Chris	ASD	01/09/15	31/03/18	£ -	£ 838.50	£ 838.50	£ -						
L003	Barty	John	PESD	01/09/15	31/03/18	£ -	£ 532.97	£ 532.97	£ -						
L004	Dave	Jack	PESD	01/09/15	31/03/18	£ -	£ 532.97	£ 532.97	£ -						
L005	Clayton	Chris	PESD	23/04/07	31/03/18	£ -	£ 532.97	£ 532.97	£ -						
L006	Deborah	George	ASD	01/09/15	31/03/18	£ -	£ 838.50	£ 838.50	£ -						
L007	Denise	Frank	PESD	01/09/14	31/03/18	£ 532.97	£ -	£ 532.97	£ 532.97						

10	April		
10	£ 6,018.84	£ 6,551.80	£ 532.97
Variance to date	Forecast	Actual	Variance
£ -	£ 532.97	£ 532.97	£ -
£ -	£ 838.50	£ 838.50	£ -
£ -	£ 532.97	£ 532.97	£ -
£ -	£ 532.97	£ 532.97	£ -
£ -	£ 532.97	£ 532.97	£ -
£ -	£ 838.50	£ 838.50	£ -
£ 532.97	£ -	£ 532.97	£ 532.97
£ -	£ 838.50	£ 838.50	£ -
£ -	£ 532.97	£ 532.97	£ -

To investigate any differences, check the data for the relevant pupil on the **'Reconciliation' Tab** and compare it to the data on the **'Pupils' Tab**.

In this example there is a variance due to a mismatch between the placement start date on the **'Monthly Statement' Tab** (01/09/XX) and the date on the **'Pupils' Tab** (01/05/XY).

1	Pupil Key	DfE	School	Pupil Surname	Pupil Forename	D.O.B	Need Type	Other LA	Placement START Date	Placement END Date
2	001			Smith					22/09/2014	31/03/2017
3	002			Martin					01/09/2015	31/03/2018
4	003			Barry					01/09/2014	31/03/2018
5	004			Blair					01/09/2015	31/03/2018
6	005			Coleman	Chris	31/05/2003	BESD	YES	21/04/2007	31/03/2018
7	006			Blackwell	George	22/12/2003	ASD	NO	01/06/2015	31/03/2018
8	007			Delaney	Frank	15/02/2003	BESD	NO	01/09/2014	31/03/2018

Import Data

Clear sheet

1	A	D	E	F	G	H
2	Sort by Pupil Key	Sort by Surname		Sort by Need Type		
3	Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement START Date	Placement END Date
4	-007	Delaney	Frank	BESD	01/05/17	28/02/17
11	-008	Styles	Harry	ASD	01/06/15	31/03/18
12	-009	Pain	Sally	BESD	08/02/16	31/03/18
13	-010	Ford	Graham	ASD	01/09/15	31/03/18

If the monthly statement is correct, once the date is amended on the **'Pupils' Tab**, the variance disappears.

If the monthly statement is incorrect, then no changes need to be made and schools should contact The SEN Resources Team to notify them of any discrepancies (specialpupiltracking@kent.gov.uk). The variance will remain on the **'Reconciliation' Tab** until the following month when any errors on the monthly statement will have been corrected.

It should be noted that the payments shown on the monthly statement are backdated to show how the payments *should have been received* and may not therefore match the actual monthly funding received through the advances.

For example, a pupil who is accidentally missed off the monthly statement in April should then receive a double payment in May through the advances (May's funding and April's backdated funding). However, the monthly statement will show two separate payments in April and May, as this is how the funding should have been received. So, the monthly funding shown on the monthly statements may not exactly match the cash payments received but the overall cumulative total will be the same.

This reconciliation is a process that must be repeated every month. A separate copy of the template should be saved after the reconciliation and given an appropriate name, so that at the end of the year there is a copy of the reconciliation for each month (in addition to a master copy of the template saved for budget setting at the start of the year).

To save a separate monthly copy, select 'Save As' rather than 'Save'. This can be done by clicking 'File' in the top left of the spreadsheet.

Then select 'Save As' and give the file an appropriate name e.g., *April Reconciliation, May Reconciliation etc.*

The following month open the last reconciliation and hit the 'clear sheet' button on the **'Monthly Statement' Tab** before pasting the next statement in and repeating the process.

'BPS Summary' Tab

Once all the other tabs have been completed, this tab will summarise your funding by Ledger Code (I01, I02, I03, I05 and I18) for Years 1, 2 and 3, with totals for each year in cells D30, E30 and F30.

	B	C	D	E	F	G
		28/02/2023	Year 1	Year 2	Year 3	
	Source of Funding -table	CFR Code	2023-24	2024-25	2025-26	Notes
4	I01 - Funds Delegated by the LA	I01	£2,314,167	£2,360,000	£2,360,000	
5	I01 - Teachers Pay Grant	I01	£40,436	£41,238	£41,238	
6	I01 - Teacher's Pension Grant School	I01	£94,233	£96,099	£96,099	
7	I01-50 - Teacher's Pension Grant STLS	I01-50	£0	£0	£0	
8	I02 - Funding for Sixth Form Students	I02	£0	£0	£0	
9	I03 - High Needs top-up funding	I03	£58,801	£0	£0	
10	I05 - Pupil Premium	I05	£0	£0	£0	
11	I18 - Universal Infant Free School Meal	I18	£0	£0	£0	
12	I18 - PE & Sport Premium Grant	I18	£15,000	£15,000	£15,000	
13	I18C - COVID-19 Recovery Premium	I18C	£3,548	£3,548	£3,548	
14	I18C - COVID-19 School-led Tutoring grant	I18C	£0	£0	£0	
30			£2,526,244	£2,515,945	£2,515,945	
31	Control Check		£0	£0	£0	
35	Summary for input in BPS					
36	Funds Delegated by the Local Authority (LA)	I01	£2,448,835	£2,497,397	£2,497,397	Please enter these amounts in the Funding S
37	High Needs Top-Up Funding	I03	£58,801	£0	£0	Please enter these amounts in the Funding S
42	Funding Scenario Subtotal		£2,507,636	£2,497,397	£2,497,397	
57	Additional Grant for Schools	I18	£15,000	£15,000	£15,000	Please enter these amounts in the Other I & E
60	Income from any Grants in Relation to Coronavirus (Covid-19) Catch-Up Activi	I18C	£3,548	£3,548	£3,548	Please enter these amounts in the Other I & E
62	I & E Scenario Subtotal		£18,548	£18,548	£18,548	
63	Total		£2,526,244	£2,515,945	£2,515,945	

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.

Pooled funding totals for each year will be shown in the cells below (D75, E75 and F75).

A	B	C	D	E	F
69					
70	Pooled funding	Schools in financial difficulties (E23)	£4,041	£4,121	£4,121
71		Free School Meals Eligibility (E28)	£141	£144	£144
72		Licences and Subscriptions (SIMS) (E19)	£997	£1,017	£1,017
73		Trade Union Duties (E10)	£454	£463	£463
74		Schools Personnel Service (E28)	£194	£198	£198
75			£5,827	£5,942	£5,942

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