# **Schools Financial Services**

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# Academy Funding Template 2024/25 Input Guidance



# Academy Funding Template 2024/25 - Input Guidance

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# **IMPORTANT INFORMATION**

The purpose of this document is to provide guidance to Academies in Kent when filling out the KELSI Academy Funding Template 2024/25. *This template gives details of funding allocations that are the responsibility of the Local Authority (LA) to fund directly.* 

This funding relates to a budget allocation for the financial year April 2024 to March 2025. An academy's financial year runs for the period September to August. Please read the Contents information to check which period each of the tabs relates to.

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

#### Academy Funding Template 2024/25 – Input Guidance

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

Contents Home Early Years | High Needs Mainstream | SRP Year 1 | SRP Rates

# <u>'Contents' Tab</u>

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.

# <u>'Home' Tab</u>

On the 'Home Tab' select the Academy DfE number in cell D1 at the top of the sheet. The number can either be typed in directly or selected using the drop-down menu.

	A	В											M	N				R
1			DfE Number	9999														
2		4.5	chool															
2		A 30																
4																		
5																		
6	The templates in	this file are intend	led to provide a m	eans to forecast a	nd recor	ncile fundi	ng due fro	m Kent C	ounty Cou	incil.								
			Council to academie															
8	If you have any q	ueries about fund	ing due from Kent	County Council, p	lease ret	fer to the	guidance (	document	s provided	d on KEL	SI in the f	first insta	nce (docu	ments - fur	nding guid	dance, inp	out guidar	ice).
_																		

# 'Early Years' Tab

#### **Early Years Funding**

This tab provides an Early Years Budget Estimation for 2024/25.

If the school has Early Years Funding (Nursery), the calculation of the school's hourly rate will be shown near the top of the sheet, made up of a Base rate and a Qualified Teacher Supplement.

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

	В	С	D	E	F	G
1 2 3 4 5 6	Kent County Council Kent.govuk		2024/25 5-	A Sch		
7 8			2024/25 Ea	riy Years	Budget Est	imation
9		Summer	Autumn	Spring		
10	Hourly Rate	Term	Term	Term		
11	Base rate	£5.16	£5.16	£5.16		
12	Qualified Teacher Supplement	£0.00	£0.00	£0.00		
13 14		£5.16	£5.16	£5.16		

Enter Early Years pupil numbers in the pink-shaded cells in the table below by putting the number of pupils against the number of Early Years Hours that they attend school for each term.

A	В	с	D	F	F	G	н			к
15	Please Enter your Pupil Numbers	0	0			<u> </u>			,	ĸ
	····· ,···· ,····									
16 17	Please only enter qualifying pupils (follow	link for guidar	nce)							
18			2024/25			2025/26			2026/27	
19	Pupils Early Years Hours	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
20	1									
21	2									
22	3									
22 23	4									
24	5									
25	6									
26	7									
27	8									
28	9									
29	10									
30	11									
31	12									
32	13									
33	14									
34	15									
35	16									
36	17									
37	18									
38	19									
39	20									
40	21									
41	22									
42	23									
43	24									
44 45	25									
45	26									
46 47	27									
47	28									
48	29									
49	30									
50	Total pupils:	0	) (	0 0	0	0	0	0	0	0
51	Total Weekly Hours:	0	(	0 0	0	0	0	0	0	
52	Total Hours for Term:	0		0 0	0	0	0	0	0	0

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

Below this section, a summary table will provide a Total 2024/25 Financial Year Estimated Budget figure in cell J60.

A	в	С	D	E	F	G	н	1	J
					Weekly				
54			Hourly Rate		Hours		Weeks		
55	Summer term 2024		£5.16		0		13		£0
56	Autumn term 2024		£5.16		0		14		£0
57 58 59	Spring term 2025		£5.16		0		11		£0
60	Total 2024/25 Estimated Budget:								£0

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

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

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

⊿ A B	с	D	E
67 Early Years 3&4 Year Olds Dep	privation Funding	3	
68	Deed	Dete	
69 Deprivation Hourly Rate	Band	Rate £0.54	
70 The most deprived 5% pupils			
71 The next 10% most deprived	В	£0.27	
72 The next 10% most deprived	С	£0.13	
73 Remaining pupils	D	£0.00	
74			
75			
	Dunilo		
	Pupils Postcode		Rate per
77 Pupil Reference	(No Spaces)	Band	Hour
78	(140 0)4003/	bund	£0.00
79			£0.00
80			£0.00
81			£0.00
82			£0.00
83			£0.00
84			£0.00
85			£0.00
86			£0.00
87			£0.00
88			£0.00
89			£0.00
90			£0.00
91			£0.00
92			£0.00
93			£0.00
94			£0.00
95			£0.00
96			£0.00
97			£0.00
98 Totals:			

Enter the predicted weekly hours for the 2024/25 Financial Year in columns F, G and H for Summer, Autumn and Spring terms respectively. The total funding for this financial year will be shown in cell J98 (unless additional lines have been added).

Enter the predicted weekly hours for the 2025/26 Financial Year in columns K, L and M for Summer, Autumn and Spring terms respectively. The total funding for this financial year will be shown in cell O98 (unless additional lines have been added).

Enter the predicted weekly hours for the 2026/27 Financial Year in columns P, Q and R for Summer, Autumn and Spring terms respectively. The total funding for this financial year will be shown in cell T98 (unless additional lines have been added).

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

B Early Years 3&4 Year Olds Dep	c		E	F	G	н	1	1	ĸ	L.	м	N	0	Р	Q	R	s	т	U \
Early Years 3&4 Year Olds Dep	rivation Funding	9																	
Deprivation Hourly Rate	Band	Rate																	
The most deprived 5% pupils	A	£0.54																	
The next 10% most deprived	B	£0.27																	
The next 10% most deprived	С	£0.13																	
Remaining pupils	D	£0.00																	
						2024/25					2025/26			1		2026/27			1
				1	Veekly Hours	5			1	Veekly Hour	s			V	Veekly Hour	5			
	Pupils						Total					Total					Total		
	Postcode		Rate per				Termly	Total				Termly	Total				Termly	Total	Add Line
Pupil Reference	(No Spaces)	Band	Hour	Summer	Autumn	Spring	Hours	Funding	Summer	Autumn	Spring	Hours	Funding	Summer	Autumn	Spring	Hours	Funding	
			£0.00				0	£0.00				0	£0.00				0	£0.03	
			£0.00				0	£0.00				0	£0.00				0	£0.00	
			£0.00				0	£0.00				0	£0.00				0	£0.00	
			£0.00				0	£0.00				0	£0.00				0	£0.00	
			£0.00				0	£0.00				0	£0.00				0	£0.03	
			£0.00				0	£0.00				0	£0.00				0	£0.00	
			£0.00				0	£0.00				0	£0.00				0	£0.00	
			£0.00				0	£0.00				0	£0.00				0	£0.03	
			£0.00				0	£0.00				0	£0.00				0	£0.00	
			£0.00				0	£0.00				0	£0.00				0	£0.00	
			£0.00				0	£0.00				1 o	£0.00				0	£0.00	
			£0.00				0	£0.00				0	£0.00				0	£0.03	
			£0.00				0	£0.00				0	£0.00				0	£0.00	
			£0.00				0	£0.00				0	£0.00				0	£0.00	
			£0.00				0	£0.00				1 0	£0.00				0	£0.00	
			£0.00				0	£0.00				0	£0.00				0	£0.00	
			£0.00				0	£0.00				0	£0.00				ō	£0.00	
			£0.00				ő	£0.00				l õ	£0.00				ő	£0.00	
			£0.00				ő	£0.00				ŏ	£0.00				ŏ	£0.00	
			£0.00				ő	£0.00				l õ	£0.00				ő	£0.00	
			£0.00				0	£0.00				0	£0.00				ő	£0.00	
			£0.00				ő	£0.00				ŏ	£0.00				ŏ	£0.00	
			£0.00				ő	£0.00				ŏ	£0.00				ŏ	£0.00	
Totals:			20.00				0	£0.00				0	£0.00				0	£0.00	1

## Early Years Pupil Premium (EYPP)

Further down the sheet there is a similar table to fill out for EYPP, and a link to relevant guidance on Row 103.

	В	с	D	E	F	G	н	I	J	к
101	Early Years Pupil Premium (EYPP)									
102										
103 104	Please only enter pupils who qualify for the	Early Years P	upil Premium							
104	1		2024/25			2025/26			2026/27	
106	Pupils Early Years Hours	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
107	1									
108	2									
109	3									
110 111	4									
112	6									
113	7									
114	8									
115	9									
116	10									
117	11									
118 119	12									
120	14									
121	15									
122	Total pupils:	0	C		0	0	0	0	0	
123	Total Weekly Hours:	0	0		0	0	0	0	0	-
124	Total Hours for Term:	0	0		0	0	0	0	0	-
125	Rate per funded hour:	£0.68 £0	£0.68 £0		£0.68 £0	£0.68 £0	£0.68 £0	£0.68 £0	£0.68 £0	
126	Estimated Pupil Premium Funding:	£U	٤U	) ±0	±0	±٥	±0	£U	£U	£0

Fill the table out by entering the number of pupils against their weekly hours for each term. Estimated Pupil Premium Funding for each term in the 2024/25 Financial Year will appear in cells Columns C, D and E on Row 126.

# 2 Year Old Funding

В	С	D	E	F	G	н	1	J	K
2 Year old funding									
Please only enter pupils who qualify for the	<u>ne 2 Year old f</u>	unding							
1		2024/25			2025/26			2026/27	
Pupils Early Years Hours	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Sprir
1	Cuminer	7 tatarini	Oping	Gammer	/ tatarini	Oping	Guinner	/ latarini	Opin
2									
3									
4									
5									
6									
7									
8									
9									
10 11									
12									
12									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
20									
28									
29									
30									
Total pupils:	0	0	0	0	0	0	0	0	
Total Weekly Hours:	0		0	0	0	0	0	0	
Total Hours for Term:	0	0	0	0	0	0	0	0	
Rate per funded hour:	£7.55	£7.55	£7.55	£7.55	£7.55	£7.55	£7.55	£7.55	£
Estimated 2 Year old Funding:	£0	£0	£0	£0	£0	£0	£0	£0	

School to confirm eligibility for FF2 before populating this table.

#### 9 Months to 2 Year Old Funding

School to enter pupils who qualify for the 9 months to 2 Years Old Funding.

В	С	D	E	F	G	н	I	L	К
9 Months to 2 Year olds									
Please only enter pupils who qualify for	the 9 months t	to 2 Year olds							
Γ		2024/25			2025/26		1	2026/27	
Pupils Early Years Hours	Summer	Z0Z4/Z5 Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Sprin
Pupils Early Fears Hours	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Sprin
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
<u>12</u> 13									
13									
14									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
20									
28									
29									
30									
Total pupils:	0	0	0	0	0	0	0	0	
Total Weekly Hours:	0		0	0	0	0		0	
Total Hours for Term:	0		0	0	0	0		0	
Rate per funded hour:	£10.26		£10.26	£10.26	£10.26	£10.26		£10.26	£10
Estimated 2 Year old Funding:	£0	£0	£0	£0	£0	£0	£0	£0	

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.

	В	С	D	E
217		2024/25	0005/00	2020/07
218		2024/25	2025/26	2026/27
219	Special Educational Needs Inclusion Fund (SENIF)			
220	Disability Access Fund (DAF)			
221 222 223	Please only enter funding for pupils who q	ualify for the SE	NIF funding	
224	Please only enter funding for pupils who qu	ualify for the DA	F funding	

# <u>'High Needs Mainstream' Tab</u>

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

The tables to the right of the pupil data will then populate with any Element 3 top up funding, Notional SEN budget top up funding & Post 16 Element 2 funding. There is also a summary of the High Need Mainstream Funding located above the Pupil Data table.

A B	c		D	E	F	G	н	1	L J	к	L	М	N
Kent 🛃	2		9999	)									
County Council kent.gov.uk	342		A Schoo	ol									
kent.gov.ok	4		2024/25	5									
							Year 1	Year 2	Year 3				
1	High Needs Mainstream						£		0 £	0			
	High Needs Mainstream					10%	£			0			
4	High Needs Mainstream					50%	£	£ 0					
1						50 /6							
l	High Needs Mainstream					30 %	£		0 £	0			
						30 %	£	D £	0 £	0			
						50 %			£0	0			
						3078	£	D £	0 £	-			
		Funding - Element 2 P	ost 16				٤ ٤٥ Pupil I	ه م ده Data	0 £0	<u> </u>			
		Funding - Element 2 P	ost 16		Year Group		£0	£0 £0 Data Year 1 - Period	0 £0 £0 Year 1 -	0  Year 1 -	Year 2 Monthly		
	High Needs Mainstream	Funding - Element 2 P	ost 16	(Academic	(Academic		٤ ٤٥ Pupil I	2 £0 £0 Data Year 1 - Period 1 - (Apr to Aug)	0 £ £0	Vear 1 - Period 3 - (Jar		Year 3 Monthly top up rate	
	High Needs Mainstream	Funding - Element 2 P	ost 16	(Academic Year Sept	(Academic Year Sept		٤ ٤٥ Pupil I	20 £0 Data Year 1 - Period 1 - (Apr to Aug) Monthly top up	0 £ £0 Vear 1 - ) Period 2 - (Sep to Dec)	Vear 1 - Period 3 - (Jar to Mar)			Year 1 Total Funding
	High Needs Mainstream	Funding - Element 2 P	ost 16	(Academic Year Sept 23 - Aug	(Academic Year Sept 24 - Aug		٤ ٤٥ Pupil I	2 £0 £0 Data Year 1 - Period 1 - (Apr to Aug)	0 £0 £0 Vear 1 - (Sep to Dec) Monthly top up	Vear 1 - Period 3 - (Jar to Mar) Monthly top up			Year 1 Total Funding linked to this Pupil
	High Needs Mainstream	Funding - Element 2 P	ost 16	(Academic Year Sept	(Academic Year Sept		٤ ٤٥ Pupil I	20 £0 Data Year 1 - Period 1 - (Apr to Aug) Monthly top up	0 £ £0 Vear 1 - ) Period 2 - (Sep to Dec)	Vear 1 - Period 3 - (Jar to Mar)			
	High Needs Mainstream	Funding - Element 2 P	ost 16	(Academic Year Sept 23 - Aug	(Academic Year Sept 24 - Aug		٤ ٤٥ Pupil I	20 £0 Data Year 1 - Period 1 - (Apr to Aug) Monthly top up	0 £0 £0 Vear 1 - (Sep to Dec) Monthly top up	Vear 1 - Period 3 - (Jar to Mar) Monthly top up			linked to this Pupil
	High Needs Mainstream	Funding - Element 2 P	ost 16	(Academic Year Sept 23 - Aug	(Academic Year Sept 24 - Aug		٤ ٤٥ Pupil I	20 £0 Data Year 1 - Period 1 - (Apr to Aug) Monthly top up	0 £0 £0 Vear 1 - (Sep to Dec) Monthly top up	Vear 1 - Period 3 - (Jar to Mar) Monthly top up			linked to this Pupil
	High Needs Mainstream	Funding - Element 2 P	ost 16	(Academic Year Sept 23 - Aug	(Academic Year Sept 24 - Aug		٤ ٤٥ Pupil I	20 £0 Data Year 1 - Period 1 - (Apr to Aug) Monthly top up	0 £0 £0 Vear 1 - (Sep to Dec) Monthly top up	Vear 1 - Period 3 - (Jar to Mar) Monthly top up			linked to this Pupil

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

# **N.B. Date of Birth <u>MUST</u> be entered for the funding to be calculated correctly.** When estimating future years budgets when a DOB may not be known use a fictitious date but ensure that it accurately reflects whether the pupil is Pre or Post 16

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

This estimated calculated funding is broken down in the tables to the right, between Element 3 top up and Notional SEN budget top up and Post 16 Element 2, with total in cells AB85, AP87 and BD85, respectively.

At the top of the sheet, above the Element 3 top up table, the workings for the Notional SEN budget top up rate are shown.

<b>0</b>	P	Q	R							V			w	x
1	1 Notional SEN budget top up rate working													
2	Notional AEN/SEN Budget								% Allocation	Notion	al SEN			
з	Basic Entitlement							5% £78,338						
4	IDACI								70%	£1	22,430			
5	Ever 6 FSM								70%	£1	22,683			
6	Low Cost, high Incidence SEN								100%	£1	53,277			
7	Mobility								70%		£0			
8	Area Cost Adjustment-London Fringe										£0			
9	Minimum Per-Pupil Level Funding (MPPL)								43%		£0			
10		Minimum Fun	ding Guaran	itee (MFG	3)				43%		£0			
11	Total (with Are	a Cost Adjustme	ent if applica	able)										£476,728
12	School Contrib	bution per Pre-1	6 Pupil											£6,000
13	3 Notional AEN/SEN Top Up per Pre-16 Pupil											1	10%	£0
14	4 Maximum Contribution for all Pre-16 Pupils											5	50%	£238,364

To the right of the Notional SEN budget top up table, there is another table that shows any Extra top up due to the 50% rule. This figure could be 40%, 45% or 50% depending on the school roll.

🔟 AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP
3													
4	Extra top up due to 50% rule												
-	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

# <u>'SRP Year 1' Tab</u>

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

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

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

- In Column K, the drop-down menu can be used to select the correct designation for each pupil (not all academies use multiple designations so the majority will use 'Designation 1').
- 2) In Column L the pupil Surname is entered, Forename in Column M and Date of Birth (D.O.B) in Column N.
- 3) Columns O and P will then use the D.O.B figure to auto-populate with a Pre or Post 16 indicator for the summer and winter terms.
- 4) Placement start and end dates (Column Q and R) should be entered. The table will then calculate any Place Plus funding for High Needs Pupils in the Resourced Provision for the period entered, bearing in mind the lagged funding explained above.
- 5) Pre-16 Excess pupil numbers appear in Column F, with the funding in Column H.
- 6) Total monthly funding then appears in Column H, with a total in cell H68.

## <u>'SRP Rates' Tab</u>

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.