

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

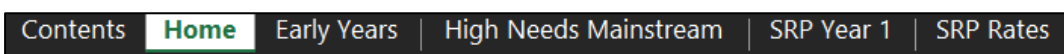
The purpose of this document is to provide guidance to Academies in Kent when filling out the KELS I Academy Funding Template 2024/25. *This template gives details of funding allocations that are the **responsibility of the Local Authority (LA) to fund directly.***

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.

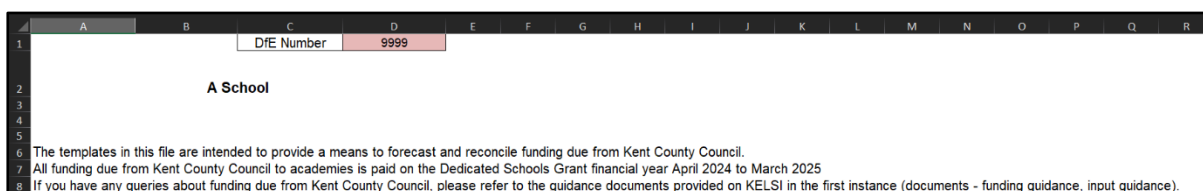


‘Contents’ Tab

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.

‘Home’ Tab

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.



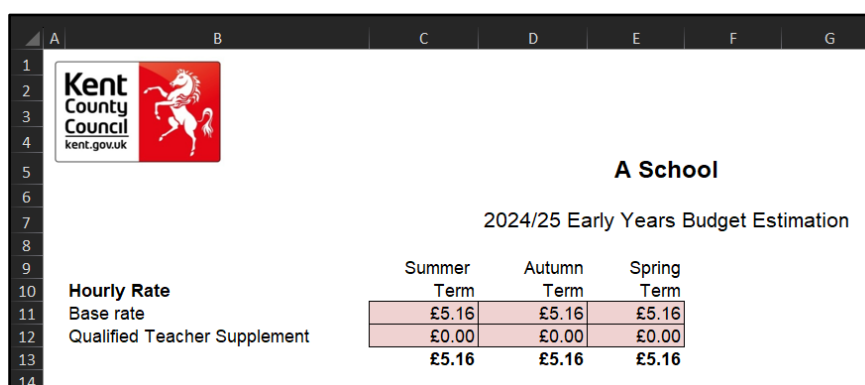
‘Early Years’ Tab

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.



The screenshot shows a spreadsheet with the following content:

A	B	C	D	E	F	G
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

A School

2024/25 Early Years Budget Estimation

	Summer Term	Autumn Term	Spring Term
Hourly Rate			
Base rate	£5.16	£5.16	£5.16
Qualified Teacher Supplement	£0.00	£0.00	£0.00
	£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.

Please Enter your Pupil Numbers										
Please only enter qualifying pupils (follow link for guidance)										
Pupils Early Years Hours	2024/25			2025/26			2026/27			
	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										
Total pupils:	0	0	0	0	0	0	0	0	0	0
Total Weekly Hours:	0	0	0	0	0	0	0	0	0	0
Total Hours for Term:	0	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.

	Hourly Rate	Weekly Hours	Weeks	
Summer term 2024	£5.16	0	13	£0
Autumn term 2024	£5.16	0	14	£0
Spring term 2025	£5.16	0	11	£0
Total 2024/25 Estimated Budget:				£0

Early Years 3&4 Year Old Deprivation Funding

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

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

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

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

Enter the predicted weekly hours for the 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.

		2024/25						2025/26						2026/27					
Pupil Reference	Pupils Post:code (No Spaces)	Band	Rate per Hour	Weekly Hours			Total Termly Hours	Total Funding	Weekly Hours			Total Termly Hours	Total Funding	Weekly Hours			Total Termly Hours	Total Funding	
				Summer	Autumn	Spring			Summer	Autumn	Spring			Summer	Autumn	Spring			
78			£0.00				0	£0.00				0	£0.00				0	£0.00	
79			£0.00				0	£0.00				0	£0.00				0	£0.00	
80			£0.00				0	£0.00				0	£0.00				0	£0.00	
81			£0.00				0	£0.00				0	£0.00				0	£0.00	
82			£0.00				0	£0.00				0	£0.00				0	£0.00	
83			£0.00				0	£0.00				0	£0.00				0	£0.00	
84			£0.00				0	£0.00				0	£0.00				0	£0.00	
85			£0.00				0	£0.00				0	£0.00				0	£0.00	
86			£0.00				0	£0.00				0	£0.00				0	£0.00	
87			£0.00				0	£0.00				0	£0.00				0	£0.00	
88			£0.00				0	£0.00				0	£0.00				0	£0.00	
89			£0.00				0	£0.00				0	£0.00				0	£0.00	
90			£0.00				0	£0.00				0	£0.00				0	£0.00	
91			£0.00				0	£0.00				0	£0.00				0	£0.00	
92			£0.00				0	£0.00				0	£0.00				0	£0.00	
93			£0.00				0	£0.00				0	£0.00				0	£0.00	
94			£0.00				0	£0.00				0	£0.00				0	£0.00	
95			£0.00				0	£0.00				0	£0.00				0	£0.00	
96			£0.00				0	£0.00				0	£0.00				0	£0.00	
97			£0.00				0	£0.00				0	£0.00				0	£0.00	
98			£0.00				0	£0.00				0	£0.00				0	£0.00	
99			£0.00				0	£0.00				0	£0.00				0	£0.00	
100			£0.00				0	£0.00				0	£0.00				0	£0.00	
101	Totals						0	£0.00				0	£0.00				0	£0.00	

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.

Early Years Pupil Premium (EYPP)										
Please only enter pupils who qualify for the Early Years Pupil Premium										
		2024/25			2025/26			2026/27		
Pupils Early Years Hours		Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
107	1									
108	2									
109	3									
110	4									
111	5									
112	6									
113	7									
114	8									
115	9									
116	10									
117	11									
118	12									
119	13									
120	14									
121	15									
122	Total pupils:	0	0	0	0	0	0	0	0	0
123	Total Weekly Hours:	0	0	0	0	0	0	0	0	0
124	Total Hours for Term:	0	0	0	0	0	0	0	0	0
125	Rate per funded hour:	£0.68	£0.68	£0.68	£0.68	£0.68	£0.68	£0.68	£0.68	£0.68
126	Estimated Pupil Premium Funding:	£0	£0	£0	£0	£0	£0	£0	£0	£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

School to confirm eligibility for FF2 before populating this table.

2 Year old funding									
Please only enter pupils who qualify for the 2 Year old funding									
Pupils Early Years Hours	2024/25			2025/26			2026/27		
	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									
Total pupils:	0	0	0	0	0	0	0	0	0
Total Weekly Hours:	0	0	0	0	0	0	0	0	0
Total Hours for Term:	0	0	0	0	0	0	0	0	0
Rate per funded hour:	£7.55	£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	£0

9 Months to 2 Year Old Funding

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

9 Months to 2 Year olds										
Please only enter pupils who qualify for the 9 months to 2 Year olds										
Pupils Early Years Hours	2024/25			2025/26			2026/27			
	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
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19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
Total pupils:	0	0	0	0	0	0	0	0	0	0
Total Weekly Hours:	0	0	0	0	0	0	0	0	0	0
Total Hours for Term:	0	0	0	0	0	0	0	0	0	0
Rate per funded hour:	£10.26	£10.26	£10.26	£10.26	£10.26	£10.26	£10.26	£10.26	£10.26	£10.26
Estimated 2 Year old Funding:	£0	£0	£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.

	2024/25	2025/26	2026/27
Special Educational Needs Inclusion Fund (SENIF)			
Disability Access Fund (DAF)			
Please only enter funding for pupils who qualify for the SENIF funding			
Please only enter funding for pupils who qualify for the DAF funding			

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.

	O	P	Q	R	S	T	U	V	W	X	
1	Notional SEN budget top up rate working										
2	Notional AEN/SEN Budget				% Allocation		Notional SEN				
3	Basic Entitlement				5%		£78,338				
4	IDACI				70%		£122,430				
5	Ever 6 FSM				70%		£122,683				
6	Low Cost, high Incidence SEN				100%		£153,277				
7	Mobility				70%		£0				
8	Area Cost Adjustment-London Fringe						£0				
9	Minimum Per-Pupil Level Funding (MPPL)				43%		£0				
10	Minimum Funding Guarantee (MFG)				43%		£0				
11	Total (with Area Cost Adjustment if applicable)										£476,728
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										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													
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

'SRP Year 1' Tab

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.

- 1) 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.

'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.