

Schools Financial Services

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Schools Financial Services

Special School Funding Template 2022/23 Input Guidance

Special School Funding

Template 2022/23 - Input Guidance

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Special School Funding Template 2022/23 - Input Guidance

At the bottom of the spreadsheet there are several tabs.



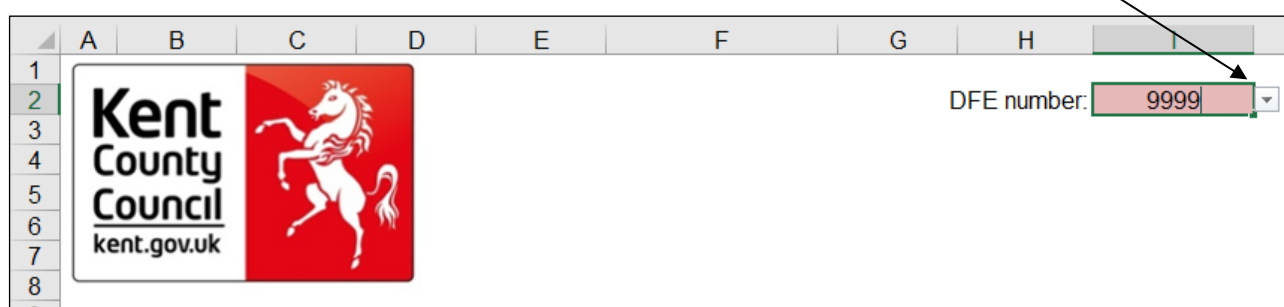
'Contents' Tab

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 | Sort by Pupil Key | Sort by Surname | | Sort by Need Type | Sort by Start Date | Sort by End Date | |
| 2 | Pupil Key | Pupil Surname | Pupil Forename | Need Type | Placement START Date | Placement END Date | Annual Rate |
| 3 | | | | | | | |
| 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 | Y | ASD | 31/03/18 | 31/03/23 |
| 5 | 9999-002 | A | M | SLD | 31/03/18 | 31/08/22 |
| 6 | 9999-003 | A | M | SLD | 31/03/18 | 31/08/22 |
| 7 | 9999-004 | A | M | SLD | 31/03/18 | 31/08/22 |

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.

| | 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 | Y | ASD | 31/03/18 | 31/03/23 |
| 5 | 9999-002 | A | M | SLD | 31/03/18 | 31/08/22 |
| 6 | 9999-003 | A | M | SLD | 31/03/18 | 31/08/22 |
| 7 | 9999-004 | A | M | SLD | 31/03/18 | 31/08/22 |

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

Teachers Pay Grant

Teachers Pension Grant – School or STLS

Additional Grants

PE & Sport Premium Grant – Primary Schools only

COVID-19 Recovery Premium

COVID-19 School-led Tutoring Grant

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

From April 2022 Pupil Premium funding will be based on the previous October census rather than the January 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

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 exclude any pupils whose date of admission was after the census date as well 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 information from **Get information about pupils (GIAP)** via their DfE sign-on, available here:

<https://www.keytosuccess.education.gov.uk/cgi-bin/schools/index>

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 should be made available during April and will be posted on the EIS portal. The reports can be downloaded from the EIS Support Website.

PLAC

The number of Post Looked After Children (PLAC) can be sourced from Table 5 on the October 2021 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 2022 – March 2023, April 2023 – March 2024 and April 2024- March 2025.

Pupil Premium (PP) Grant – 2022/23

- 1) In cell E8 enter actual number of pupils (units) for Free School Meals Ever 6 Primary.
- 2) In cell E9 enter actual number of pupils (units) for Free School Meals Ever 6 Secondary.
- 3) In cell E10 enter actual number of pupils (units) for Adopted (Post-LAC) pupils.
- 4) In cell K11 enter total funding figure for Children in Care (CiC).
- 5) In cell E12 enter actual number of pupils (units) for Service Children Ever 6.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|---|---|----------------|----------------|----------------|----------------|---|-------------|---|---|----------------------|----------------|----------------|
| 1 | | | | | | | | | | | | | |
| 2 |  | Other Grants | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | Grant | 2021/22 | 2022/23 | 2023/24 | 2024/25 | | Rate | | | Total Funding | | |
| 8 | | Pupil Premium | | | | | | | | | 2022/23 | 2023/24 | 2024/25 |
| 9 | | Free School Meals Ever 6 Primary (See Guidance) | | | | | | | | | | | |
| 10 | | Free School Meals Ever 6 Secondary (See Guidance) | | | | | | | | | | | |
| 11 | | Adopted (Post-LAC) pupils (October census) | | | | | | | | | | | |
| 12 | | Children in Care (CiC) | | | | | | | | | | | |
| 13 | | Service Children Ever 6 (October census) | | | | | | | | | | | |
| 14 | | Total Pupil Premium | | | | | | | | | £0 | £0 | £0 |

Pupil Premium (PP) Grant – 2023/24


- 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 – 2024/25

- 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 |  | Other Grants | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| 6 | Grant | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | Rate | Total Funding | | 2022/23 | 2023/24 | 2024/25 | | |
| 15 | Observation & Assessment | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | |
| 17 | Leadership Lump Sum | | | 2 | 0 | 0 | £55,702 | | £111,405 | | £0 | £0 | | |
| 18 | Day Rate | | | 10 | 0 | 0 | £9,672 | | £96,719 | | £0 | £0 | | |
| 19 | Total Observation & Assessment | | | | | | | | £208,123 | | £0 | £0 | | |

Universal Infant Free School Meals (UIFSM) Grant

April 2022 to August 2022

To calculate the April to August 2022 allocation using your October 2021 Census and your January 2022 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 2021 census.
- 2) In cell D25, enter the number of qualifying pupils in Reception (**R**) as per the January 2022 census.
- 3) In cell D26, enter the number of qualifying pupils in Years 1 & 2 as per the October 2021 census.
- 4) In cell D27, enter the number of qualifying pupils in Years 1 & 2 as per the January 2022 census.

| Kent County Council kent.gov.uk | | Other Grants | | | | | | | |
|--|---------|--------------|---------|---------|-----------|---------------|-----------|-----------|--|
| Grant | Units | | | | Rate | Total Funding | | | |
| | 2021/22 | 2022/23 | 2023/24 | 2024/25 | | 2022/23 | 2023/24 | 2024/25 | |
| Universal Infant Free School Meals | | | | | | | | | |
| <small>The DfE have not yet confirmed how this will be calculated. However, we have assumed this is on the same basis as 2021/22 guidance.</small> | | | | | | | | | |
| 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 | £2.34 | £2.34 | £2.34 | £2.34 | | | | | |
| Academic Year Allocation | £0 | £0 | £0 | £0 | | | | | |
| UIFSM's April to August | | | | | £0 | £0 | £0 | £0 | |
| UIFSM's September to March | | | | | £0 | £0 | £0 | £0 | |
| Total Universal Infant Free School Meals | | | | | £0 | £0 | £0 | £0 | |

September 2022 to August 2023 – Estimated at October 2022/January 2023

- 1) In cell E24, enter the estimated number of qualifying pupils in Reception (**R**) that are expected to take a meal – October 2022.
- 2) In cell E25, enter the estimated number of qualifying pupils in Reception (**R**) that are expected to take a meal – January 2023.
- 3) In cell E26, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – October 2022.
- 4) In cell E27, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal – January 2023.

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:

<https://www.gov.uk/government/publications/teachers-pension-scheme-employer-contribution-grant-further-education-providers/teachers-pension-scheme-employer-contribution-grant-further-education-providers>

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/_data/assets/excel_doc/0008/127529/Primary-PE-and-Sports-Allocations-Academic-Year-2021-22.xlsx

The COVID-19 Recovery Premium details should be recorded in cell K41. 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/_data/assets/excel_doc/0004/133096/2022-23-Recovery-Reckoner.xlsx

The COVID-19 School-led Tutoring grant should be recorded in Row 42, using Columns K-M. Guidance on the COVID-19 School-led Tutoring grant can be found at:

<https://www.gov.uk/government/publications/school-led-tutoring-grant>. The tracker and calculator tool can be found at:

https://www.kelsi.org.uk/_data/assets/excel_doc/0005/133097/School-led-tutoring-Calculator-tool.xlsx

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., Covid 19 catch up funding. Details should be entered in Columns B and C and Rows 43 to 57 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).

'Year 1' Tab

Place Plus Funding 2022/23

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 2022/2023 | | | | | | | |
| 13 | | | <u>Pre-16</u> | | | | | | | |
| 14 | | | | | | | Places | Rate | Total | |
| 15 | | | | | | | | | | |
| 16 | | | Element 1 | Apr to Aug | | | 0 | £1,667 | £0 | |
| 17 | | | | Sep to Mar | | | 0 | £2,333 | £0 | |
| 18 | | | | | | | | | £0 | |
| 19 | | | | | | | | | | |
| 20 | | | Element 2 | Apr to Aug | | | 0 | £2,500 | £0 | |
| 21 | | | | Sep to Mar | | | 0 | £3,500 | £0 | |
| 22 | | | | | | | | | £0 | |
| 23 | | | | | | | | | | |
| 24 | | | | | | | | £10,000 | £0 | |
| 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 | | | | | | | | | £0 | |
| 30 | | | | | | | | | | |
| 31 | | | Element 2 | Apr to Jul | | | 0 | £2,000 | £0 | |
| 32 | | | | Aug to Mar | | | 0 | £4,000 | £0 | |
| 33 | | | | | | | | | £0 | |
| 34 | | | | | | | | | | |
| 35 | | | | | | | | £10,000 | £0 | |
| 36 | | | | | | | | | | |
| 37 | | | Excess Element 1 & 2 Funding | | | | | | | £0 |

- 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 2022/23 will then be shown in cell I54.

| | A | B | C | D | E | F | G | H | I |
|----|---|---|------------------|---|---|---|---|-----------|--|
| 39 | | | Element 3 | | | | | | Total |
| 40 | | | | | | | | April | £0 |
| 41 | | | | | | | | May | £0 |
| 42 | | | | | | | | June | £0 |
| 43 | | | | | | | | July | £0 |
| 44 | | | | | | | | August | £0 |
| 45 | | | | | | | | September | £0 |
| 46 | | | | | | | | October | £0 |
| 47 | | | | | | | | November | £0 |
| 48 | | | | | | | | December | £0 |
| 49 | | | | | | | | January | £0 |
| 50 | | | | | | | | February | £0 |
| 51 | | | | | | | | March | £0 |
| 52 | | | | | | | | | £0 |
| 53 | | | | | | | | | |
| 54 | | | | | | | | | Total Place Plus Funding 2022/23 £0 |

- 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 I72.

| | 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 | | | | | | £0.00 |
| 63 | | | Teacher's Pension Grant - School | | | | | | £0.00 |
| 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 | | | Other | | | | | | £0.00 |
| 69 | | | | | | | | | |
| 70 | | | Other Grants | | | | | | £0.00 |
| 71 | | | | | | | | | |
| 72 | | | | | | | | | Overall total estimated funding 2022/23 £0 |

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 I83.

| | A | B | C | D | E | F | G | H | I |
|----|---|-----------------------------------|-----------------------------------|---|---|---|--------|--------|----|
| 74 | | | | | | | | | |
| 75 | | Pooled Funding Arrangement | | | | | | | |
| 76 | | | | | | | Rate | Places | |
| 77 | | | Schools in financial difficulties | | | | £17.46 | 0 | £0 |
| 78 | | | Free School Meals Eligibility | | | | £0.61 | 0 | £0 |
| 79 | | | Licences and Subscriptions (SIMS) | | | | £4.31 | 0 | £0 |
| 80 | | | Trade Union Duties | | | | £1.96 | 0 | £0 |
| 81 | | | Schools Personnel Service | | | | £0.84 | 0 | £0 |
| 82 | | | | | | | | | |
| 83 | | | | | | | | | £0 |
| 84 | | | | | | | | | |

'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 2023 and February numbers will dictate the last month's funding in March 2024.

| | 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 2023 - February 2024 | | | | | | | | | | | | |
| 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 2024 - February 2025 | | | | | | | | | | | | | |
| 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 2023/24 and relies on the pupil number estimates provided in **'Year 2 & 3 Pupils' Tab**.

Place Plus Funding 2023/24

- 1) Enter the estimated number of April to August Pre-16 places in October 2022 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 2022 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 Row 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.

| | B | C | D | E | F | G | H | I |
|----|-----------------------------------|-----------------------|-----------|------------|---|--------|---------|-------|
| 12 | Place Plus Funding 2023/24 | | | | | | | |
| 13 | | | | | | | | |
| 14 | | <u>Pre-16</u> | | | | | | |
| 15 | | | | | | Places | Rate | Total |
| 16 | | | Element 1 | Apr to Aug | | 0 | £1,667 | £0 |
| 17 | | | | Sep to Mar | | 0 | £2,333 | £0 |
| 18 | | | | | | | | £0 |
| 19 | | | | | | | | |
| 20 | | | Element 2 | Apr to Aug | | 0 | £2,500 | £0 |
| 21 | | | | Sep to Mar | | 0 | £3,500 | £0 |
| 22 | | | | | | | | £0 |
| 23 | | | | | | | | |
| 24 | | | | | | | £10,000 | £0 |
| 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 2023/24 will then be shown in cell I50.

| | 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 | | - | £0 | £0 |
| 41 | | | | SEMH | | - | £0 | £0 |
| 42 | | | | SLD | | - | £0 | £0 |
| 43 | | | | PD&PMLD | | - | £0 | £0 |
| 44 | | | | ASD | | - | £0 | £0 |
| 45 | | | | WeekdayPD&PMLD | | - | £0 | £0 |
| 46 | | | | WeekdayASD | | - | £0 | £0 |
| 47 | | | | WeekendPD&PMLD | | - | £0 | £0 |
| 48 | | | | | | | | £0 |
| 49 | | | | | | | | |
| 50 | | | | Total Place Plus Funding 2023/24 | | | | £0 |

- 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 I68.

| | A | B | C | D | E | F | G | H | I |
|----|---|---------------------|---|---|---|---|---|---|--------------|
| 52 | | | | | | | | | |
| 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 | | | | | | £0.00 |
| 59 | | | Teacher's Pension Grant - School | | | | | | £0.00 |
| 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 | | | Other | | | | | | £0.00 |
| 65 | | | | | | | | | |
| 66 | | | Other Grants | | | | | | £0.00 |
| 67 | | | | | | | | | |
| 68 | | | Overall total estimated funding 2023/24 | | | | | | £0 |

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 |
|----|---|-----------------------------------|-----------------------------------|---|---|---|--------|--------|----|
| 70 | | | | | | | | | |
| 71 | | Pooled Funding Arrangement | | | | | | | |
| 72 | | | | | | | Rate | Places | |
| 73 | | | Schools in financial difficulties | | | | £17.46 | 0 | £0 |
| 74 | | | Free School Meals Eligibility | | | | £0.61 | 0 | £0 |
| 75 | | | Licences and Subscriptions (SIMS) | | | | £4.31 | 0 | £0 |
| 76 | | | Trade Union Duties | | | | £1.96 | 0 | £0 |
| 77 | | | Schools Personnel Service | | | | £0.84 | 0 | £0 |
| 78 | | | | | | | | | |
| 79 | | | | | | | | | £0 |

'Year 3' Tab

The **'Year 3' Tab** provides a budget projection for 2024/25 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 2024/25 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 2024/25

- 1) Enter the estimated number of Pre-16 places as at the October 2023 census in cell G16.
- 2) Enter the estimated number of Post-16 places as at the October 2023 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 Row 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

| | 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 | | | 0 | £1,667 | £0 |
| 17 | | | | Sep to Mar | | | 0 | £2,333 | £0 |
| 18 | | | | | | | | | £0 |
| 19 | | | | | | | | | |
| 20 | | | Element 2 | Apr to Aug | | | 0 | £2,500 | £0 |
| 21 | | | | Sep to Mar | | | 0 | £3,500 | £0 |
| 22 | | | | | | | | | £0 |
| 23 | | | | | | | | | |
| 24 | | | | | | | | £10,000 | £0 |
| 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 2024/25 will then be shown in cell I50.

| | A | B | C | D | E | F | G | H | I |
|----|---|---|------------------|---|----------------|---|--------|------|---|
| 37 | | | | | | | | | |
| 38 | | | Element 3 | | | | | | |
| 39 | | | | | | | | | |
| 40 | | | | | | | Pupils | Rate | Total |
| 41 | | | | | MLD&SLCN | | - | £0 | £0 |
| 42 | | | | | SEMH | | - | £0 | £0 |
| 43 | | | | | SLD | | - | £0 | £0 |
| 44 | | | | | PD&PMLD | | - | £0 | £0 |
| 45 | | | | | ASD | | - | £0 | £0 |
| 46 | | | | | WeekdayPD&PMLD | | - | £0 | £0 |
| 47 | | | | | WeekdayASD | | - | £0 | £0 |
| 48 | | | | | WeekendPD&PMLD | | - | £0 | £0 |
| 49 | | | | | | | | | £0 |
| 50 | | | | | | | | | Total Place Plus Funding 2024/25 |
| 51 | | | | | | | | | £0 |

- 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 I68.

| | A | B | C | D | E | F | G | H | I |
|----|---|---|---------------------|---|---|---|---|---|--------------|
| 52 | | | | | | | | | |
| 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 | | | | £0.00 |
| 59 | | | | | Teacher's Pension Grant - School | | | | £0.00 |
| 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 | | | | | Other | | | | £0.00 |
| 65 | | | | | | | | | |
| 66 | | | | | Other Grants | | | | £0.00 |
| 67 | | | | | | | | | |
| 68 | | | | | Overall total estimated funding 2024/25 | | | | £0 |
| 69 | | | | | | | | | |

Pooled Funding Arrangement

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

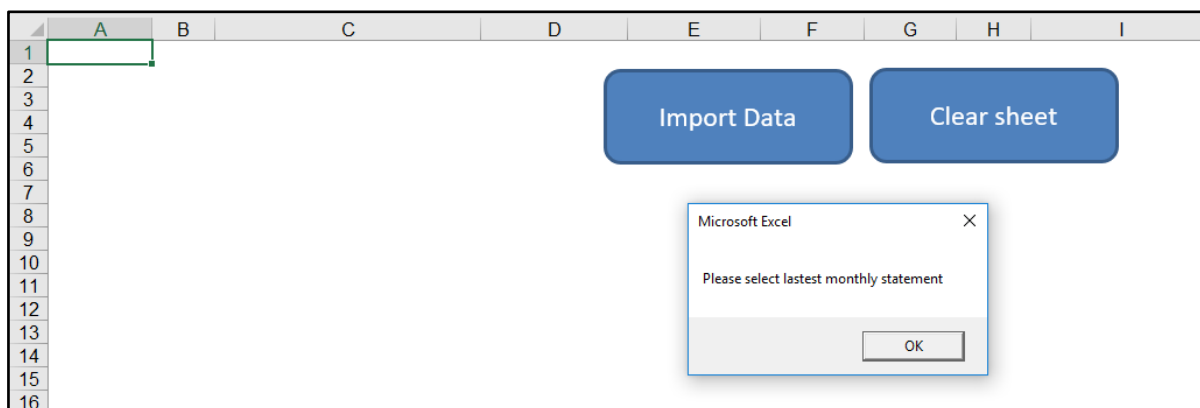
Pooled Funding Arrangement details will appear below the Other Grants, with a total expenditure figure in cell I79.

| | A | B | C | D | E | F | G | H | I |
|----|---|-----------------------------------|-----------------------------------|---|---|---|--------|--------|----|
| 70 | | | | | | | | | |
| 71 | | Pooled Funding Arrangement | | | | | | | |
| 72 | | | | | | | Rate | Places | |
| 73 | | | Schools in financial difficulties | | | | £17.46 | 0 | £0 |
| 74 | | | Free School Meals Eligibility | | | | £0.61 | 0 | £0 |
| 75 | | | Licences and Subscriptions (SIMS) | | | | £4.31 | 0 | £0 |
| 76 | | | Trade Union Duties | | | | £1.96 | 0 | £0 |
| 77 | | | Schools Personnel Service | | | | £0.84 | 0 | £0 |
| 78 | | | | | | | | | |
| 79 | | | | | | | | | £0 |
| 80 | | | | | | | | | |

'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 | Y | ASD | 31/03/18 | 31/03/23 |
| 5 | 9999-002 | A | M | SLD | 31/03/18 | 31/08/22 |
| 6 | 9999-003 | A | M | SLD | 31/03/18 | 31/08/22 |
| 7 | 9999-004 | A | M | SLD | 31/03/18 | 31/08/22 |

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 | | | hool | Smith | | | | | | 22/09/2014 | 31/03/2017 | 7044BESD | |
| 3 | | | hool | Martin | | | | | | 01/09/2015 | 31/03/2018 | 7044ASD | |
| 4 | | | hool | Barry | | | | | | 01/09/2014 | 31/03/2018 | 7044BESD | |
| 5 | | | hool | Blair | | | | | | 01/09/2015 | 31/03/2018 | 7044BESD | |
| 6 | | | hool | Coleman | Chris | 31/05/2003 | BESD | YES | | 21/04/2007 | 31/03/2018 | 7044BESD | |
| 7 | | | hool | Blackwell | George | 22/12/2003 | ASD | NO | | 01/06/2015 | 31/03/2018 | 7044ASD | |
| 8 | | | hool | Delaney | Frank | 15/02/2003 | BESD | NO | | 01/09/2014 | 31/03/2018 | 7044BESD | |
| 9 | | | hool | Styles | Harry | 01/07/2006 | ASD | NO | | 01/06/2015 | 31/03/2018 | 7044ASD | |
| 10 | | | hool | 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 | Placement |
| 4 | | | | | START Date | END Date |
| 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 | Clare | 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 | Carlson | George | ASD | 01/09/15 | 31/03/18 | £ - | £ 838.50 | £ 838.50 | £ - | | | | | |
| L007 | Denney | 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 |
| 11 | -007 | Delaney | Frank | BESD | 01/05/17 | 28/02/17 |
| 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 |

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.

| A | B | C | D | E | F | G |
|----|---|------------|-------------------|-------------------|-------------------|-------|
| 1 | | 03/03/2022 | Year 1 | Year 2 | Year 3 | |
| 2 | Source of Funding -table | CFR Code | 2022-23 | 2023-24 | 2024-25 | Notes |
| 3 | | | | | | |
| 4 | I01 - Funds Delegated by the LA | I01 | £932,667 | £930,000 | £930,000 | |
| 5 | I01 - Teachers Pay Grant | I01 | £15,691 | £16,274 | £16,274 | |
| 6 | I01 - Teacher's Pension Grant School | I01 | £53,755 | £55,753 | £55,753 | |
| 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 | £163,975 | £2,810,582 | £2,318,225 | |
| 10 | I05 - Pupil Premium | I05 | £13,450 | £11,040 | £11,040 | |
| 11 | I18 - Universal Infant Free School Meal | I18 | £4,891 | £4,891 | £4,891 | |
| 12 | I18 - PE & Sport Premium Grant | I18 | £5,000 | £5,000 | £5,000 | |
| 13 | I18C - COVID-19 Recovery Premium | I18C | £15,000 | £0 | £0 | |
| 14 | I18C - COVID-19 School-led Tutoring grant | I18C | £20,000 | £0 | £0 | |
| 30 | | | £1,224,428 | £3,833,539 | £3,341,183 | |
| 31 | | | | | | |
| 32 | Control Check | | £0 | £0 | £0 | |
| 33 | | | | | | |

Pooled funding totals for each year will be shown in the cells below (D73, E73 and F73).

| A | B | C | D | E | F | G | H | I |
|----|--|---|-------------------|-------------------|-------------------|---|---|---|
| 34 | | | | | | | | |
| 35 | Summary for input in BPS | | | | | | | |
| 36 | Funds Delegated by the Local Authority (LA) | I01 | £1,002,112 | £1,002,027 | £1,002,027 | Please enter these amounts in the Funding Scenario on BPS | | |
| 39 | High Needs Top-Up Funding | I03 | £163,975 | £2,810,582 | £2,318,225 | Please enter these amounts in the Funding Scenario on BPS | | |
| 41 | Pupil Premium | I05 | £13,450 | £11,040 | £11,040 | Please enter these amounts in the Funding Scenario on BPS | | |
| 56 | Additional Grant for Schools | I18 | £9,891 | £9,891 | £9,891 | Please enter these amounts in the Other I & E Scenario on BPS | | |
| 59 | Income from any Grants in Relation to Coronavirus (Covid-19) Catch-Up Activity | I18C | £35,000 | £0 | £0 | Please enter these amounts in the Other I & E Scenario on BPS | | |
| 61 | | | £1,224,428 | £3,833,539 | £3,341,183 | | | |
| 62 | | | | | | | | |
| 63 | | | | | | | | |
| 64 | | | | | | | | |
| 65 | | | | | | | | |
| 66 | | | | | | | | |
| 67 | | | | | | | | |
| 68 | Pooled funding | Schools in financial difficulties (E23) | £1,566 | £1,624 | £1,624 | | | |
| 69 | | Free School Meals Eligibility (E28) | £55 | £57 | £57 | | | |
| 70 | | Licences and Subscriptions (SIMS) (E19) | £386 | £401 | £401 | | | |
| 71 | | Trade Union Duties (E10) | £176 | £182 | £182 | | | |
| 72 | | Schools Personnel Service (E28) | £75 | £78 | £78 | | | |
| 73 | | | £2,258 | £2,342 | £2,342 | | | |
| 74 | | | | | | | | |
| 75 | | | | | | | | |
| 76 | | | | | | | | |
| 77 | | | | | | | | |

Please see the BPS Guidance notes for instructions

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.

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