### **Schools Financial Services**

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## **Schools Financial Services**

Primary and Secondary
School Funding Template
2024/25 - Input Guidance



# Primary and Secondary School Funding Template 2024/25 Input Guidance

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## Primary and Secondary School Funding Template 2024/25 - Input Guidance

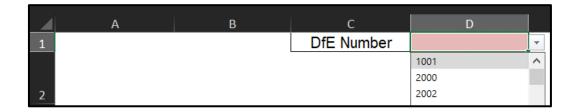
At the bottom of the spreadsheet there are several tabs.



#### 'Contents' Tab

This tab is for information only and provides details about the purpose of each of the other tabs within the template and hyperlinks to them.

Enter your DFE number on the 'Pupils' Tab to enable the template to populate correctly.



#### 'Pupils' Tab

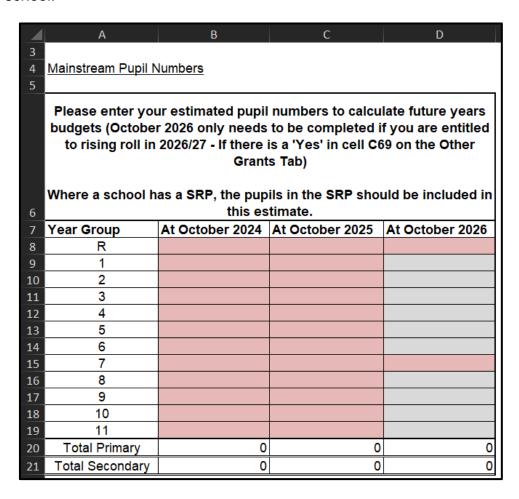
The data entered on this tab feeds into the 'Year 2' Tab and 'Year 3' Tab.

On this tab you need to enter estimated pupil numbers in the pink-shaded cells for each Year Group as of **October 2024** (Column B) and **October 2025** (Column C).

Primary School - Year R to Year 6

Secondary School – Year 7 to Year 11

For **October 2026**, only estimated Reception and Year 7 pupil numbers (cell D8 and D15 respectively) are required to assist with calculating growth funding, if applicable to the school.



Please note – SRP Pupils MUST be included within the above table.

#### 'Other Grants' Tab

This tab has been created to allow the following grants detailed below to populate the Year 1, 2 and 3 tabs within the funding template.

Pupil Premium (PP) – All Schools Universal Infant Free School Meals (UIFSM) – Infant/Primary Schools only Post 16 – Secondary Schools only

#### **Specific Grants**

PE & Sport Premium Grant – Primary Schools only COVID-19 School-led Tutoring grant COVID-19 Recovery Premium

Other grants the school has confirmation of funding agreed

#### **Additional Grants**

Teachers' Pay Grant (TPAG) – This must be coded to I01 not I06 Teachers' Pension Grant (TPECG) – This must be coded to I01 not I06

Full details for the Pension Grant, including 16+ funding can be found by following the link below:-

https://www.gov.uk/government/publications/teachers-pension-employer-contribution-grant-2024-for-schools-high-needs-settings-and-local-authorities-2024-to-2025

The BPS Summary tab will clearly show where the funds should be input on BPS when figures are entered on the template.

## Pupil Premium (PP) Grant – Primary and Secondary Pupil Premium (PP) Grant

Pupil Premium funding is based on the previous October census.

This funding is provided for the following pupils:

- 1. Those eligible for Free School Meals at any point in time within the last 6 years (Ever6FSM)
- 2. Pupils with post looked after arrangements this includes children who ceased to be looked after through adoption, special guardianship, residence order or child arrangement order (PLAC)
- 3. Pupils who are looked after or in care (CiC)
- Pupils whose parent(s) are in the armed forces (Service Children) and have been registered as a 'service child' at any point in time within the last 6 years (Ever6SC)

The information required for the school funding template comes from various sources as follows:

#### Ever6FSM

The **DfE Ever6 FSM Autumn 2023** 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: <u>DfE sign-on</u>

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 2023 census.

#### **CiC**

The number of Looked after Children (CiC) can be sourced from your management information system.

The funding amount to input on the template should be agreed with your SENCO or Headteacher as this funding is claimed from Virtual School Kent.

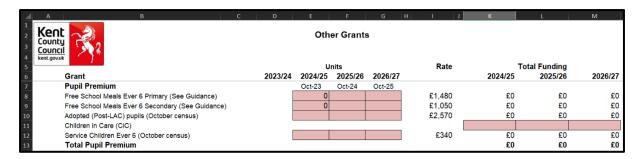
#### **Service Children**

Schools should use their local records to estimate the number of eligible Ever6SC for the period April 2024 – March 2025.

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

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.

- 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.



#### Pupil Premium (PP) Grant – Primary and Secondary 2025/26

- 1) In cell F8 enter estimated number of pupils (units) for Free School Meals Ever 6 Primary.
- 2) In cell F9 enter estimated number of pupils (units) for Free School Meals Ever 6 Secondary.
- 3) In cell F10 enter estimated number of pupils (units) for Adopted (Post-LAC) pupils.
- 4) In cell L11 enter estimated total funding agreed for Children in Care (CiC).
- 5) In cell F12 enter estimated number of pupils (units) for Service Children Ever 6.

#### Pupil Premium (PP) Grant – Primary and Secondary 2026/27

- 1) In cell G8 enter estimated number of pupils (units) for Free School Meals Ever 6 Primary.
- 2) In cell G9 enter estimated number of pupils (units) for Free School Meals Ever 6 Secondary.
- 3) In cell G10 enter estimated number of pupils (units) for Adopted (Post-LAC) pupils.
- 4) In cell M11 enter estimated total funding agreed for Children in Care (CiC).
- 5) In cell G12 enter estimated number of pupils (units) for Service Children Ever 6.

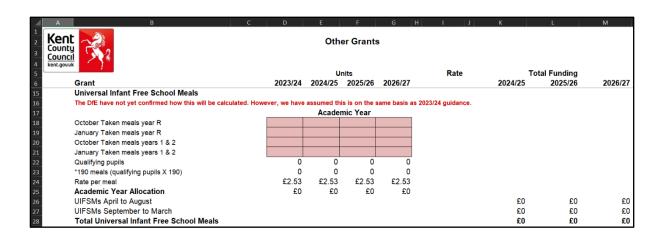
#### **Universal Infant Free School Meals (UIFSM) Grant**

#### April 2024 to August 2024

To calculate the April to August 2024 allocation, use your October 2023 Census and your January 2024 Census to enter the relevant pupil numbers in the cells detailed below.

A <u>qualifying pupil</u> is defined as an infant pupil that took a meal on census day who is <u>NOT</u> a Free School Meal eligible pupil (as this is already funded).

- 1) In cell D18, enter the number of qualifying pupils in Reception (R) as per the October 2023 census.
- 2) In cell D19, enter the number of qualifying pupils in Reception **(R)** as per the January 2024 census.
- 3) In cell D20, enter the number of qualifying pupils in Years 1 & 2 as per the October 2023 census.
- 4) In cell D21, enter the number of qualifying pupils in Years 1 & 2 as per the January 2024 census.



#### September 2024 to August 2025 – Estimated at October 2024/January 2025

- 1) In cell E18, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal October 2024.
- 2) In cell E19, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal January 2025.
- 3) In cell E20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal October 2024.
- 4) In cell E21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal January 2025.

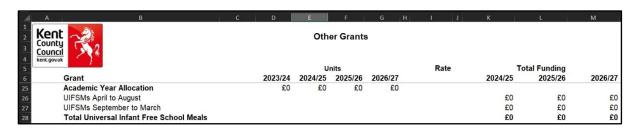
#### September 2025 to August 2026 - Estimated

- 1) In cell F18, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal October 2025.
- 2) In cell F19, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal January 2026.
- 3) In cell F20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal October 2025.
- 4) In cell F21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal January 2026.

#### September 2026 to August 2027 – Estimated

- 1) In cell G18, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal October 2026.
- 2) In cell G19, enter the estimated number of qualifying pupils in Reception (R) that are expected to take a meal January 2027.
- 3) In cell G20, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal October 2026.
- 4) In cell G21, enter the estimated number of qualifying pupils in Years 1 & 2 that are expected to take a meal January 2027.

In Columns K to M, Rows 26 and 27 the April to August and September to March allocations are shown. The total allocations for the financial years can be seen in Row 28.



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

#### Post 16 Allocations – Secondary Schools Only

#### Year 1

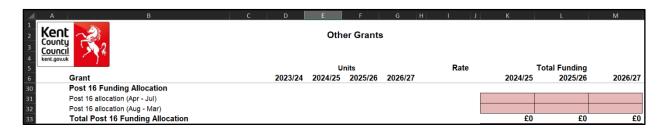
- 1) In cell K31 enter the allocation as advised to you by the ESFA for the period April 2024 to July 2024.
- 2) In cell K32 enter the allocation as advised to you by the ESFA for the period August 2024 to March 2025.

#### Year 2

- 1) In cell L31 enter the estimated allocation for the period April 2025 to July 2025.
- 2) In cell L32 enter the estimated allocation for the period August 2025 to March 2026.

#### Year 3

- 1) In cell M31 enter the estimated allocation for the period April 2026 to July 2026.
- 2) In cell M32 enter the estimated allocation for the period August 2026 to March 2027.



#### **Specific Grants**

The PE and Sports Premium Grant is still available to schools and details of the grant the school receives should be entered in Row 37, Columns K-M. Allocations can be found at: <u>Budgets 2024-25 - KELSI</u>

The COVID-19 School-led Tutoring grant (now called National Tutoring Programme) should be recorded in cell K38. This funding ends in August 24. Guidance on this grant can be found at: <a href="https://doi.org/10.1007/journal.org/">DfE guidance</a>.

The COVID-19 Recovery Premium details should be recorded in cell K39. This funding ends in August 24 Guidance on the COVID-19 Recovery Premium can be found at: <a href="https://www.gov.uk/government/publications/recovery-premium-funding/recovery-premium-funding">https://www.gov.uk/government/publications/recovery-premium-funding</a>.

#### **Additional Grants**

There are two pre-populated grants in this section for Teachers' Pay Grant and Teachers' Pension Grant. Please ensure you amend the coding from I06 to I01 to comply with the CFR 2024/25. Allocations are due to be published imminently. For budget setting purposes you could use your 2023/24 TPAG grant, divide by 7 and multiply by 12 to calculate the estimated 2024/25 allocation.

https://www.gov.uk/government/publications/teachers-pay-additional-grant-2024-to-2025

The annual allocation for the Teachers' Pension Grant needs to be entered in Row 44, Columns K-M. Allocations can be found at: <u>Teachers' pension employer contribution grant (TPECG) 2024: methodology - GOV.UK (www.gov.uk)</u> and <u>TPECG 2024-25 Calculator.ods (live.com)</u>

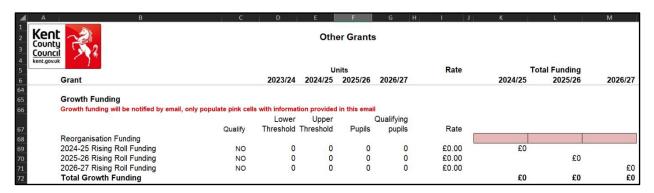
There are further blank lines where you can enter details of other grants that the school may have access to via their advance (Statement of Account) e.g., NQT (ECT) Funding. Details should be entered in Columns B and C and Rows 45 to 62 and the values in Column K, L and M.

<u>ALL</u> other income streams should be included in the Other Income and Expenditure Scenario on the Budget Planning Software (BPS).

#### **Growth Funding**

Growth Funding is split into 2 sections Reorganisation Funding and Rising Roll Funding.

Funding is only available if an email has been received by the school confirming the amount of funding due to the school. The email will be sent by the Schools, High Needs and Early Years Team.



#### 'Year 1' Tab

#### Formula Budget 2024/2025

As you have already entered your DfE Number and pupil numbers, the rates and totals for Factors 1 to 15 will automatically populate in Columns F, G and H.

Schools are no longer responsible for paying business rates from their delegated budgets. Instead, the ESFA forward the funding to the billing authorities on behalf of the school. This means that schools will no longer receive the actual funding for rates or have to pay any bills.

Further information on this can be found in the Delegated Funding Guidance, which can be found here: <u>Budgets 2024-25 - KELSI</u>

However, schools will need to continue to budget and account for the rates using Ledger Codes I01 and E17, as per Factor 11. Guidance on how to complete the Budget Planning Software will be included in the Budget Setting Guidance. Procedure note 54 is available on request and provides guidance on how to process the journal in your accounting system.

A Formula Factors Total will be given in Row 47.

	В	С	F	G	Н
8	Formula	Budget 2024/25	'		
9		•	Pupils	Rate	Total
10	Factor 1	Basic Entitlement Primary (Notional SEN Factor) - Primary	189	£3,502.72	£662,015
13		Total Basic Entitlement Funding			£662,015
14	Factor 2	Deprivation FSM - Primary	90.0	£481.85	£43,366
16		Deprivation Ever 6 FSM (Notional SEN Factor) - Primary	91.0	£806.35	£73,378
18		Deprivation IDACI Band F (Notional SEN Factor) - Primary	10.1	£231.09	£2,323
19		Deprivation IDACI Band E (Notional SEN Factor) - Primary	1.0	£280.26	£282
20		Deprivation IDACI Band D (Notional SEN Factor) - Primary	2.0	£437.59	£880
21		Deprivation IDACI Band C (Notional SEN Factor) - Primary	58.3	£476.93	£27,809
22		Deprivation IDACI Band B (Notional SEN Factor) - Primary	80.4	£506.43	£40,730
23		Deprivation IDACI Band A (Notional SEN Factor) - Primary	0.0	£668.68	£0
30		Total Deprivation Funding			£188,768
31	Factor 4	English as an additional language	6.6	£580.18	£3,848
33	Factor 6	Low cost, high incidence SEN (Notional SEN Factor) - Primary	53.3	£1,150.53	£61,272
35	Factor 15	Mobility (Notional SEN Factor) - Primary	0.0	£944.02	£0
37	Factor 7	Lump Sum			£132,163
38	Factor 8	Sparsity - Primary			£0
40	Factor 10	Split Sites			£0
41	Factor 9	Area Cost Adjustment - London Fringe (3.75%) (Factors 1 to 8, 10 & 15)			£0
42	Factor 11	Rates*			£7,270
43	Factor 12	PFI funding			£0
44	Factor 13	Exceptional Premises Factors			£0
45	Factor 14	Minimum Per-Pupil Level Funding (Notional SEN Factor)			£0
46				_	
47		Formula Factors Total			£1,055,335
48 49		Minimum Funding Guarantee (MFG) (Notional SEN Factor)			£0
50	School B	ludget Share (SBS) 2024/25			£1,055,335

Below the Formula Factors Total, Minimum Funding Guarantee (MFG) for 2024/25 will be shown if applicable to the school, driven by the data on the 'MFG Y1' Tab.

Minimum Per-Pupil Level Funding Rate (MPPLF)

A schools MPPLF rate is based on the year groups opened and follows the Education and Skills Funding Agency (ESFA) guidelines.

The Minimum Per-Pupil Funding Rate for Kent Schools 2024/25 is:

Primary £4,610

Secondary (average of KS3 & KS4) £5,995

The basis for the calculation is:

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

If the amount per pupil is less than the minimum per pupil funding amount the school budget is topped up (Factor 14) so that all pupils receive the minimum rate.

Please note that the Area Cost Adjustment (ACA) is not applied in addition to the minimum per pupil funding levels.

A School Budget Share (SBS) 2024/25 total including MFG will be given in Row 50.

Pupil Premium (PP) funding will show in cell H52, based on the data entered on the 'Other Grants' Tab, if applicable.

Growth Funding will show in cell H53, based on the data entered on the 'Other Grants' Tab, if applicable.

High Needs Mainstream Funding will show in cell H54, based on the data entered on the 'High Needs Mainstream' Tab, if applicable.

Specialist Resource Provision (SRP) Funding will show in cell H55, based on the data entered on the 'SRP Year 1' Tab, if applicable.

Universal Infant Free School Meals Funding will show in cell H56, based on the data entered on the 'Other Grants' Tab, if applicable.

Early Years Funding will show in cell H57, based on the data entered on the 'Early Years' Tab, if applicable.

Post 16 Funding will show in cell H58, based on the data entered on the 'Other Grants' Tab. This is only applicable to Secondary Schools.

PE & Sports Premium Grant funding will show in cell H59, based on the data entered on the 'Other Grants' Tab, if applicable.

COVID-19 School-led Tutoring grant funding will show in cell H60, based on the data entered on the 'Other Grants' Tab, if applicable.

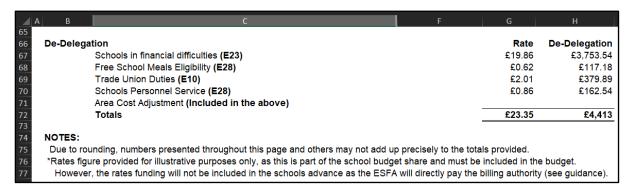
COVID-19 Recovery Premium funding will show in cell H61, based on the data entered on the 'Other Grants' Tab, if applicable.

Additional Grants funding will show in cell H62, based on the data entered on the 'Other Grants' Tab, if applicable.

The **Overall total <u>estimated</u> funding 2024/25** will be shown in cell H64.

#### De-Delegation (Funding delegated to schools which is recovered via the advances)

The figures for De-Delegation will automatically populate based on your school type in the next section with a total in cell H72.



#### 'MFG Y1' Tab

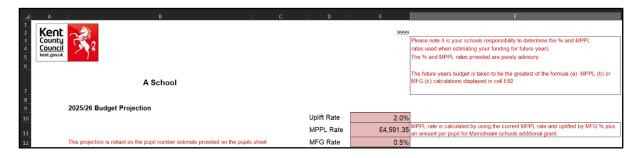
This tab illustrates how the Minimum Funding Guarantee (MFG) figure in cell H48 of the 'Year 1' Tab has been calculated. No data needs to be entered on this tab.

Guidance on what and how the MFG is calculated can be found on KELSI.

#### 'Year 2' Tab

The 'Year 2' Tab provides a budget projection for 2025/26 and relies on the pupil number estimates provided on the 'Pupils' Tab.

On the 'Year 2' Tab, Budget Projection figures for 2025/26 will appear in Column E.



#### **Uplift Rate**

The uplift rate for all Kent Maintained Schools has been set at 2%. This is the advised percentage increase from Kent County Council.

Please read the School Budget Guidance advice to schools:

Budgets 2024-25 - KELSI

#### MPPL Rate

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

Budgets 2024-25 - KELSI

The advice reads: "Our recommendation to schools is to assume a funding uplift of 2% per annum in years 2 and 3."

Therefore, Cell E11 is automatically calculated based on the Uplift Rate.

#### **Minimum Funding Guarantee**

The MFG is defaulted at 0.5% and it is recommended that this should not be changed.

If you elect to change the MFG% please refer to additional guidance which can be found on KELSI.

#### Please read the School Budget Guidance advice to schools:

#### Budgets 2024-25 - KELSI

Any queries concerning the Minimum Per Pupil Funding and Minimum Funding Guarantee please contact the Schools, High Needs and Early Years Team:

Telephone: 03000 422970

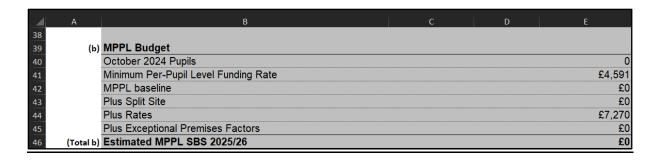
The rest of the 'Year 2' Tab is then broken down, giving a budget calculation under these three headings:

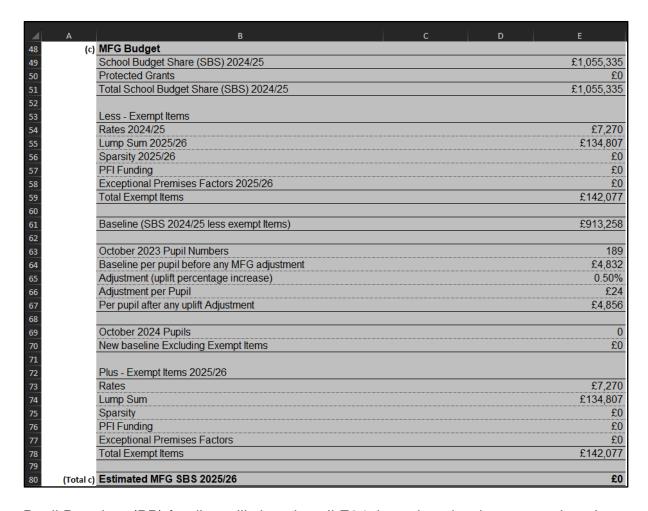
- (a) Percentage Uplift Budget
- (b) MPPL Budget
- (c) MFG Budget

The budget calculations that are not relevant to the school will be shaded out.

Importantly, cell E82 then depicts the greater of either a, b or c. This is then the estimated SBS for 2025/26.

A	В	С	D	Е		
(a) Percentage Uplift Budget						
14 Factor 1	Total Basic Entitlement Funding 2024/25					
15 Factor 2	Total Deprivation Funding 2024/25			£188,768		
16 Factor 4	English as an additional language 2024/25			£3,848		
17 Factor 6	Low cost, high incidence SEN 2024/25			£61,272		
18 Factor 15	Mobility 2024/25			£0		
19	Protected Grants			£0		
20	Total 2024/25			£915,902		
21						
22	October 2023 Pupil Numbers			189		
23	Baseline per pupil					
24	Adjustment (uplift percentage increase)					
25	Adjustment per Pupil					
26	Per pupil after any uplift Adjustment					
27						
28	October 2024 Pupils					
29	New baseline 2025/26			£0		
зо Factor 7	Lump Sum			£134,807		
31 Factor 8	Sparsity			£0		
32 Factor 9	Area Cost Adjustment - London Fringe					
33 Factor 10	Split Sites					
34 Factor 11	Rates			£7,270		
35 Factor 12	PFI Funding			£0		
36 Factor 13	Exceptional Premises Factors			£0		
37 (Total a)	37 (Total a) Estimated percentage uplift SBS 2025/26 £142,07					





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

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

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

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

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

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

Post 16 Funding will show in cell E90, based on the data entered on the 'Other Grants' Tab. This is only applicable to Secondary Schools.

PE & Sports Premium Grant funding will show in cell E91, based on the data entered on the 'Other Grants' Tab, if applicable.

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

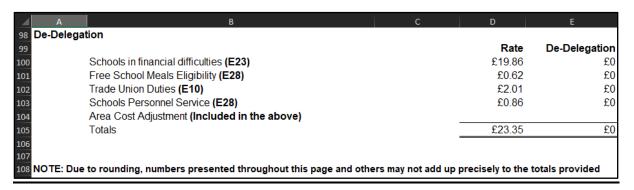
COVID-19 Recovery Premium funding will show in cell E93, based on the data entered on the 'Other Grants' Tab, if applicable.

Additional Grants funding will show in cell E94, based on the data entered on the 'Other Grants' Tab, if applicable.

The Overall total estimated funding 2025/26 will be shown in cell E96.

#### De-Delegation (Funding delegated to schools which is recovered via the advances)

The figures for De-Delegation will automatically populate using the pupil numbers entered on the 'Pupils' Tab. A Total will show in Cell E105.



#### 'Year 3' Tab

The 'Year 3' Tab provides a budget projection for 2026/27 and relies on the pupil number estimates provided on the 'Pupils' Tab.

On the 'Year 3' Tab, Budget Projection figures for 2026/27 will appear in Column E.

The Uplift, MPPLF and MFG Rate have all been set at the advisory rates by the LA and they work exactly the same as on the Year 2 tab. Further guidance from the LA can be found here:

Budgets 2024-25 - KELSI

The rest of the 'Year 3' Tab is then broken down, giving a budget calculation under these three headings:

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

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

Importantly, cell E74 then depicts the greater of either a, b or c. This is then the estimated SBS for 2026/27.

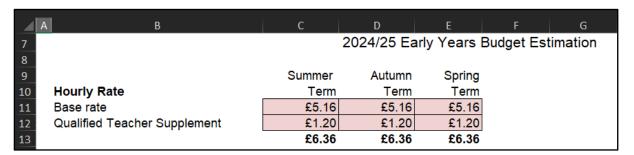
The remainder of the sheet is set up in the same way as the 'Year 2' Tab with a School Budget Share section for 2026/27 at the top of the sheet and de-delegation and other funding details at the bottom of the sheet.

Any queries concerning the Minimum Per Pupil Funding and Minimum Funding Guarantee please contact The Schools' Budget Team:

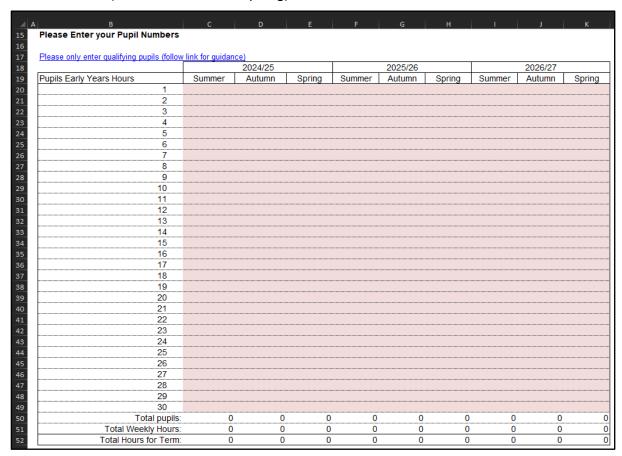
Telephone: 03000 422970

#### 'Early Years' Tab

This tab provides an Early Years Budget Estimation for 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.



Enter Early Years pupil numbers in the pink-shaded cells below putting the number of estimated pupils against the number of Early Years Hours that will attend school for each term (Summer/Autumn/Spring) for 2024/25, 2025/26 and 2026/27.



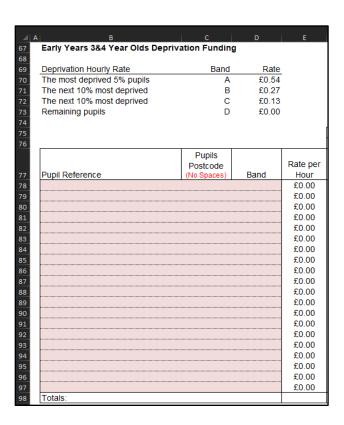
For guidance on determining eligibility for Free Early Education for 3- to 4-year-olds and what constitutes a qualifying pupil, follow the link in Row 17.

#### 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.

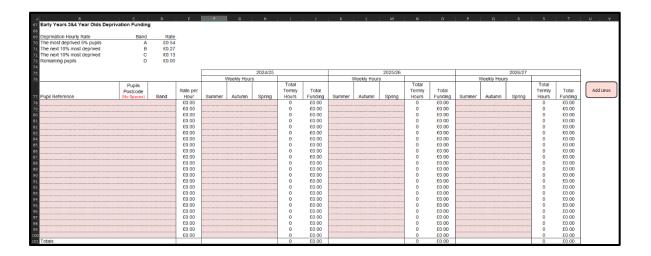


Enter the predicted weekly hours for the 2024/25 Financial Year in columns F, G and H for Summer, Autumn and Spring terms respectively. The total funding for this financial year will be shown in cell J98 (unless additional lines have been added).

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).

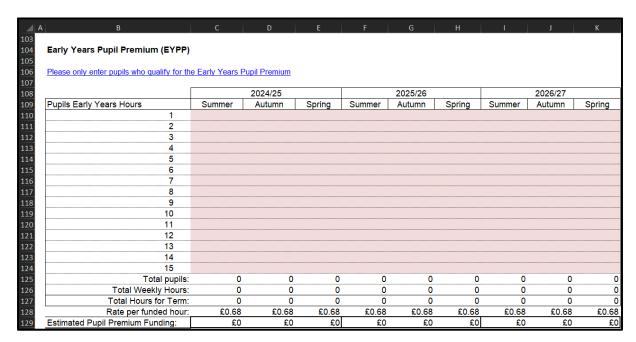
Enter the predicted weekly hours for the 2026/27 Financial Year in columns P, Q and R for Summer, Autumn and Spring terms respectively. The total funding for this financial year will be shown in cell T98 (unless additional lines have been added).

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



#### **Early Years Pupil Premium (EYPP)**

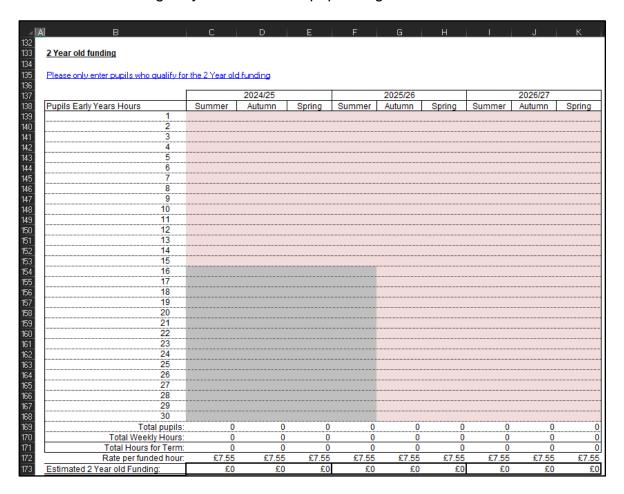
Further down there is a similar table to fill out for EYPP, and a link to relevant guidance.



Populate the table by entering the estimated number of eligible pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2024/25, 2025/26 and 2026/27.

#### 2-Year-Old Funding

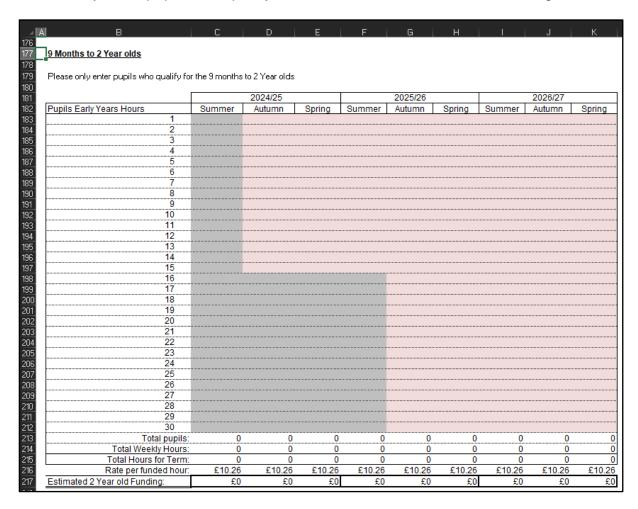
School to confirm eligibility for FF2 before populating this table.



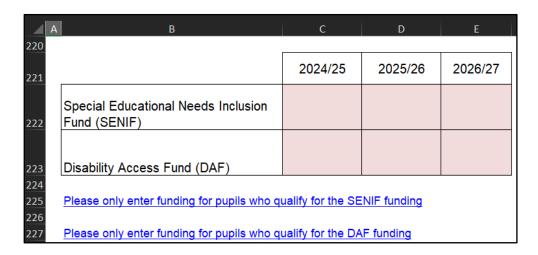
Populate the table by entering the estimated number of pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2024/25, 2025/26 and 2026/27.

#### 9 Months to 2 Year Olds Funding

Please only enter pupils who qualify for the 9 months to 2 Year olds funding.



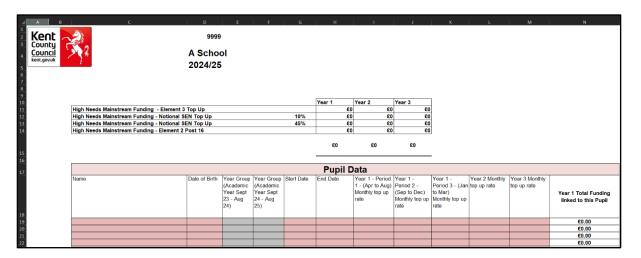
Using the links to access the relevant guidance, enter details for the Special Education Needs Inclusion Fund (SENIF) and the Disability Access Fund (DAF) if applicable.



#### 'High Needs Mainstream' Tab

Schools with High Needs Mainstream Funding will need to enter pupil data on this tab. It feeds into the Year 1, Year 2, and Year 3 tabs in the High Needs Mainstream sections.

The tables to the right of the pupil data will then populate with any Element 3 top up funding, Notional SEN budget top up funding & Post 16 Element 2 funding, for the current year as well as years 2 and 3.



To comply with GDPR regulations, enter the pupil's initials (not full name) in Column C and their date of birth in Column D. Year groups will automatically be populated in Column E and F. To enter a comment, right click on the cell containing the pupil's initials, and select New Comment.

N.B. Date of Birth MUST be entered for the funding to be calculated correctly.

#### Placement Start and End Dates <u>MUST</u> be completed.

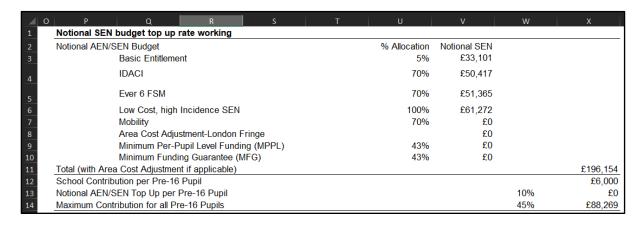
Enter the Year 1 Period 1, 2 and 3 Monthly top up rates in Columns I, J and K, respectively. Monthly top up rates appear in the confirmation letters received by the SENCO, sent out by the SEN resources team after the application has been approved or reviewed.

A year 2 monthly top up rate should be entered against each pupil in Column L and a year 3 monthly top up rate should be entered against each pupil in Column M if applicable. This is a school decision based on local information about the pupils who may be eligible for High Needs Funding in Years 2 and 3.

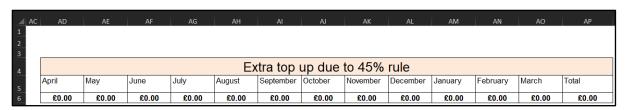
Figures are broken down further in the tables to the right, between Element 3 top up and Notional SEN budget top up and Post 16 Element 2, with total in cells AB85, AP87 and BD85, respectively.

Further to the right, funding figures for 2025/26 and 2026/27 are also shown.

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



To the right of the Notional SEN budget top up table, there is another table that shows any Extra top up due to the 40%, 45% or 50% rule (depending on school roll number) and the month in which it is due to be paid to the school.



40% threshold – Primary - School Roll up to 175

45% threshold – Primary - School Roll between 176 and 315

50% threshold – Primary - School roll over 315 and Secondary Schools

#### 'SRP Year 1' Tab

Schools with Specialist Resourced Provisions (SRPs) will need to enter pupil data for those pupils in the pink–shaded cells in the table on this tab.

In Column K, the drop-down menu <u>MUST</u> be used to select the correct designation for each pupil (not all schools have more than one SRP, so the majority will use 'designation 1').

To comply with GDPR regulations, enter the pupil's initials in Column L and Column M. Enter their Date of Birth (D.O.B) in Column N.

Columns O and P will then be auto populated using the date of birth.

Placement start (Column Q), and end dates (Column R) must be entered. The table will then automatically calculate any Element 3 funding for High Needs Pupils in Resourced Provision. The start date to correctly calculate the funding needs to be 31/03/24 if the pupil has been funded in the previous year and will continue to receive funding.

<b>⊿</b> J	К	L	М	N	0	Р	Q	R
9 10	2024/25 Eleme	2024/25 Element 3 Input (top-up funding)						
11 12 13 14	SRP funding ag	Pupils should only be recorded on this sheet where the School is named on the pupils Education Health Care Plan (EHCP) SRP funding agreed with other local authorities for pupils they have placed should be entered on Budget Preparation A designation must always be selected.					,	
16	Designation	Pupil Surname	Pupil Forename	D.O.B	Pre/Post 16 SUMMER	Pre/Post 16 WINTER	Placement START Date	Placement END Date
17								
18 19								
20								
21								
22								

Pre-16 Element 1 Funding figure will appear in cell H32, and a figure for Element 2 in cell H38, and a Total figure in cell H44.

Post 16 Element 1 Funding is already included within the 16-19 allocation. A Post 16 Element 2 figure will appear in cell H42 and is included as a total figure in cell H44.

Excess Place Funding (the number of actual pupils above the agreed place numbers) will be shown in the tables below.

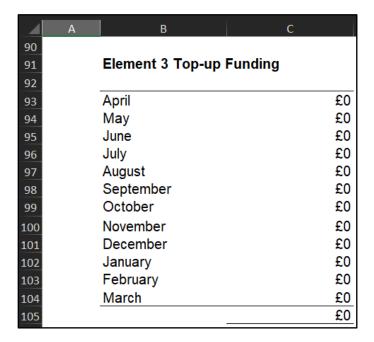
Pre-16 Excess pupil numbers appear in Column F, with the funding in Column G.

Post-16 Excess pupil numbers are shown in Column F, with the associated funding in Column G.

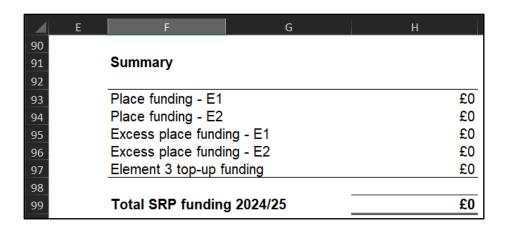
Total monthly funding for Excess Element 1 appears in Column H, with an annual total in cell H68.

Total monthly funding for Excess Element 2 appears in Column H, with an annual total in cell H87.

Below this there is an Element 3 Top-up Funding table, with an annual total in cell C105.



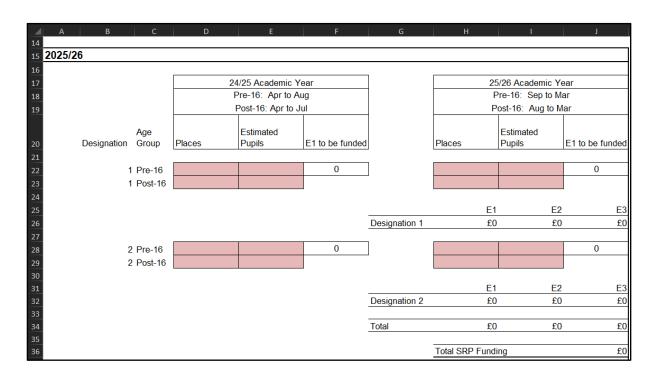
To the right of this is a Summary table, with Total 2024/25 SRP funding shown in cell H99 (which feeds through to the 'Year 1' Tab).



#### 'SRP Year 2 & 3' Tab

Element 3 Funding for High Needs Pupils in Resourced Provision for Years 2 and 3 is generated by entering relevant information into the pink shaded cells on this tab.

- 1) Enter the agreed number of Pre-16 places in Designation 1 for the period April 2025 to August 2025 in cell D22.
- 2) Enter estimated pupil numbers for that period in cell E22.
- 3) In cell H22 enter the estimated number of Pre-16 Designation 1 places for the period September 2025 to March 2026.
- 4) Enter estimated pupil numbers for that period in cell I22.
- 5) Enter the agreed number of Post-16 places in Designation 1 for the period April 2025 to July 2025 in cell D23.
- 6) Enter estimated pupil numbers for that period in cell E23.
- 7) In cell H23 enter the agreed number of Post-16 Designation 1 places for the period August 2025 to March 2026.
- 8) Enter estimated pupil numbers for that period in cell I23.



The same information needs to be entered in the cells below for Designation 2 pupils (only relevant for schools with more than one SRP).

The total SRP funding figure in cell J36 feeds into the 'Year 2' Tab. This figure includes any excess place funding.

The same exercise needs to be carried out for the 2026/27 financial year, by populating the cells further down the sheet.

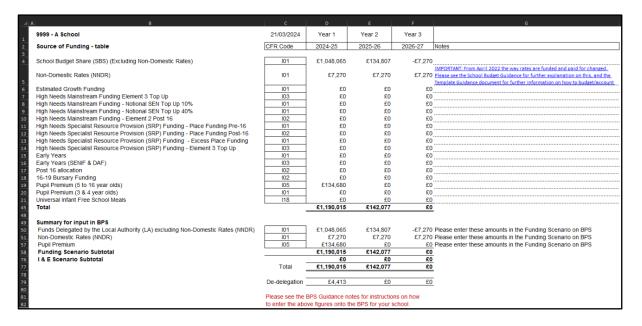
2026/27 funding will then be detailed with a total funding figure in cell J59 which feeds into the 'Year 3' Tab.

#### 'SRP Rates' Tab

This tab is for information only and explains how SRP rates have been calculated for each of the eligible schools. No data needs to be entered onto this sheet.

#### 'BPS Summary' Tab

Once all the other tabs have been completed, this tab will summarise your funding by Ledger Code for Years 1, 2 and 3, with totals for each year in cells D45, E45 and F45.



A table is provided for the figures that need to be input into the Budget Planning Software (BPS). These figures are either put into the Other Income & Expenditure Scenario, or the *5 Years Data* tab within the Funding Scenario.

De-delegation totals for each year will be shown in the cells D79, E79 and F79.

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