

Funding Template Input Guidance for Academies

2025/26

Schools Financial Services

March 2025 for Budget Setting 2025/26



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1 Information

The Funding Template, provided by Kent County Council, is used to support the Academy with planning their 3-year budget plan.

The purpose of the Funding Template is to support the calculation of how much funding the Academy is expected to receive.

Funding Template Format

The Funding Template is in the format of an Excel file (xlsm.) It will consist of a series of tabs containing protected formulas to enable the school to calculate expected funding.

Details of each tab and the information the tab provides can be found on the tab referred to as 'Contents' within the Template. We advise that you familiarise yourself with this information before completing the Funding Template.

This Pack

This pack is for Academies only. There is a separate template and guidance on KELSI for Special Schools and Mainstream Primary and Secondary Schools.

Updates of Changes to this Year's Guidance

Any necessary changes to these procedures or further information will be sent by email directly to all schools.

Please note:- Due to the changes in High Needs Funding, the High Needs Funding section of the template will only cover up to the 31 August 2025

Support

For **ALL** sections in this pack, unless otherwise stated, contact our **Helpdesk** on 03301 651001.

Feedback

Your feedback is always useful, so contact us at any time about this pack, any of the processes within it, or ideas for future use.

schoolsfinancialservices@theeducationpeople.org

03301 651 001

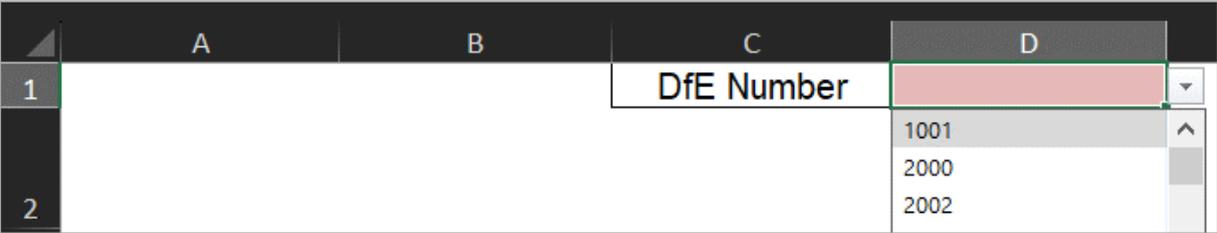
2 Initial Set-Up

2.1 '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.

2.2 DfE School Data

On the 'Home' Tab select the school DfE number in cell D1 at the top of the sheet. The number can be input either using the drop-down menu (using the arrow on the right of the cell) or by typing into the cell directly.



	A	B	C	D
1			DfE Number	<input type="text" value="1001"/>
2				<ul style="list-style-type: none">100120002002

3 'Early Years' Tab

This tab provides an Early Years Budget Estimation for 2025/26. 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.

		Summer Term	Autumn Term	Spring Term
Hourly Rate				
Base rate		£5.34	£5.34	£5.34
Qualified Teacher Supplement		£0.00	£0.00	£0.00
		£5.34	£5.34	£5.34

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 2025/26, 2026/27 and 2027/28.

Please Enter your Pupil Numbers										
Please only enter qualifying pupils (follow link for guidance)										
Pupils Early Years Hours	2025/26			2026/27			2027/28			
	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										
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30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
41										
42										
43										
44										
45										
46										
47										
48										
49										
50	Total pupils:	0	0	0	0	0	0	0	0	0
51	Total Weekly Hours:	0	0	0	0	0	0	0	0	0
52	Total Hours for Term:	0	0	0	0	0	0	0	0	0

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

Below this section, a summary table will provide a Total 2025/26 Financial Year Estimated Budget figure in cell J60.

		Hourly Rate	Weekly Hours	Weeks	
54					
55	Summer term 2025	£5.34	0	13	£0
56	Autumn term 2025	£5.34	0	14	£0
57	Spring term 2026	£5.34	0	11	£0
58					
59					
60	Total 2025/26 Estimated Budget:				£0
61					

3.1 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. This

will trigger the Band in Column D dependant 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 2025/26 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 2026/27 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 2027/28 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 3&4 Year Olds Deprivation Funding				2025/26			2026/27			2027/28			Add Lines
Pupil Reference	Pupils Postcode (No Spaces)	Band	Rate per Hour	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring	
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										
Totals				0	0	0	0	0	0	0	0	0	0

3.2 Early Years Pupil Premium (EYPP)

Further down 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										
Pupils Early Years Hours	2025/26			2026/27			2027/28			
	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
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:	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	
Estimated Pupil Premium Funding:	£0	£0	£0	£0	£0	£0	£0	£0	£0	

Populate the table by entering the estimated number of eligible pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2025/26, 2026/27 and 2027/28.

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	2025/26			2026/27			2027/28			
	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
Rate per funded hour:	£7.84	£7.84	£7.84	£7.84	£7.84	£7.84	£7.84	£7.84	£7.84	£7.84
Estimated 2 Year old Funding:	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

Populate the table by entering the estimated number of pupils against their weekly hours for each term (Summer/Autumn/Spring) for 2025/26, 2026/27 and 2027/28.

9 Months to 2 Year Olds Funding

Please only enter pupils who qualify for the 9 months to 2 Year olds 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	2025/26			2026/27			2027/28			
	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:	£10.76	£10.76	£10.76	£10.76	£10.76	£10.76	£10.76	£10.76	£10.76	
Estimated 2 Year old Funding:	£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.

	2025/26	2026/27	2027/28
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			

4 'High Needs Mainstream' Tab

Please note:- Due to the changes in High Needs Funding, the High Needs Funding section of the template will only cover up to the 31 August 2025

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

The tables to the right of the pupil data will then populate with any Element 3 top up funding, Notional SEN budget top up funding & Post 16 Element 2 funding, for up to 31 August 2025. A supplementary spreadsheet will be provided in due course for the remainder of your 3 Year Plan.

	A	B	C	D	E	F	G		
1				9999					
2									
3									
4						A School			
5						2025/26			
6									
7									
8									
9									
10							Year 1		
11							£0		
12						10%	£0		
13						50%	£0		
14							£0		
15							£0		

To comply with GDPR regulations, enter the pupil's initials (not full name) in Column C and their date of birth in Column D.

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

Placement Start and End Dates MUST be completed.

	C	D	E	F	G	H	I	J	K	
17	Pupil Data									
	Name	Date of Birth	Year Group (Academic Year Sept 24 - Aug 25)	Year Group (Academic Year Sept 25 - Aug 26)	Start Date	End Date	Year 1 - Period 1 - (Apr to Aug) Monthly top up rate		Year 1 Total Funding linked to this Pupil	
18									£0.00	
19									£0.00	
20									£0.00	
21									£0.00	
22									£0.00	
23									£0.00	
24									£0.00	
25									£0.00	
26									£0.00	
27									£0.00	
28									£0.00	
29									£0.00	
30									£0.00	
31									£0.00	
32									£0.00	
33									£0.00	
34									£0.00	
35									£0.00	
36									£0.00	
37									£0.00	
38									£0.00	
39									£0.00	

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. These amounts should be entered into Columns I, J and K.

The estimated calculated funding is broken down in the tables to the right, between Element 3 top up and Notional SEN budget top up and Post 16 Element 2, with total in cells Q85, X87 and AE85 respectively.

NOTE:- No new applications will be accepted as off 1 April 2025.

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.

	J	K	L	M	N	O
1	Notional SEN budget top up rate working					
2	Notional AEN/SEN Budget				% Allocation	Notional SEN
3	Basic Entitlement				5%	£68,181
4	IDACI				70%	£48,734
5	Ever 6 FSM				70%	£61,286
6	Low Cost, high Incidence SEN				100%	£97,621
7	Mobility				70%	£4,201
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)					£280,024
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%	£140,012

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.

	R	S	T	U	V	W	X
4	Extra top up due to 50% rule						
5	April	May	June	July	August	Total	
6	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
7							

5 'SRP Year 1' Tab

Funding on this tab is only calculated for the Financial Year – refer to contents tab. Funding is paid one month in arrears (lagged).

Example

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

In Column K, the drop-down menu **MUST** be used to select the correct designation for each pupil (not all academies use multiple designations so the majority will use 'Designation 1').

In Column L and Column M enter the Pupils Surname and Forename.

In Column N enter their Date of Birth (D.O.B).

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 Place Plus funding for High Needs Pupils in Resourced Provision for the period entered, bearing in mind the lagged funding explained above.

	J	K	L	M	N	O	P	Q	R
9	2025/26 Element 3 Input (top-up funding)								
10									
11									
12	Pupils should only be recorded on this sheet where the School is named on the pupils Education Health Care Plan (EHCP)								
13	SRP funding agreed with other local authorities for pupils they have placed should be entered on Budget Preparation								
14	A designation must always be selected.								
15									
	Designation	Pupil Surname	Pupil Forename	D.O.B	Pre/Post 16 SUMMER	Pre/Post 16 WINTER	Placement START Date	Placement END Date	
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									

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

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

6 ‘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.



Thank you

For additional information, please contact us below.



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For Information on all our
current training courses,
please enquire [here](#)

