

# DELEGATED SCHOOL BUDGET GUIDANCE 2019-20

Section	Heading
A	<a href="#"><u>IMPORTANT INFORMATION</u></a>
B	<a href="#"><u>BUDGET HEADLINES</u></a>
C	<a href="#"><u>GENERAL INFORMATION (APPLIES TO ALL SCHOOLS)</u></a> <ul style="list-style-type: none"><li>• <a href="#"><u>Insurance</u></a></li><li>• <a href="#"><u>Devolved Formula Capital (DFC)</u></a></li><li>• <a href="#"><u>Pupil Premium (PP)</u></a></li><li>• <a href="#"><u>Universal Infant Free School Meals</u></a></li><li>• <a href="#"><u>Year 7 Catch up funding</u></a></li><li>• <a href="#"><u>Primary PE and Sports Premium Grant</u></a></li><li>• <a href="#"><u>Teachers Pay Grant (TPG)</u></a></li><li>• <a href="#"><u>Free School Meals (FSM) Supplementary Grant</u></a></li></ul>
D	<a href="#"><u>PRIMARY AND SECONDARY SCHOOLS</u></a> <ul style="list-style-type: none"><li>• <a href="#"><u>Split Site Factor</u></a></li><li>• <a href="#"><u>SRP funding</u></a></li><li>• <a href="#"><u>De-Delegation</u></a></li><li>• <a href="#"><u>Post 16 / 6<sup>th</sup> Form Funding</u></a></li><li>• <a href="#"><u>Pupil Growth</u></a></li><li>• <a href="#"><u>Early Years Funding</u></a></li></ul>
E	<a href="#"><u>SPECIAL SCHOOLS</u></a> <ul style="list-style-type: none"><li>• <a href="#"><u>Funding Rates</u></a></li><li>• <a href="#"><u>Outreach</u></a></li><li>• <a href="#"><u>Pooled Funding (de-delegation equivalent)</u></a></li></ul>
F	<a href="#"><u>OVERVIEW OF MAINSTREAM HIGH NEEDS FUNDING IN KENT</u></a>
G	<a href="#"><u>ACRONYM BUSTER</u></a>

## SECTION A - IMPORTANT INFORMATION

All Kent maintained schools will be able to access their budget templates on-line for 2019-20. The budget templates include indicative budgets for 2020-21 and 2021-22. Please note that all schools using these templates will be required to follow the detailed instructions available on KELSI to finalise the calculation of their school's budget.

To access the guidance for completing the templates click on these links; [Mainstream Schools](#) and [Special Schools](#).

A funding guidance book, which provides full details behind the 2019-20 Local Funding Formula has been produced. The information in this document will provide you with a detailed explanation on how your funding has been calculated. To access this document click on this link [Primary and Secondary School Funding Guidance 2019-20](#).

There are two key budget templates on KELSI, one for mainstream schools and the other for special schools. Each template includes several separate funding calculations, and these are listed below for information:

1. **Mainstream** ([Mainstream Template](#)), this includes:
  - a. School budget forecast sheet for 2019-20 (Year 1)
  - b. Minimum Funding Guarantee (MFG) calculation for 2019-20
  - c. Pupil estimate sheet
  - d. School budget forecast sheet for 2020-21 (Year 2)
  - e. School budget forecast sheet 2021-22 (Year 3)
  - f. Other Grants
  - g. Early Years forecast sheet
  - h. High Needs Mainstream forecast sheet
  - i. Specialist Resource Provision (SRP) forecast (Year 1)
  - j. SRP funding summary (previously called reconciliation)
  - k. SRP Years 2 and 3
  - l. SRP rates
  - m. Growth funding
  - n. Calculation of SRP funding rates
  - o. Growth funding
  - p. Business Planning Software (BPS) Summary
  
2. **Special** ([Special Template](#)), this includes
  - a. Pupils -Pupil Nos. Year 1
  - b. Year 1- Funding summary Year 1
  - c. Other Grants – Funding streams not included in b.
  - d. Excess E1 and E2
  - e. Year 2 and Year 3 Pupils – Estimated pupils
  - f. Year 2 - Funding summary Year 2
  - g. Year 3 - Funding summary Year 3
  - h. Monthly Statement
  - i. Reconciliation
  - j. BPS Summary

All schools will be provided with full guidance notes on KELSI to complete the budget templates. The guidance for inputting the funding information into BPS will be uploaded to the Help and User Guide on the BPS. Also available on the BPS for Kent Maintained schools will be a Budget Setting and Monitoring Guidebook.

The budget setting courses in March/April will provide full training on the transition of the current year information on BPS to the new financial year. Please ensure before attending a course that you have completed the BPS 'new year preparation' document as sent out to Kent schools during February 2019. Where a training course includes a workshop, it is essential that the instructions in this document are carried out in full to gain the most from the training course.

The deadline for the budget to be submitted to the Local Authority will be 31 May 2019.

## SECTION B - BUDGET HEADLINES

### ***Background***

#### **Local Funding Arrangements**

As part of the Local Funding Formula (LFF) consultation held in Autumn 2017 the LA set indicative funding rates for the financial year 2019-20. We are pleased to confirm that we have fully implemented these rates and in addition have added a Split Site Factor from 2019-20 ([Section D further details](#)). To access details of the LFF rates for 2019-20, click on this link –[LFF Rates 2019-20](#).

#### **1% High Needs Block (HNB) Transfer**

As you will be aware the LA consulted with all LA Maintained Schools and Kent Academies in the Autumn 2018 about transferring funding from the Dedicated Schools Grant (DSG) Schools Block (SB) to the DSG HNB to help meet the considerable Special Education Needs and Disabilities (SEND) pressures faced by Kent and many Other Local Authorities in the country.

Schools (in their response to the consultation) and the Schools' Funding Forum (SFF) at its meeting on 30 November 2018 strongly supported a transfer of 1% from the SB to the HNB: this was made up of the 0.5% transferred in 2018-19 and a further 0.5% relating to 2019-20. LAs proposing to make transfers over 0.5% are required to seek approval from the Secretary of State (SofS) and therefore an application to seek the necessary permission for a 1% transfer was submitted by the LA on 30 November 2018.

On the 16 December the Government announced nationally that additional funding for SEND was being allocated to LAs and where LAs had requested a transfer of greater than 0.5%, consideration should be given to whether this amount should still be transferred. Part of the prescribed review process set by the ESFA was for LAs to consult with the SFF. An additional SFF meeting was arranged on the 15 January 2019 where again strong support from SFF members was given to transfer the full 1%.

Kent received notification from the ESFA on the 13 February 2019 that the SofS had agreed Kent's application to the transfer 1% between from the SB to the HNB.

We would like to provide complete assurance to schools in Kent that the request to transfer 1% from the SB to the HNB was not taken lightly and significant deliberation was taken in considering the best overall outcome for Young People of Kent.

Details on the rationale for supporting the 1% transfer can be gained by reading the paper for Item 4 from the SFF on the 30 November and the draft minutes for the SFF meetings held on the 30 November 2018 and 15 January 2019, links to documents:

- [SFF 30 November 2019- Paper Item 4 – School Funding Arrangements 2019-20](#)
- [Draft SFF minutes 30 November 2018](#)
- [Draft SFF Minutes 15 January 2019](#)

## **Three Year Plans**

### **Guidance provided in 2018-19 for the period 2019-20 to 2021-22**

The ESFA have announced that the Hard-National Funding Formula (NFF) will not be introduced in 2020-21, meaning a further year of the Soft NFF. The ESFA has stated it is still their long-term aim to implement a Hard NFF but have not said when this will happen. They have said that they will provide more information in the next Comprehensive Spending Review (CSR) and we are expecting the government to publish information on this during the 2019-20 financial year.

In 2018-19 and 2019-20 the ESFA have provided illustrative budget allocations for each school showing how much funding they will receive when the Hard NFF has been fully implemented. In the absence of any information about when this might happen, we believe it is unwise for schools to make assumptions on when they will receive any additional funding a Hard NFF provides.

The ESFA have taken the unprecedented step of introducing a separate teachers' pay grant for the pay increase from September 2018 and have also announced that they will fully fund the 7.2% (23.68% -16.48%) estimated teachers' pension increase from September 2019 using a separate grant.

The latest announcement from the ESFA suggests that the teachers' pay award from September 2019 will be 2% and that there is sufficient funding within the schools' budget to fund this. Our understanding is that there will not be an additional pay grant, meaning schools need to build the additional costs into their three-year plans with no additional income.

The LA advice to schools is as follows:

**Formula income 2020-21 and 2021-22** - As schools will be aware, the Minimum Funding Guarantee (MFG) for 2019-20 is confirmed at minus 1.5%. Decisions on what the MFG rate will be in future years have not yet been taken. After careful consideration, the LA is recommending that for planning purposes the MFG for 2020-21 and 2021-22 should be set at 0% and this percentage has been applied to our three-year planning tool. We have arrived at this recommendation as only a relatively small number of schools are currently on the MFG, meaning the MFG is irrelevant for the majority of schools who are on the formula. However, schools who are on the MFG in 2019-20 may want to consider manually amended the default MFG percentage to minus 1.5% to illustrate the impact

**Teachers Pay Grant 2018-19** - To be included at the 2018-19 published rates X No. of pupils taken from the relevant years census.

**Teachers' Pension Increase September 2019** – Both income and expenditure to be included at 0% in the first instance and then updated when confirmation of rate and payment methodology if provided by the ESFA.

We have provided two tables that provide further details on the suggested mapping across the period April 2019 to March 2022.

[Summary table – 3 Year budget planning](#)

## [Rational table – 3 Year budget planning](#)

Please note due to uncertainty provided by the ESFA in respect of future funding, the guidance provided by the LA is based on a number of assumptions which in due course may change but are our best interpretation of the current situation based on the information provided.

### **High Needs Funding in Mainstream Schools**

There are no changes to the High Needs funding in mainstream schools in 2019-20. However as this is considered a complexed area to understand we annually provide guidance to schools. For an explanation of how High Needs funding works in mainstream schools see [Section F](#).

### **Specialist Resource Provision (SRP) Funding**

The way in which funding is provided to school's who have an SRP changed in 2018-19, as directed by the ESFA.

As this is still a relatively new change to how the funding is passed to schools, we have again included guidance in this document explaining how the funding is allocated to schools.

From 2018-19 the Government have decided that SRP pupils will now be included on a school's roll and element 1 funding for these pupils will be included in a school's formula budget. The corresponding element of funding has now been removed from the distinct SRP budget calculation. A fuller explanation on the operation of SRP funding is provided in [section D](#).

## SECTION C - GENERAL INFORMATION (APPLIES TO ALL SCHOOLS)

### **Insurance email**

If you currently purchase your school insurance through KCC, you will need to manually enter these costs into your budget plans. You will shortly be receiving direct debit notification from the LA which will break down the total insurance costs between E11 staff related insurance and E23 other insurance premiums. Any queries regarding KCC insurance should be directed to either Nathan Page on 03000 416539 (email [nathan.page@kent.gov.uk](mailto:nathan.page@kent.gov.uk)) or Shane Jermy on 03000 416311 (email [shane.jermy@kent.gov.uk](mailto:shane.jermy@kent.gov.uk)).

### **Devolved Formula Capital (DFC)**

We have published indicative DFC budgets for 2019-20 that are based on pupil numbers collected in the January 2018 census and the current years funding rates. Final allocations will be confirmed by the ESFA in March 2019 although we are not expecting any material changes. This template will be updated when these become available.

You can access your indicative budget for 2019-20 here; [Devolved Formula Capital](#). If you have any further questions in relation to DFC, please contact Ruth Giles via email at [ruth.giles@kent.gov.uk](mailto:ruth.giles@kent.gov.uk) or by telephone 03000 416930.

### **Pupil Premium (PP)**

#### ***General***

Schools can receive the following types of Pupil Premium payments:

- E6FSM = Ever Six Free School Meals
- E6SC = Ever Six Service Children
- CiC = Children in Care (also known as Pupil Premium Plus (PP+))
- PLAC = Post Looked After Children (also known as Children adopted from care or have left care)

If a pupil is eligible for one of these categories, then the school will receive the relevant funding (2019-20 rates are shown later in this section). However, if a pupil is eligible for more than one category, things become a little more complicated. This is particularly so when a pupil is eligible for CiC or PLAC as well as E6FSM. The table below shows the possible combinations in the left-hand side, and then the funding that those combinations will deliver in the right-hand side.

Combinations				Funding			
E6FSM	E6SC	CiC	PLAC	E6FSM	E6SC	CiC	PLAC
Yes	Yes			Yes	Yes		
	Yes	Yes			Yes	Yes	
	Yes		Yes		Yes		Yes
Yes	Yes	Yes			Yes	Yes	
Yes	Yes		Yes		Yes		Yes

This information is particularly relevant in respect of CiC. If a pupil is recorded as CiC as at the 31 March 2019, a school will not receive E6FSM funding for this pupil if eligible. Schools

are to note the adjustment for this type of pupil will take place in January 2020 as this is the point in time when the DfE update their records.

### ***Ever 6 Free School Meals (E6FSM)***

The eligibility criteria for E6FSM for 2019-20 includes pupils recorded in the January 2019 census who are known to have been eligible for free school meals (FSMs) since May 2013, as well as those first known to be eligible at January 2019. Pupils in reception year through to year 6, recorded as E6FSM, will be funded at £1,320 per pupil and pupils in year groups 7 to 11, recorded as E6FSM, will be funded at £935 per pupil.

Provisionally the DfE has provided the LA with an indicative budget for E6FSM based on your schools 2018-19 E6FSM funded numbers. In the first instance this allocation will be passed on to schools, however this will be adjusted in year as your school's final allocation for 2019-20 will be based on your January 2019 census return. Considering this, provisionally only the first three months (April to June) will be profiled on your school's advance.

We anticipate that the DfE will allocate the final E6FSM allocation late in the summer, based on the January 2019 census; at this point an adjustment will be made to your school's E6FSM indicative budget to reflect the final allocation. **It is important for schools to note that for initial budgeting purposes, schools should use their local records to estimate the number of eligible E6FSM for the period April 2019 to March 2020.**

The ESFA have not provided funding rates for 2020-21 and beyond. Schools funding post 2019-20 will be reviewed as part the governments CSR to take place during 2019. In the absence of further guidance for 2020-21 and 2021-22 the advice provided by the LA is that schools should apply the assumption that funding will continue on the same basis as the grant conditions for 2019-20.

### ***Children in Care (CiC) - Pupil Premium Plus***

In 2019/20 the Local Authority will receive £2,300 for each Kent Looked After Child and this funding will initially be retained by the Virtual School Kent Headteacher as required by the Department for Education. The Virtual School Headteacher is responsible for the use of Pupil Premium Plus to raise the attainment and realise the potential for all Kent children in our care, regardless of where they reside.

The payment of this funding to schools in the 2019-20 financial year will again initially be £1,200 per child in care paid in three £400 instalments. It is our intention to pay any agreed funding to schools as follows:

- Instalment 1 paid in the June 2019 advance for the period up to 31 August 2019
- Instalment 2 paid in the November 2019 advance for the period up to 31 December 2019
- Instalment 3 paid in the February 2020 advance for the period up to 31 March 2020

Funding will follow the child if they move schools.

All additional funding will be provided according to the needs of the child as detailed in their Kent Personal Education Plan. There is no set maximum amount per child.

For full details, please see our Virtual School Kent Pupil Premium Plus Policy for Kent Children in Care, and for more information go to the Virtual School Kent website: [Pupil Premium Plus](#)



The ESFA have not provided funding rates for 2020-21 and beyond. Schools funding post 2019-20 will be reviewed as part the governments CSR to take place during 2019. In the absence of further guidance for 2020-21 and 2021-22 the advice provided by the LA is that schools should apply the assumption that funding will continue on the same basis as the grant conditions for 2019-20.

### ***Ever 6 Service Child (E6SC)***

E6SC is a pupil recorded on the January 2019 census who was eligible for the service child premium since the January 2014 census as well as those recorded as a service child for the first time on the January 2019 school census. Service children will be funded at a rate of £300 per eligible pupil.

Indicative budgets have been based on the number of E6SC recorded on roll in the school for 2018-19. An adjustment to the indicative budget will be made on confirmation of numbers from the DfE, which is expected late in the summer and in light of this provisionally only the first three months (April to June) will be profiled on your school's advance. **It is important for schools to note that for initial budgeting purposes, schools should use their local records to estimate the number of eligible E6SC for the period April 2019 to March 2020**

The ESFA have not provided funding rates for 2020-21 and beyond. Schools funding post 2019-20 will be reviewed as part the governments CSR to take place during 2019. In the absence of future guidance for 2020-21 and 2021-22 the advice provided by the LA is that schools should apply the assumption that funding will continue on the same basis as the grant conditions for 2019-20.

### ***Post Looked After Child (PLAC)***

The pupil premium for 2019-20 will include pupils recorded in the January 2019 school census who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order). These are collectively referred to as post-LAC in these conditions. The rate of funding for an eligible pupil is £2,300.

We are not including indicative funding for PLAC PP. We anticipate that the DfE will notify the LA of a school's entitlement to PLAC PP late in the summer and on receipt of this information we will pass funding onto the school. **It is important for schools to note that for initial budgeting purposes, schools should use their local records to estimate the number of eligible PLAC for the period April 2019 to March 2020**

The ESFA have not provided funding rates for 2020-21 and beyond. Schools funding post 2019-20 will be reviewed as part the governments CSR to take place during 2019. In the absence of further guidance for 2020-21 and 2021-22 the advice provided by the LA is that schools should apply the assumption that funding will continue on the same basis as the grant conditions for 2019-20.

The DfE conditions of grant guidance for 2019-20 can be accessed using this link: [Conditions of Grant guidance](#)

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

The UIFSM grant funding is allocated on an academic year basis (September to August) and therefore straddles two financial years. The ESFA have issued guidance for the period September 2018 to August 2019 to access grant conditions, click on this link: [Conditions of Grant guidance.](#)

The ESFA have not provided funding rates for the academic year 2019-20 and beyond. Schools funding post 2019-20 will be reviewed as part the governments CSR to take place during 2019. In the absence of further guidance for 2020-21 and 2021-22 the advice provided by the LA is that schools should apply the assumption that funding will continue on the same basis as the grant conditions for 2018-19.

### **Year 7 Catch Up 2018-19 (Academic Year)**

The year 7 catch-up premium allocations for 2018 to 2019 have been allocated to schools using the same approach as last year (2017-18), (number of year 7 pupils recorded on the October 2017 schools census / number of year 7 pupils recorded on the October 2018 school census) X the 2017 to 2018 allocation, to access conditions of grant, click on this link [Year 7 literacy and numeracy catch-up premium: 2018 to 2019 conditions of grant](#), [Year 7 catch-up allocations](#)

The ESFA have not provided funding rates for the academic year 2019-20 and beyond. Schools funding post 2019-20 will be reviewed as part the governments CSR to take place during 2019. In the absence of further guidance for 2020-21 and 2021-22 the advice provided by the LA is that schools should apply the assumption that funding will continue on the same basis as the grant conditions for 2018-19.

### **Primary PE and Sport Premium Grant**

Schools received their funding for the period September 2018 to March 2019 in November 2018. The final payment for the period April 2019 to August 2019 will be made to schools in May 2019. For details of the grant allocation click on this link: [Primary PE and Sport Premium Grant](#) to access conditions of grant click on this link: [Primary PE and Sport Premium Grant 2018-19 \(AY\)](#)

The ESFA have not provided funding rates for the academic year 2019-20 and beyond. Schools funding post 2019-20 will be reviewed as part the governments CSR to take place during 2019. In the absence of further guidance for 2020-21 and 2021-22 the advice provided by the LA is that schools should apply the assumption that funding will continue on the same basis as the grant conditions for 2018-19.

### **Teachers Pay Grant (TPG)**

The TPG was introduced in September 2018. The ESFA announced nationally that the grant would be £187m for the period September 2018 to March 2019 and £321m for the period April 2019 to March 2020 (April 2019 to August 2019 £134m and September 2019 to March 2020 £187m). Three documents explaining the TPG have been issued by the ESFA, these are:

- [Teachers' pay grant September 2018 to March 2019: conditions of grant](#)
- [Teachers' pay grant methodology](#)
- [Teachers' pay grant September 2018 to March 2019 allocations: supporting information](#)

Schools received the TPG for the period September 2018 to March 2019 in December. To estimate your TPG for the period April 2019 to August 2019, divide the December amount by 7 and multiply by 5. Details of when the funding is going to be paid to LAs by the ESFA has not been published yet, but we are expecting it to be early in the new financial year for April 2019 to August 2019 and the Autumn for the period September 2019 to March 2020.

To estimate your TPG for the period September 2019 to March 2020 schools should apply the following calculation, rate (teachers' pay grant methodology) X 7/12 X pupil data collection (Teachers' pay grant September 2018 to March 2019 allocations: supporting information). The count data should be moved one year forward, for example where the October 2017 census has been used it will now be October 2018. A calculation tool will be provided as part of the school funding template.

The ESFA have not provided funding rates for 2020-21 and beyond. Schools funding post 2019-20 will be reviewed as part the governments CSR to take place during 2019. In the absence of further guidance for 2020-21 and 2021-22 the advice provided by the LA is that schools should apply the assumption that funding will continue on the same basis as the grant conditions for 2019-20

### **Free School Meals (FSM) supplementary grant**

The ESFA introduced a new grant for FSMs in 2018-19. The purpose of the grant is to recognise the increase in FSMs children due to the roll-out of Universal Credit. For 2018-19 schools will receive funding for the increase in FSM pupils (£440 per pupil) between the October 2017 census and the October 2018 census. This grant will also apply to the financial year 2019-20, where the increase in pupil numbers will be based on the difference between the October 2018 census and the October 2019 census. To access grant conditions, click on this link [Free School Meals \(FSM\) supplementary grant conditions](#), [Free School Meals \(FSM\) supplementary grant allocations](#).

The ESFA are going to review this guidance in Spring 2019. Due to the complexity of forecasting future years FSMs and the pending review of the grant, the LAs advice is to not include an estimate for this grant in 2020-21 and beyond.

## SECTION D – PRIMARY AND SECONDARY SCHOOL

The 2019-20 Funding Guidance book will contain a detailed explanation of Kent's LFF for primary and secondary schools, to access guidance click on the following link: [Primary and Secondary School Funding Guidance 2019-20](#).

### **Split Site Factor (SSF)**

LAs are allowed to have an SSF in its LFF. The Education Skills Funding Agency (ESFA) have not set a prescriptive National Funding Formula (NFF) criteria for Split Sites, but have provided the following guidance:

- The factor is optional and if included in an LFF the factor is to support schools that have unavoidable extra costs because the school buildings are on separate sites.
- Allocations must be based on objective criteria for the definition of a split site, and for how much is paid

In the summer of 2018 the SFF set up a working group to review whether Kent should introduce an SSF.

At the SFF meeting on the 30 November, members of the SFF recommended that an SSF should be introduced into the LFF using the following criteria:

### **Definition of a Split Site**

- 1) Must be a mainstream Primary, Secondary or All through school that has 750 or less pupils on roll as per October census (Age range year R to year 11).
- 2) The two or more sites must belong to a single school that has one DfE number.
- 3) The two or more standalone sites cannot be physically connected nor accessed from another part of the school; they must, however, be separated by a highway and be a minimum of 0.2 miles apart.
- 4) Over 30% of the school's total curriculum must be taught and delivered on each individual site.

### **Elements of funding that make up the factor**

- 1) Reception Staff - £8,000
- 2) Premises Staff - £5,000

3) Senior leadership costs - £10,000

4) Non-salary expenditure - £10,000

Total value of SSF = £33,000

### **Methodology - Lump sum**

School budgets have now been issued for 2019-20 therefore any further schools meeting the above criteria will not qualify for funding in 2019-20. If your school meets the above criteria, please contact Robin Goldsmith (Schools, High Needs and Early Years Team) email [Robin.Goldsmith@kent.gov.uk](mailto:Robin.Goldsmith@kent.gov.uk) by the 31 October 2019 to confirm entitlement to funding for 2020-21.

For further details on the process and work carried out in determining the introduction of SSF, click on the following links [SFF Meeting 30 November 2018 – Item 6 – Split Site Factor](#) , [Item 6 – Appendix 1](#) and [Draft SFF Minutes 30 November 2018](#)

### **SRP funding**

From 2018-19 schools will receive part of their SRP funding through their LFF and part through an SRP budget. In 2017-18 it all came through the SRP budget.

It is important to emphasize that the underlying calculation of the individual SRP rate values has not changed, nor has the amount of funding that the school will receive for their SRP.

In 2017-18, funding for SRPs was allocated as a separate budget allocation (not part of the schools LFF). In the first instance, a per pupil rate was calculated for the SRP based on the need type of the pupil. This rate was then multiplied by the number of pupils in the SRP to arrive at the total SRP budget. The SRP rate was then split into three elements to comply with the ESFA funding methodology for High Needs, called Place Plus.

### ***Example of how the SRP funding rate is calculated***

Age Weighted Pupil Unit	£2,740
Free School Meals	£175
Ever 6 Free School Meals	£121
Income Deprivation Affecting Children Index	£256
English as an Additional Language	£80
Low Prior Attainment	£247
Additional Funding based on Need Type	£9,500
Total Funding	£13,120

### ***Place Plus- how your school received SRP funding***

Element 1 - £4,000

Element 2 - £6,000  
 Element 3 - £3,120

Elements 1 and 2 (£10,000) is known as Place funding and is provided on the number of LA commissioned places. The SRP is guaranteed the £10,000 regardless of whether the SRP actual admits a pupil.

Element 3 is known as Top Up funding. Top Up funding is allocated once a pupil is admitted into the SRP. In the above example the SRP would receive the balance of £3,120.

The change in allocating the funding from 2018-19 is that SRP pupils will now be included in the main school pupil count and SRP pupils will now be partly funded through its LFF budget.

Where the number of places commissioned exceed the number of actual SRP pupils in the provision as at October 2017 census, an adjustment of £4,000 (E1) will be paid to the school to recognise the shortfall in funding due to the pupil not being included the schools' formula budget.

The example below illustrates in further detail the change between 2017-18 and 2018-19 on how SRP funding is passed to a school.

<b>How SRP funding is passed to a school</b>						
	2017-18			2018-19		
<b>Element 1 (£4,000)</b>						
Age Weighted Pupil Unit	£2,740	£4,000	Paid as part of SRP budget	£2,740	£3,620	Paid through School LFF Budget
Free School Meals	£175			£175		
Ever 6 Free School Meal	£121			£121		
Income Deprivation Affecting Children Index	£256			£256		
English as an Additional Language	£80			£80		
Low Prior Attainment	£247			£247		
Part of funding rate based on need type	£380					
<b>Element 2 (£6,000)</b>						
Part of funding rate based on need type	£6,000		Paid as part of SRP budget	£6,000		Paid as part of SRP budget
<b>Element 3 (£3,623)</b>						
Part of funding rate based on need type	£3,120		Paid as part of SRP budget	£3,500		Paid as part of SRP budget
Total	£13,120			£13,120		

### **De-delegation**

Members of the SFF representing maintained primary and secondary phases unanimously voted to continue de-delegating some specific budgets in 2019-20.

The ratification of this process took place at the SFF meeting held on the 30 November 2018.

The budgets where de-delegation applies will be recouped from individual schools in 12 monthly instalments through the schools' advances system. The CFR codes that the recoupment charge will be coded against are shown in table below.

Budget Heading	Amount de-delegated per pupil		CFR code
	Primary	Secondary	
Schools in Financial Difficulties	£18.81	£9.45	E23
Free School Meals Eligibility	£0.57	£0.57	E28
Licences and Subscriptions (SIMs)	£3.63	£3.63	E19
Trade Union Duties	£1.85	£1.85	E10
Schools Personnel Services	£0.80	£0.80	E28
<b>Total amount per pupil</b>	<b>£25.66</b>	<b>£16.30</b>	

### **Post 16 / 6<sup>th</sup> Form Funding**

At the time of writing this guidance, the ESFA have not finalised post 16 budgets. On receipt of this information, due for release by the ESFA sometime in March, schools with 6<sup>th</sup> Forms will need to manually record their Post 16 funding allocation into their 3-year financial plans.

### **Growth Fund**

LAs can top slice funding from the DSG to fund growth in pupil numbers for expanding LA Schools, Academies and Free Schools. The LA Growth Policy must be ratified annually by both the SFF and ESFA to ensure compliance with local and national guidance. At the SFF meeting on the 30 November the SFF ratified Kent's Growth Fund Policy for 2019-20 of which there were no changes to the 2018-19 policy. The value of Kent's Growth Fund is £10.3m, to access a copy of the Kent Growth Fund policy, click on this [Kent Growth Funding guidance 2019-20](#), [Kent Growth Funding guidance 2019-20 Appendix 1](#)

For a school to receive growth funding it must be agreed by its Area Education Officer. Emails detailing future growth funding from April 2019 have been sent out to schools week beginning the 25 February. If you have an questions in relation to growth funding, please contact Robin Goldsmith (Schools, High Needs and Early Years Team) by email [Robin.Goldsmith@kent.gov.uk](mailto:Robin.Goldsmith@kent.gov.uk)

### **Early Years Funding**

The Government introduced a National Funding Formula for Early Years in 2017-18. The funding of each maintained nursery class and our maintained nursery school will continue to be calculated by the LA using a local formula. The funding rates paid to Kent County Council (KCC) by Central Government for both Free Entitlements for three and four year olds and two years olds has remained at the same level since 2017-18. The consequence of the Government's freezing funding rates and not providing any uplift for inflation for two years is that KCC is not able to increase provider rates only maintain the current level.

## SECTION E - SPECIAL SCHOOLS

The 2019-20 Special School funding calculation template can be accessed via the following link [Special School funding template](#) and to access user guidance click on this link [Special Schools Funding template input guidance](#).

A funding guidance book, which provides full details behind the 2019-20 Local Funding Formula has been produced. The information in this document will provide you with a detailed explanation on how your funding has been calculated. To access this document click on this link [Special Schools Funding Guidance 2019-20](#)

### **2019-20 Funding Rates**

Special Schools were sent guidance and a computation on the 11 January detailing the calculation of their funding rate. Special Schools were requested to submit a return by the 25 January confirming that they agreed with the number of places and funding rates. To date most Special Schools have returned and agreed this information. To access your schools funding rate calculation, click on this link, [Funding Rate Calculation 2019-20](#).

### **Outreach**

Outreach resources to support mainstream schools, is distributed based on identified levels of special educational needs via a lead special school in each district (total allocation: £2.4m). Allocations for 2019-20 are the same as 2018-19

Area	District	Early Years County Lead allocation	Allocation to Special Schools	TOTALS
North Kent	Dartford	£8,000	£162,000	£170,000
	Gravesend	£8,000	£172,000	£180,000
	Sevenoaks	£8,000	£112,000	£120,000
West Kent	Tonbridge & Malling	£8,000	£182,000	£190,000
	Tunbridge Wells	£8,000	£142,000	£150,000
	Maidstone	£8,000	£232,000	£240,000
East Kent	Swale	£8,000	£272,000	£280,000
	Canterbury	£8,000	£192,000	£200,000
	Thanet	£8,000	£272,000	£280,000
South Kent	Ashford	£8,000	£202,000	£210,000
	Shepway	£8,000	£192,000	£200,000
	Dover	£8,000	£172,000	£180,000
	TOTALS	£96,000	£2,304,000	£2,400,000

### **Pooled Funding (equivalent of de-delegation)**

On 7 February 2014, Kent Association of Special Schools agreed to pool some specific budgets that were delegated to them in 2013-14 for the first time. This is a rolling annual agreement that applies to the maintained special schools only and covers the following budgets:

Budget Heading	Rate per funded place	CFR expenditure code



Schools in Financial Difficulty	£16.95	E23
Free School Meal eligibility	£0.57	E28
Licences and subscriptions	£3.63	E19
Staff Supply Cover – Trade Union duties	£1.85	E10
Staff Supply Cover – School Personnel Service support	£0.80	E28
	£23.80	

The budgets where pooling applies will be recouped from individual schools in 12 monthly instalments through the schools' advances system. The CFR codes that the recoupment charge will be coded against are shown in the table above.

## SECTION F – OVERVIEW OF MAINSTREAM HIGH NEEDS FUNDING IN KENT

The DfE definition of a High Needs Pupil (HNP) in a mainstream school is determined by a monetary value, where the costs of supporting their needs exceed £6,000 per pupil. For the avoidance of any doubt, the pupil does not need to have an Education Health Care Plan (EHCP) to be defined as HNP and access this funding. Also, for the avoidance of any doubt, funding for pupils in a Specialist Resource Provision (SRP) is excluded from this process.

Place Plus is the overarching High Needs funding methodology and applies to all High Needs pupils regardless of where the pupil is placed. However, there are variations of how Place Plus is applied depending on the type of institution. To understand how Place Plus is applied it is important to note that in the first instance the cost of providing SEN resources for the pupil is identified. Place Plus is a methodology for how the funding is passed to the institution to meet that additional costs.

Knowing what notional SEN funding consists of is key to understanding the mechanics of mainstream High Needs funding. A school's formula budget is broken down into a number of factors, with each factor being used to target funding to the different needs of the pupils within the school. The notional SEN proportion of the budget consists of the following factors, factor 2 - E6FSM and IDACI, factor 3 and factor 4 - English as an Additional Language (EAL), factor 6 - Low Cost High Incidence SEN(LCHIS) and an element of the lump sum factor 7 (Primary £6,235, Secondary £5,580). This funding is targeted through the Kent's LFF for the additional needs of pupils in the school, over and above the basic needs of all pupils.

How this is applied in practice is best explained using an example. A primary school has an annual notional SEN budget of £10,000 and has one high need pupil whose additional need costs £9,000 per annum.

Place Plus is broken down into three elements

- Element 1 (E1) – Core Education Funding
- Element 2 (E2) – Additional Support
- Element 3 (E3) – Top Up Funding.

E1 = Primary school basic entitlement £2,749 (factor 1 – Age Weighted Pupil Unit of funding)

E2 = £6,000 (this is always set at this amount)

E3 = £3,000 (cost of additional need £9,000 less the E2 funding of £6,000)

### How the funding is passed to the school

E1 - included in school's LFF budget (and forms part of the basic entitlement, not the notional SEN budget).

E2 - School meets £6,000 cost from its notional SEN budget. In this example, the notional budget is £10,000, so £6,000 is used for this pupil and the balance of £4,000 is available for the remaining pupils in the school with lower level needs.

E3 - LA funds the £3,000 as a top up.

### Notional SEN Top Up (which is in addition to Element 3)

However, there are some schools that have a disproportionate number of High Needs pupils relative to their notional SEN funding. In these cases, the LA has agreed to provide "notional SEN top up funding", which contributes towards (or in some cases fully funds) the E2 funding

of £6,000 per pupil. This should not be confused with E3 funding, which is something different. It is possible for schools to attract both notional SEN top up and E3 top up funding.

No school will pay more than 10% of its notional SEN budget towards the £6,000 E2 contribution for an individual pupil. Using the example above the school would receive Notional SEN top up of £5,000. This has been calculated as follows:

1. E2 contribution required of £6,000
2. However, school will pay a maximum of 10% of their Notional SEN budget, i.e. 10% of £10,000 = £1,000
3. Therefore, in this example the school will receive £5,000 Notional SEN top up to help meet the costs of E2.

In addition, a threshold of 28% has been set where no school will pay more than 28% of its notional SEN budget towards the total E2 £6,000 contribution for all HNPs in the school. Once the 28% has been reached, the full £6,000 will be reimbursed to the school. So, continuing with the example above, if this school received another two High Needs pupils (three in total), this additional threshold would apply.

1. School would have three children (3 x £1,000 - as per point 2 above) so the expectation is that this school would have to contribute £3,000
2. However, this additional threshold would apply: 28% of £10,000 = £2,800
3. So, this school would receive £5,000 for the first child, £5,000 for the second child and for the third child is would receive £5,000 + £200.
4. If this school had a fourth child, it would receive the full £6,000

### **How to apply for high needs funding in a mainstream school**

School submit an application via the SEN portal ([link to SEN guidance](#)). Once the application has been processed, if it is approved, the Schools' Budget team will be notified. All approved top up funding will then be passed to the school on a monthly basis through the schools' advance system. Included within the budget template suite provided to schools is a tab titled "High Needs Funding Mainstream". Schools should record all their HNPs on this tab and then reconcile the amounts to the schools' advances system on a monthly basis.

## Acronym Buster

<b>Acronym</b>	<b>Description</b>
ACA	Area Cost Adjustment
AY	Academic Year
BPS	Budget Planning Software
CFR	Consistent Financial Reporting
CiC	Children in Care (also known as Pupil Premium Plus)
CSR	Central Spending Review
DFC	Devolved Formula Capital
DfE	Department for Education
DSG	Dedicated Schools Grant
E1	Element 1 of Place Plus High Needs Funding – Core Education Funding
E2	Element 2 of Place Plus High Needs Funding – Additional Support
E3	Element 3 of Place Plus High Needs Funding – Top Up Funding.
E6FSM	Ever 6 Free School Meals
E6SC	Ever 6 Service Children
EAL	English as an Additional Language
EHCP	Education Health Care Plan
ESFA	Education Skills Funding Agency
EYFSP	Early Years Foundation Stage Profile
FSM	Free School Meal
HN	High Needs
HNB	High Needs Block
HNP	High Needs Pupil
IDACI	Income Deprivation Affecting Children Index
KELSI	Kent Education Learning and Skills Information
KS2	Key Stage 2
LA	Local Authority
LAC	Looked After Child
LCHIS	Low Cost High Incidence SEN
LFF	Local Funding Formula
LPA	Low Prior Attainment
MFG	Minimum Funding Guarantee
MFL	Minimum Funding Level
NFF	National Funding Formula
PLAC	Post Looked After Children (also known as Children adopted from care or have left care)
PP	Pupil Premium
SB	Schools Block
SBS	School Budget Share
SEN	Special Educational Needs
SEND	Special Educational Needs and Disabilities
SFF	Schools' Funding Forum
SofS	Secretary of State
SRP	Specialist Resource Provision

<b>Acronym</b>	<b>Description</b>
SSF	Split Site Factor
TPG	Teachers Pay Grant
UIFSM	Universal Infant Free School Meals