



## Primary and Secondary School Budget Notes 2019/20

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## 1. Background

The Council is required to operate a funding formula in order to allocate funding to individual schools. The formula has to comply with *The School and Early Years Finance (England) Regulations*.

The formula as determined by the Council is applicable to all Maintained, Academy, and Free Primary and Secondary schools in Gloucestershire. It applies to Reception to Year 11 pupils only – early years (nursery) pupils are funded separately, as are post 16 sixth form students.

## 2. Funding Changes to Formula Factors since 2018/19 Budget

The unit rates for each factor within the formula are set by the Council in consultation with the Schools' Forum according to the total funding available from the schools block of the Dedicated Schools Grant (DSG).

A percentage reduction of 0.46% has been necessary in order to avoid an overspend of the schools block. The reduction has been applied to all the National Funding Formula (NFF) factors including the minimum funding levels of £4,800 secondary, £3,500 primary; the lump sum, sparsity maximum allocations; split site allocations; the CAP %; and all pupil led factors, in order to balance back to the funding available.

## 3. Formula Factors Measures and Unit Values

The table below outlines the description, data source and unit values for each factor:

Funding Factor	Description	Data Source	Primary	Secondary
<b>Basic entitlement (Age Weighted Pupil Unit)</b>	Single unit for primary aged pupils and a single unit for each of Key Stage 3 and Key Stage 4	Autumn 2018 census	£2,751.11	KS3 - £3,868.44
				KS4 - £4,392.38
<b>Deprivation</b>	Free School Meals	Autumn 2018 census	£440.66	£440.66
	Free School Meals Ever 6	2017 to 2018 pupil premium ever 6 data mapped to the spring 2018 census. Where FSM ever 6 is lower than the corresponding FSM ratio the FSM ever 6 ratio will be increased to the level of the FSM ratio.	£540.81	£786.18

	(IDACI) Band F	Income Deprivation Affecting Children Index (IDACI) data is matched to the autumn 2018 census using pupil's postcodes.	£200.30	£290.43
	(IDACI) Band E		£240.36	£390.58
	(IDACI) Band D		£360.54	£515.77
	(IDACI) Band C		£390.58	£560.84
	(IDACI) Band B		£420.63	£600.90
	(IDACI) Band A		£575.86	£811.21
<b>Prior Attainment</b>	Primary low prior attainment - pupils identified as not achieving the expected level of development in the early years foundation stage profile (EYFSP)	Early Years Foundation Stage Profile (EYFSP) EYFSP total score mapped to the autumn 2018 census. Mapping on UPN only.	£1,023.53	
	Year 7, Year 8 and Year 9 teacher assessment of whether below the expected standard in reading, writing or maths tests. Years 10-11 at level 3 or below in either English or maths at KS2.	KS2 attainment data mapped to the autumn 2018 census. Mapping on UPN only.		£1,552.32
<b>English as an additional language (EAL)</b>	English as an additional language, for a maximum of 3 years after the pupil enters the statutory age school system	Autumn 2018 census for language group, plus autumn 2015, 2016 and 2017 censuses.  Mapping on UPN for on-roll records.	£515.77	£1,387.07
<b>Lump Sum</b>	A standard lump sum for each school		£110,164.79	£110,164.79

Sparsity	<p>Schools that are eligible for sparsity funding must meet two criteria:</p> <ul style="list-style-type: none"><li>• they are located in areas where pupils would have to travel a significant distance to an alternative school should the school close</li><li>• they are small schools</li></ul>	Autumn 2018 census, Get information about schools (GIAS)	£25,037.45 (Tapered)	£65,097.38 (Tapered)
Split Sites	Based on split sites more than 1 miles apart		£58.36 per pupil + base of £43,752.52	
Rates	Based on rateable value set by the Valuation Office Agency	Rates will be funded at the estimate of the actual cost + any prior year adjustments		
Exceptional Factor - Rents	Based on school premises	Exceptional factor for rents where the rent or lease agreement forms ‘an intrinsic part of the school’s activities’ and exceeds 1% of school budget		
Minimum level of per pupil funding	A minimum per pupil level for both Primary and Secondary Schools		£3,483.73	£4,777.69
Funding Floor	A minimum 1% per pupil increase over 2017 to 2018 baselines	The funding floor factor will ensure that the amount a school is allocated through the formula is at least 1% greater than the school’s 2017 to 2018 funding floor baseline		

A full technical specification providing detailed information of the school level data is available on the ESFA website: [ESFA Schools Block Dataset Technical Specification](#)

#### 4. Area Cost Adjustment (ACA)

Schools will receive an area cost adjustment uplift which for Gloucestershire is 0.00618. This has been applied to the pupil led, school led and split site formula factor unit values.

## **5. Minimum per Pupil Funding (MPF)**

The national funding formula ensures every school receives a minimum level of funding per pupil. In 2019/20 due to the percentage reduction of 0.46% this is set at £3,483.73 per primary pupil, and £4,777.69 per secondary pupil. This calculation is based on all formula factors except business rates and split sites.

## **6. Minimum Funding Guarantee Budget (MFG)**

In 2018/19 the only method available for guaranteeing schools the uplift on their per pupil baseline was to set the MFG at +0.5%. In 2019/20 the new funding floor factor can instead be used to ensure that guarantee which also now increases so all schools receive a 1% increase against their 17/18 NFF baseline. Any gains as a result of the floor are also exempt from capping.

As the guaranteed 1% uplift on 2017/18 baselines for all schools can be covered by the floor calculation, the MFG for 2019/20 has been able to be set at 0%.

## **7. Capping and Alternative Gains Cap**

The capping methodology includes the use of the alternative gains cap calculation that was used in the NFF. Again this wasn't available for LAs to use in 2018/19 so is another step towards the Council being able to more closely match the NFF in line with the Forum's recommendation.

Schools and academies will see a maximum gain of either 2.99% of their baseline funding or 20% of their remaining gains in 2019 to 2020.

For example, a school or academy gaining a 10% increase in funding per pupil would receive only the 2.99% capped gains as this is greater than (20% of 10% =) 2%. If a school or an academy was due to receive a 25% increase in per pupil funding through the funding formula, then their gains would instead be capped at (20% of 25% =) 5%, as this is higher than 2.99%.

Any capping is further adjusted where necessary to ensure each school's funding per pupil after capping does not fall below the relevant minimum per pupil funding level or funding floor level.

## **8. Central School Services Block of DSG (CSSB)**

The CSSB includes funding held centrally for:

- Copyright licences
- Admissions co-ordination
- School forum co-ordination
- Centrally retained duties (for both maintained schools and academies)

## 9. Copyright Licences

The Department for Education (DfE) buys copyright licences for all state-funded primary and secondary schools in England – covering schools for almost all their copyright requirements.

Purchasing these licences directly means that DfE can save schools money and the administrative time involved in applying for many different licences.

The licences mean you can copy, re-use and share content from a wide range of sources within your school for non-commercial, educational purposes.

Your school leadership (head and chair of governors) needs to make sure that:

- all intended activities are covered adequately by the licences
- all staff follow the terms and conditions

For more information on what content you can use, and how to gain other permissions please refer to: <https://www.gov.uk/guidance/copyright-licences-information-for-schools>

## 10. Growth Fund

The Growth Fund is part of schools block DSG funding retained centrally to support schools which are required to provide extra places in order to meet basic need within the Authority, including pre-opening and reorganisation costs. The amount needed for the growth fund is agreed each year by the Schools Forum.

The ESFA is very clear that the growth fund can only be used for the purposes of supporting growth in pre-16 pupil numbers to meet basic need and to meet the costs of new schools.

Funding schools that have a significant increase in pupils not related to basic need are not compliant criterion and are disallowed under the Schools and Early Years Finance Regulations.

## 11. De-Delegation (applies to maintained schools only)

The de-delegation rates per pupil in 2019/20 are as follows:

Description	Primary	Secondary
Education Functions (contribution to LA statutory duties for maintained schools)	£5.00	£5.00
Targeted Intervention & Support (Primary only)	£9.27	N/A
October Pupil Increases above Thresholds (Primary only)	£10.53	N/A
Union Facilities (Primary only)	£3.05	N/A

## 12. SEN High Needs Funding – Mainstream Settings

The DfE definition of a High Needs pupil is one where the educational provision cost, including the basic provision given to all pupils exceeds the Age Weighted Pupil Unit (AWPU) plus £6,000.

All mainstream schools are provided with resources to support pupils with additional needs including pupils with SEND. Schools have an amount identified within their overall delegated School Budget, called the **Notional SEN budget**.

The Notional SEN budget consists of 100% of the Prior Attainment factor rate and 2.5% of the Age Weighted Pupil Unit factor rate.

Following the outcome of the formal consultation with schools on high needs last September the schools forum subsequently agreed the change in the protection arrangements from “1 in 75” to “1 in 40”. This will take effect from the 1<sup>st</sup> April 2019.

### **Pre – 16 pupils**

Schools and Academies will be expected to contribute the first £6,000 of the additional educational support provision for high needs pupils from their notional SEN budget - this is over and above the cost of standard teaching and learning (which is funded by the age weighted pupil unit (AWPU)).

The number of high needs pupils for whom schools are expected to contribute will be restricted to 1 for every 40 pupils on roll (October 2018), rounded to the nearest whole number.

### **Post - 16 pupils**

The first £6,000 of funding for high needs post 16 pupils will either be provided by the ESFA if recognised as part of your 16-19 funding allocation, or where that is not the case by additional top-up funding from the LA on a per-pupil basis adjusted where a pupil is not present for the full year.

These pupils are excluded from the 1 in 40 pupils on roll rule as this only applies to pre - 16 pupils.

### **Top-Up Funding**

Top-up funding above these levels will be provided on a per-pupil basis adjusted where a pupil is not present for the full year. Top-ups will be issued monthly by the commissioner placing the pupil. In the case of Gloucestershire, LAC or Welsh pupils this funding will be provided by Gloucestershire County Council. For other local authority pupils this will be agreed between the commissioner and educating institution.

Where the Education, Health and Care Plan (EHCP) provision states the number of 1:1 support hours per week the following annual hourly funding rates will apply:

Early Years Support (EYS)	£312
Midday Supervision (MDS)	£455
Teaching Assistant Grade D (TAD)	£529
Teaching Assistant Grade F (TAF)	£615
Teaching Assistant Grade G (TAG)	£688
Teaching (T)	£1,585

The top up funding allocations are based on current EHCP's known as at 15<sup>th</sup> February 2019 and therefore are **indicative**. The funding allocations will be updated end of March to take into account any know changes since this date.

The allocations will already include part year (April to August) adjustments for:

### **Infants/Junior/Primary**

- Year 6 high needs pupils where transfer to secondary schools is anticipated

Year 2 high needs pupils attending infant schools where transfer to junior school is anticipated

### **Secondary**

- Year 11 & 13 high needs pupils where leaving school at end of 2018/19 Academic Year is anticipated

The top up funding allocation at pupil level will be made available via [Perspective Lite](#). This will be updated each month.

Perspective Lite is a web based system/tool which allows the secure transfer of files between schools and the LA. It also provides live headline key stage data as well as news bulletins, amongst some other useful functionality and is available to purchase via your [GCC Plus traded services account](#).

The top up funding allocation at pupil level file will be called **916nnnn\_1920[Month]HNTopUpBudget.xlsx** where nnnn is your school DfE number.

### **Adjustments to High Needs Funding during the Financial Year**

Schools are reminded that the funding from the High Needs Block will fluctuate throughout the year as pupils and statements change, for example:

- Adjustments will take place where more up-to-date information about pupil transfers becomes available. As budgets can only be based on the most up-to-date information available when issued, there may be some changes necessary during the year e.g. year 7 transfers, pupils in year 11 move into the sixth form etc.
- Where a pupil moves between schools, funding will transfer with the pupil for the remainder of the financial year
- Where a pupils' needs are reassessed. If SEN support hours change, for example (TAF hours), funding will be adjusted accordingly from the date of the change to the end of the financial year
- Where a new qualifying EHCP is issued, the appropriate funding will be issued backdated to the date of issue
- Where a pupil moves from a special school, top up funding will start from the date the pupil commences in mainstream



### 13. SEN High Needs Funding – Special Centres

Pupils attending the special centres are included within the schools formula allocation. In addition, place funding of £6,000 is paid. Unoccupied places on October census day are paid at £10,000 per place. This is based on the number of places agreed by the DfE on an academic year basis.

Top-up funding above these levels will be provided on a per-pupil basis adjusted where a pupil is not present for the full year.

The special centre top-up rates from 1<sup>st</sup> April 2019 are as follows:

Standard rate	£3,244
EPIC centre rate	£5,800

### 14. 16-19 Funding Allocations

The 16-19 funding allocations are calculated using the ESFA funding formula that incorporates factors including student numbers, student retention, higher cost subjects, disadvantaged students and area costs.

This is supplemented by additional funding for high needs students, bursaries and other financial support awarded to individual students.

The figures shown in the budget represent 4/12ths of the 2018/19 academic year allocations and 8/12ths of the 2019/20 academic year allocations. Please note that the 2019/20 academic year allocations are indicative and subject to change.

For more information please refer to the ESFA 16-19 funding pages:

<https://www.gov.uk/guidance/16-to-19-funding-how-it-works>

### 15. Pupil Premium

The Pupil Premium is additional funding allocated to schools depending on the number of pupils eligible for Free School Meals (FSMs). The aim of this policy is to improve the outcomes of these pupils. It is recognised nationally that children who come from economically deprived backgrounds do less well academically than their peers. The premium also includes funding to support Children in Care and also children of service families.

Schools are held to account for the use of the funding and are required to detail how the funding is used with a statement posted on their website. Governors are expected to monitor the use of the additional funding and ensure that it is well targeted.

The pupil premium rates for 2019/20 financial year are as follows:

- £1,320 for each eligible primary-aged pupil
- £935 for each eligible secondary-aged pupil
- £2,300 to support looked-after children

- £2,300 to children adopted from care under the Adoption and Children Act 2002 and children who have left care under a Special Guardianship or Residence Order
- £300 for each eligible service child

Pupil Premium allocations at school level will be published during summer term 2019 following receipt of pupil number data from the spring 2019 census.

The DfE has provided the number of pupils by school previously eligible for FSM, as per past census data. This information is available on the key to success website:

<https://www.keytosuccess.education.gov.uk>.

This means that when added to the number of pupils eligible for FSM in January 2019 schools can estimate the pupil premium in 2019-20. The formula for calculation is as follows:

Pupils on January 2019 who were Ever 6 FSM at autumn 2018 + January 2019 FSM pupils
-
Pupils who are both Jan 2019 FSM and EVER 6 FSM
=
Pupil Premium pupil numbers
x
£1,320 primary / £935 Secondary
=
Indicative Deprivation Pupil Premium allocation for 2019-20

The LA has not validated any of the pupil premium information. As the school census is a statutory return, the guidance on free school meal eligibility therefore has legal force. It is the individual responsibility of the school to ensure this had been adhered to.

As the LA has no control over this funding and distributes the income we receive from the DfE as per their allocation. Schools can access their own indicative numbers on the DfE website (listed above) for use in planning.

For more information please refer to the DfE pupil premium page:

<https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2019-to-2020/pupil-premium-conditions-of-grant-2019-to-2020>

## 16. Devolved Formula Capital

The devolved formula capital rates for 2019/20 financial year are as follows:

Sector	Per non-boarding FTE	Per boarding FTE	Lump sum per school
Nursery / primary	£11.25	£33.75	£4,000
Secondary	£16.88	£33.75	£4,000
Post 16	£22.50	£33.75	£4,000
Special/PRU	£33.75	£33.75	£4,000

For more information please refer to the DfE capital allocations pages

<https://www.gov.uk/government/publications/capital-allocations>

## 17. Other Grants

For further information around other grants please visit the following DfE website pages:

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

The Teachers pay grant continues in financial year 2019 to 2020. Details of the methodology and funding rates for 2019 to 2020 are available here:

<https://www.gov.uk/government/publications/teachers-pay-grant-methodology/teachers-pay-grant-methodology>

### **Teachers Pension Employer Contribution Grant (TPEG):**

The grant covers the 7 months of financial year 2019 to 2020 from September 2019. Details of the methodology and funding rates for 2019 to 2020 are available here:

<https://www.gov.uk/government/publications/teachers-pension-employer-contribution-grant-tpeg/pension-grant-methodology>

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

The grant for Universal Infant Free School Meals continues in academic year 2019 to 2020. Further details will be available during summer term 2019.

<https://www.gov.uk/guidance/universal-infant-free-school-meals-guide-for-schools-and-local-authorities>

### **Primary PE & Sports Premium Grant:**

The Primary PE and Sport Premium grant continues in academic year 2019 to 2020. Further details will be available during autumn term 2019.

<https://www.gov.uk/pe-and-sport-premium-for-primary-schools>

## 18. Governors' Budget Plan (maintained schools only)

The Governors' Budget Plan (GBP) for 2019/20 should be submitted by Friday 24<sup>th</sup> May 2019. The GBP template will be available to schools by W/C Monday 15<sup>th</sup> April 2019. GBPs should show at least a break even position at 31<sup>st</sup> March 2020. If the GBP is forecasting a deficit at 31<sup>st</sup> March 2020, a Recovery Plan will need to be submitted by Friday 28<sup>th</sup> June 2019.

## 19. Schools Financial Value Standard (SFVS) and Assurance

The SFVS helps schools to manage their finances and to provide assurance to the local authority that they have secure financial management in place.

LA maintained schools are required to submit the SFVS annually to the authority. The SFVS for 2019/20 will be published shortly on the DfE SFVS page:

<https://www.gov.uk/guidance/schools-financial-value-standard-and-assurance-sfvs>

## 20. Useful Links

### **School and Academy Financial Management and Assurance:**

Reporting for academies, maintained schools, local authorities, school procurement, risk protection arrangement (RPA), payments and compliance.

<https://www.gov.uk/education/school-and-academy-financial-management-and-assurance>

## 21. Contact for Queries

If you have any queries regarding your budget allocation please submit an email to:

[schoolbudgets@gloucestershire.gov.uk](mailto:schoolbudgets@gloucestershire.gov.uk)