

**TO: SCHOOLS FORUM**  
**DATE: 10 MARCH 2016**

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**2015-16 FUNDING ALLOCATIONS TO SCHOOLS FROM BUDGETS  
CENTRALLY MANAGED BY THE LA  
Director of Children, Young People and Learning**

**1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to present information to the Schools Forum on the in-year allocation of funds to schools through School Specific Contingencies and other centrally managed budgets that are funded from the Dedicated Schools Grant (DSG) and in the first instance centrally managed by the council. It also presents the opportunity to amend existing funding policies.

**2 RECOMMENDATIONS**

The Forum:

- 2.1 **NOTES the following funding allocations to schools, made in accordance with approved policies, in respect of;**

1. **significant in-year increases in pupil numbers (paragraph 5.8);**
2. **schools required to meet the Key Stage 1 Class Size regulations (paragraph 5.12);**
3. **new and expanding schools (paragraph 5.13);**
4. **those with a disproportionate number of SEN pupils (paragraph 5.17);**
5. **support to schools in financial difficulties (paragraphs 5.22 to 5.33).**

- 2.2 **AGREES:**

- 1 **an exceptional funding allocation of up to £10,000 for The Pines Primary School (paragraph 5.20);**
- 2 **the amendments to existing policy text on funds used to distribute centrally managed funds to schools (Annexes 1, 3, 5 and 7 and paragraph 5.16).**

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 To ensure that the Schools Forum supports how contingency funds have been allocated to schools and is aware of the total amount involved.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 These were considered as part of the budget setting process, including not setting aside contingency funds.

## 5 SUPPORTING INFORMATION

### Background

- 5.1 Members of the Forum will be aware that the funding framework for schools is regulated by the Department for Education (DfE) and that this governs the conditions attached to how funds can be allocated to schools. It also sets out the circumstances in which funds can be centrally managed by LAs and how in-year allocations can be determined.
- 5.2 As part of the budget setting process, the Forum agreed that the following six budgets should initially be managed by the LA, for in-year allocation to schools, once approved qualifying criteria is met:
1. significant in-year increases in pupil numbers;
  2. schools required to meet the Key Stage 1 Class Size regulations;
  3. new and expanding schools;
  4. SEN specific contingency;
  5. exceptional and unforeseen costs in primary schools;
  6. support to schools in financial difficulties.

In accordance with the funding framework, items 1 – 4 above are held as centrally managed budgets, available to support both community and academy schools. Items 5 and 6 are de-delegated budgets, included in the Funding Formula for Schools, but returned from community schools for central management, following agreement of the Schools Forum, for which academy schools can retain a relevant share of funds to manage locally.

- 5.3 This annual report is presented to confirm individual funding allocations and to provide an opportunity to review the relevant funding policies.

Contingency allocations - £319,040 total budget. NB applies equally to both community and academy schools when eligibility criteria met and in accordance with DfE requirements will now be called the Growth Fund

Significant in-year increases in pupil numbers - £182,648 budget

- 5.4 To provide in-year financial support to schools experiencing significant increases in pupil numbers, LAs are permitted to retain funding in a Growth Fund for allocation once qualifying criteria is met. This reflects the requirement of the DfE to calculate school budgets on actual pupil numbers which means there is no recognition of future increases which in some cases will have a significant impact on costs.
- 5.5 To provide additional resources to schools facing in-year increases, the Schools Forum has agreed that funding allocations should be made where there is a significant increase in pupils between the census point used for funding school budgets and the actual intake at the start of the next academic year. The relevant thresholds and funding rates are:
- less than 2 FE schools = increase of 10 pupils, at half the core funding rate
  - 2 FE schools = increase of 20 pupils, at the core funding rate
  - 3 FE and above schools = increase of 25, at the core funding rate
- 5.6 Admitting additional pupils at these levels is considered the point at which relevant schools would most likely experience significant cost increases. The general

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expectation is that schools can absorb additional pupils up to these numbers without having to incur any significant cost increases.

- 5.7 The core funding allocation is based on the cost of employing a Teacher at Main Scale Point 6 for the autumn and spring terms only. This is a short term funding measure as on-going funding beyond this point would be included in the next year's budget as relevant pupils would be on the October census used for funding purposes and therefore taken into account in the initial budget calculation. The relevant qualifying criteria used to calculate additional funding is set out in Annex 1, with minor clarifications now proposed.
- 5.8 Based on actual changes in pupil numbers, 8 schools received additional funding, which aggregated to £195,050. Annex 2 sets out individual school allocations and other relevant data.

Schools required to meet the Key Stage 1 Class Size regulations - £86,392 budget  
NB applies equally to both community and academy schools when eligibility criteria met

- 5.9 In a similar way to which funds can be retained for allocation in year to schools experiencing significant increases in pupil numbers, LAs are also permitted to create a contingency to allocate funds to support schools facing additional costs to ensure Key Stage 1 class size regulations to limit classes to no more than 30 pupils per teacher are not breached. Again, this allows the targeting of funds to schools facing real cost pressures that the Funding Formula is not permitted to deal with.
- 5.10 The Forum has agreed that where the aggregate number of Key Stage 1 pupils does not equate to a multiple of 30, additional resources will be added at the amount required to cover the cost of appointing a Teacher on Main Scale Point 6 for the relevant period, after taking account of the funding delivered through the Funding Formula. Top up funding is provided on a "missing pupil" basis and is calculated at the amount required to meet teacher costs only. Based on the current values in the Funding Formula, 15 pupils deliver sufficient resources to employ a teacher. Therefore, the maximum top-up funding a school can receive is for 15 'missing' pupils.
- 5.11 To avoid double funding, if the same pupils result in schools receiving funding through the *significant in-year increase in pupil numbers* category then any Key Stage 1 specific funding is disallowed. The relevant qualifying criteria is set out in Annex 3, with minor clarifications now proposed.
- 5.12 Based on actual changes in pupil numbers for the 2015 summer and autumn terms, and the spring term 2016, 4 schools are entitled to additional funding, which aggregates to £42,479. Annex 4 sets out individual school allocations and other relevant data.

New and expanding schools - £50,000 budget. NB applies equally to both community and academy schools when eligibility criteria met

- 5.13 A specific budget has previously been agreed to support new and expanding schools, which specifically relates to Jennett's Park Primary School. Top up funding has been set aside to reflect the special circumstances arising from a rapid increase in roll from a 1 form of entry school to 2 forms of entry, opening a new class each academic year. Based on the assessed additional costs that the school would face,

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the Forum has agreed that £50,000 should be allocated each year a new class is required to be opened.

- 5.14 As part of the 2016-17 budget setting process, the Forum agreed a one year budget allocation for the expanded Warfield Primary school of £286,900 and the new Amen Corner North Primary school of £20,100. Annex 5 sets out the policy wording associated with this that the Forum is now recommended to approve. These allocations were agreed for 2016-17 only, and the policy will need to be reviewed and updated for 2017-18.

SEN specific contingency - £100,000 budget NB applies equally to both community and academy schools when eligibility criteria met

- 5.15 The DfE encourages LAs to allocate additional resources to schools that admit a disproportionate number of pupils with SEN with a clear expectation that this will affect only a minority of schools. The rationale of the contingency is that the normal operation of the simplified Funding Formula does not adequately resource schools for all costs when there is a large concentration of high needs pupils.
- 5.16 There is no prescribed methodology on how such a fund should work and the scheme agreed by the Forum following consultation schools requires schools to meet both of the following criteria:
1. Where the proportion of pupils on roll classified as high need exceeds 4% of total pupil numbers in a primary school and 2% in a secondary school, and
  2. Where the proportion that top up funding paid to support High Needs pupils compared to the total budget allocated via the BF Funding Formula exceeds 2% in a primary school and 1% in a secondary school.
- 5.17 This resulted in 2 Primary and 2 Secondary schools receiving additional funding allocations that totals £68,842 with Annex 6 setting out individual school allocations and other relevant data.

Exceptional and unforeseen items - £10,000 budget NB this is a de-delegated budget and applies only to community schools when eligibility criteria met

- 5.18 Where a primary school faces exceptional, unexpected costs in-year that were not known when the budget was set and it would be unreasonable to expect the school to meet the costs, bids for additional funding can be sought. The Forum has previously agreed that claims are considered on a case by case basis by the Heads of Service covering Finance, Human Resources and Property before formal consideration by the Forum.
- 5.19 The Forum agreed last year that the Pines Primary School should receive on-going additional financial support. This relates to the additional site costs associated with the expansion of the Pines Primary School where the Primary Professional Centre has been returned to school use to accommodate current and future increases in pupil numbers. The school is occupying the refurbished accommodation on a phased basis, meaning in the early years premises related costs being incurred for the building are significantly larger than required.
- 5.20 The basis of calculating the funding top up was agreed to be equivalent to the additional costs after taking account of an appropriate share of the per pupil funding (Age Weighted Pupil Unit, deprivation funding etc) received for children in the new

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accommodation. The initial calculation indicates top up funding of £10,000. This amount will be subject to update in light of final account actual expenditure for the newly refurbished buildings and any further comments from the school or new matters that come to light during the costing process.

- 5.21 Claims from secondary schools are not ordinarily considered as there is an expectation that in-year changes can be managed from their higher level of resources, although bids can still be submitted for consideration on a case by case basis.

Support to schools in financial difficulties - £271,760 budget NB this is a de-delegated budget and applies only to community schools when eligibility criteria met

- 5.22 School Funding Regulations allow for additional funds outside the normal operation of the Funding Formula to be provided to schools considered to be in financial difficulty. In agreement with the Schools Forum, this de-delegated budget has been returned to the Council for central management. The agreed criteria to be used to allocate this funding is if, in the opinion of the Director of Children, Young People and Learning and the Borough Treasurer, a school:

1. was unable to set a balanced budget and were in need of a loan arrangement at the start of the relevant financial year, and/or
2. was likely to fall into one of the categories of causing concern, including requires improvement and special measures without additional financial support.

- 5.23 In order to allow funds to be allocated within an appropriate time scale, the Forum has agreed to delegate a set of powers to the Director of Children, Young People and Learning to allocate funds up to but not exceeding £150,000 in any financial year, dependent on the Ofsted category of the school, or where there is considered a risk of being placed in a category. Any such allocations would subsequently be reported to the Schools Forum for information

- 5.24 The level of allocation of funds would be:

- a. schools judged to be requiring improvement (up to £20k per year)
- b. schools at risk of being judged to be inadequate and in need of Special Measures (up to £30k per year)
- c. schools deemed to be inadequate and in need of Special Measures (up to £50k per year)

- 5.25 Where schools enter an Ofsted category of concern, the LA establishes a Management Intervention Board (MIB). The Board has an independent chair and senior officers of the LA as members. The headteacher and Chair of Governors of the school also attend the MIB to report on progress. A support plan outlines the actions to be taken by the school and the LA in order to effect rapid improvement. Where the school is unable to fund these actions from its own delegated budget the MIB can request that additional resources be sought. Any such requests are approved by the Director of Children, Young People and Learning.

- 5.26 For schools that are not in an Ofsted category but where additional LA support is deemed to be necessary a Standards Monitoring Board (SMB) can be established of which the headteacher and Chair of Governors attend. The boards meet regularly to discuss progress and determine with the school where additional resources might be required. Requests for additional resources are subject to the approval of the Director

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of Children, Young People and Learning. Schools operating Standards Monitoring Boards remain confidential, due to the sensitive nature of the activity.

### Allocations agreed under powers delegated to the Director

- 5.27 Under these delegated powers, the Director has agreed additional financial support to 4 schools, totalling £46,277.

#### Easthampstead Park Secondary School - £23,206

- 5.28 The school was awarded an Ofsted judgment of Requires Improvement in June 2014 and the LA is supporting the school in making the required improvements. To support the requirements of the Ofsted action plan, additional funding has been approved to access support from a local Teaching School, the development of middle managers and support to primary / secondary transition and 14-19 development.

#### St Michael's (Sandhurst) Primary School - £2,500

- 5.29 The school was awarded an Ofsted judgment of Requires Improvement in July 2013 and the LA is supporting the school in making the required improvements. At the most recent inspection at June 2015, the school was awarded an Ofsted judgment of good. However, to ensure continued improvement in particular at Years 5 and 6 funding for writing intervention work has been agreed.

#### Jennett's Park Primary - £2,000

- 5.30 The school was awarded an Ofsted judgment of Inadequate in December 2014 and the LA is supporting the school in making the required improvements. Funding was agreed for support from a Head Teacher of an outstanding school.

#### Kennel Lane Special Schools - £18,571

- 5.31 The school was awarded an Ofsted judgment of Inadequate in February 2014 and with LA support received a good judgement in December 2015. However, in order to maintain the improvement, additional funding was agreed for leadership development and support to literacy, numeracy and the sixth form. This allocation is subject to the school demonstrating that there are insufficient funds in the school budget to finance the expenditure.

### Allocations agreed by the Schools Forum - £223,300

- 5.32 The following three allocations to schools were approved by the Forum in July 2015 and are reported again for completeness.
- *Brakenhale - £93,300.* A statement of actual costs incurred from the school to support use of this ring-fenced allocation is currently under review, the outcomes of which may result in the return of some funding as the new head teacher was appointed earlier than anticipated which accelerated the withdrawal of the support from the Executive and Interim heads
  - *Winkfields St Marys - £30,000*
  - *Easthampstead Park - £55,000*
- 5.33 In addition to these school allocations, the Forum has also agreed that up to £60,000 of School Adviser and other professional staff support time, such as HR and Finance can be funded from this budget.

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Annex 7 sets out the approved policy text.

### Qualifying criteria used to make funding allocations

- 5.34 To ensure that a consistent and transparent approach is adopted to the allocation of contingency funding to schools, the Forum has agreed a set of eligibility criteria to be applied, and these are attached as annexes to the report. Relevant policies are included in annexes 1, 3, 5 and 7 and paragraph 5.16.
- 5.35 As part of their budget scrutiny process, the DfE has requested that clarifications be made to certain policies to make clear that relevant funds are part of a Growth Fund, as defined in Funding Regulations. It also needs to be made clear that community and academy schools must be treated equally in the allocation of the Growth Fund. Proposed changes to the policy wording to accommodate this are clearly set out in the attached annexes and there are no changes to their practical implementation.
- 5.36 The Forum is recommended to agree all of the relevant policies.

### Conclusion

- 5.37 The funds approved by the Forum to be held by the LA allow for appropriate in-year targeting of resources that is not possible through the simplified Funding Formula for Schools. Current arrangements are considered appropriate and ensure that financial support is provided when needed and that clear and consistently criteria is applied in the allocation of resources. Based on current estimates, a total of £0.651m will be allocated to schools, which is £0.050m below budget and mainly arises from an under allocation of the budgets to support Key Stage 1 class size regulations and the SEN contingency. The anticipated unspent budget will revert to the Schools Budget Unallocated Reserve and will be available to support expenditure in a future year.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 6.1 The relevant legal issues are addressed within the main body of the report.

### Borough Treasurer

- 6.2 The financial implications arising from this report are set out in the supporting information. The allocations meet the requirements of the appropriate funding regulations, the agreed policies and have been taken into account in the financial monitoring arrangements for the Schools Budget.

### Equalities Impact Assessment

- 6.3 None identified.

### Strategic Risk Management Issues

- 6.4 None identified.

## 7 CONSULTATION

### Principal Groups Consulted

- 7.1 Schools and the Schools Forum have previously been consulted on the wording of eligibility criteria to be used on these contingency funds.

### Method of Consultation

- 7.2 Written consultation.

### Representations Received

- 7.3 Included in relevant reports

### Background Papers

None

### Contact for further information

David Watkins, Chief Officer: SR&EH

(01344 354061)

[David.Watkins@bracknell-forest.gov.uk](mailto:David.Watkins@bracknell-forest.gov.uk)

Paul Clark, Head of Departmental Finance

(01344 354054)

[paul.clark@bracknell-forest.gov.uk](mailto:paul.clark@bracknell-forest.gov.uk)

### Doc. Ref

G:\Executive\Schools Forum\76) 100316\2015-16 Funding Allocations from the Schools Contingency.docx



## Criteria for in-year budget allocations to schools experiencing significant growth in pupil numbers

New text is shaded and in italics

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*This element of the Growth Fund is ring fenced so that it is only used for the purpose of supporting growth in pre-16 pupil numbers to meet basic need. The fund will be for the benefit of both maintained and Academy schools. For Academy Schools, the funding is for an academic year.*

*It is proposed that funding allocations should comprise a fixed amount for start-up costs, and for the period when the school is building up numbers after opening a lump sum allocation to cover most of the unavoidable fixed costs, such as head teacher salary, business rates and a lump sum amount for each agreed class that needs to be opened should be made.*

The ~~School-Specific Contingency~~ *Growth Fund* shall include funding for an allocation to those schools that experience exceptional increases in pupil numbers between the October census used for funding original budgets and actual pupil numbers on roll on the following October census

To assist schools in meeting the additional costs arising in such circumstances, an in-year budget addition will be made where the whole school number on roll from Reception up to Year 11 increases up to the point that significant additional costs are expected to be incurred.

The relevant thresholds for additional funding are:

- less than 2 FE schools = 10
- 2 FE schools = 20
- 3 FE and above schools = 25

With the exception of less than 2 FE schools, the amount of additional funding is calculated from the cost of appointing a teacher on Mainscale Point 6 – salary and employer on-costs - for the period September to March.

Less than 2 FE schools will be funded at half the value of other schools sizes, to reflect the lower additional costs expected to be incurred i.e. it is not expected that such schools would ever need to open a new class and recruit a new teacher.

There is one further exception to this general rule. This relates to schools that agree with the LA to open a 'surge' class – i.e. one additional class to accommodate up to 30 additional pupils – where additional funding will be allocated irrespective of the actual number of pupils admitted, if the pupils in the 'surge' class are admitted after the census used for funding purposes. The funding allocation will be calculated in the same way as for general in-year growth, applied from the beginning of the term that the 'surge' class is open, [i.e. rather than against the number of months the 'surge' class is open].

Where a 'surge' class opens after the census point used for calculating the school's budget for the next financial year, a further funding top up will be made to cover the full year cost of a teacher on Mainscale Point 6 and a Learning Support Assistant on Bracknell Forest pay point 12 for the relevant financial year. This funding will be made available for one year only at the commencement of the relevant financial year.

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The allocated funding may need to be scaled if demand significantly exceeds the budget allocation, with final decisions to be determined each year by the Schools Forum.

**Approved by the Schools Forum on 12 March, 2015.**

### 2015-16 Funding allocations to schools experiencing significant growth in pupil numbers

Threshold 10 for schools < 2 Forms of entry									
Threshold 20 for schools 2 Forms of entry, less than 3 FE									
Threshold 25 for schools with 3 and more Forms of entry									
School	No. of Forms of entry as at Sept 2014	Total places available	Statutory NOR Oct 2014	Change to NOR because of Managed Moves	NOR Oct 14 plus adjustments for Managed Moves	NOR Oct 2015 from Census	Change in NOR	Revised threshold	Estimated allocation
Ascot Heath Infant	2	210	202		202	202	0	0	£0
Ascot Heath CE Junior	2	240	241		241	240	-1	0	£0
Binfield CE Aided Primary	2	420	419		419	418	-1	0	£0
Birch Hill Primary	2	420	403		403	406	3	0	£0
College Town Infant & Nursery	3	270	226		226	222	-4	0	£0
College Town Junior	3	360	261		261	249	-12	0	£0
Cranbourne Primary	1	210	205		205	205	0	0	£0
Crown Wood Primary	3	540	467		467	495	28	1	£24,380
Crowthorne CE Primary	1	210	209		209	209	0	0	£0
Fox Hill Primary	1	210	196		196	205	9	0	£0
Great Hollands Primary	2	420	379		379	404	25	1	£24,380
Harmans Water Primary	3	630	649		649	629	-20	0	£0
Holly Spring Infant & Nursery	3	300	281		281	286	5	0	£0
Holly Spring Junior	3	330	277		277	314	37	1	£24,380
Jennetts Park Primary	2	330	294		294	321	27	1	£24,380
Meadow Vale Primary	3	570	537	-1	536	569	33	1	£24,380
New Scotland Hill Primary	1	210	210		210	208	-2	0	£0
Owlsmoor Primary	3	630	536	-1	535	535	0	0	£0
The Pines Primary and Nursery	2	300	231		231	244	13	0	£0
Sandy Lane Primary	3	660	628		628	622	-6	0	£0
St Joseph's Catholic Primary	1	210	209		209	210	1	0	£0
St Margaret Clitherow Catholic Pry	1	210	207		207	202	-5	0	£0
St Michael's Easthampstead CE	1	245	241		241	245	4	0	£0
St Michael's CE Aided Pry (Sand't)	1	210	195	1	196	191	-5	0	£0
Uplands Primary	1	210	210		210	210	0	0	£0
Warfield CE Primary	1	210	210		210	210	0	0	£0
Whitegrove Primary	2	420	445	1	446	450	4	0	£0
Wildmoor Heath	1	210	190		190	199	9	0	£0
Wildridings Primary	2	420	402		402	396	-6	0	£0
Winkfield St Mary's CE Primary	1	210	208		208	209	1	0	£0
Wooden Hill Primary & Nursery	1.66	350	335		335	341	6	0	£0
The Brakenhale	7	1050	816	-9	807	830	23	0	£0
Easthampstead Park Community School	8	1200	692	-5	687	728	41	1	£24,380
Edgbarrow	7	1050	1,046	-1	1,045	1,053	8	0	£0
Garth Hill College	9	1402	1,344	-4	1,340	1,390	50	2	£48,770
Ranelagh CE	5	750	773	1	774	790	16	0	£0
Sandhurst	7	1050	836	-2	834	870	36	1	£24,380
<b>Total Primary</b>	<b>59</b>	<b>10,375</b>	<b>9,703</b>	<b>0</b>	<b>9,703</b>	<b>9,846</b>	<b>143</b>	<b>4</b>	<b>£97,520</b>
<b>Total Secondary</b>	<b>43</b>	<b>6,502</b>	<b>5,507</b>	<b>-20</b>	<b>5,487</b>	<b>5,661</b>	<b>174</b>	<b>4</b>	<b>£97,530</b>
<b>Total All Schools</b>	<b>82</b>	<b>13,787</b>	<b>15,210</b>	<b>-20</b>	<b>15,190</b>	<b>15,507</b>	<b>317</b>	<b>8</b>	<b>£195,050</b>

**Criteria for in-year budget allocations to schools to meet unavoidable costs arising from the Key Stage 1 class size regulations that limit classes to no more than 30 pupils per teacher**

New text is shaded and in italics

Deleted text is bold and struck through

*This element of the Growth Fund is ring fenced so that it is only used for the purpose of supporting schools meet the requirements arising from the Key Stage 1 class size regulations. The fund will be for the benefit of both maintained and Academy schools. For Academy Schools, the funding is for an academic year.*

The ~~School Specific Contingency~~ **Growth Fund** shall include funding for an allocation to those schools that experience unavoidable costs arising from the Key Stage 1 class size regulations that are not resourced through the Funding Formula.

Numbers in reception, Year 1 and Year 2 will be collected termly from the relevant school census to determine the total number of pupils in each school affected by the relevant Regulations. Where the aggregate number of pupils does not equate to a multiple of 30, additional resources will be added at the amount required to cover the cost of appointing a teacher on Mainscale Point 6 – salary and employer on-costs - for the relevant period, after taking account of the funding delivered through the Funding Formula. Funding will be added on a “missing pupil” basis.

The allocated funding may need to be scaled if demand significantly exceeds the budget allocation, with final decisions to be determined each year by the Schools Forum.

An illustration of the funding calculation is as follows which would need to be updated each year to reflect budget decisions and the cost of employing a teacher (all units of resource are therefore illustrative and subject to change):

- a. The per pupil funding rate is assumed to be £2,780 (A)
- b. The cost of a teacher on Mainscale Point 6 – salary and employer on-costs - is £41,700 (B)
- c. To have sufficient income from the Funding Formula to employ a teacher, a school needs  $\frac{£41,700 (B)}{£2,780 (A)} = 15$  pupils (C)
- d. The Funding Formula therefore provides sufficient funding to appoint a teacher provided there are 15 pupils. The maximum top-up funding a school can receive is for 15 ‘missing’ pupils (C)
- e. Therefore where the actual number on roll exceeds a multiple of 30 compared to the number on roll funded in the original budget the school would be entitled to top-up funding
- f. Funding will be added, pro rata per term, for each missing pupil  
The attached Annex sets out funding top-up rates, based on the cost of employing a teacher at £41,700 and the BF Funding Formula delivers sufficient funding to appoint a teacher provided there are 15 pupils. These factors and amounts are subject to annual re-calculation.

Children admitted **in-year** as an “excepted pupil” in accordance with The School Admissions (Infant Class Sizes) (England) Regulations 2012, or other relevant legislative requirement will not be included in the calculation for top up funding as they will not impact on the need to recruit

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a teacher. The exclusion will apply for the full period the child is on roll at the school to the end of Key Stage 1.

“Excepted pupils” currently include those that are admitted to the school outside a normal admission round:

- as a result of the local authority specifying the school in the child’s statemented;
- are looked after;
- were in error initially refused admission;
- are from a service family.

“Excepted pupils” on the roll of a school at the October census will generate per pupil funding for a school in the next budget. These funds will be taken into account in any top up funding calculations.

Separate calculations will be made each term, based on data obtained from the relevant census.

Exceptions:

There are two exceptions to the general rule set out above:

1. In order to avoid double funding, a school will not be eligible for Key Stage 1 class size funding in the autumn and spring terms where the school has qualified of an in-year growth allowance for these pupils.
2. When a school is funded on the basis of estimated actual costs, which is ordinarily a new school or one that opens additional forms of entry during a financial year, it will not be entitled to any top up funding from the Key Stage 1 class size contingency, provided funds for the additional costs that will arise are allocated from an alternative source.

**Approved by the Schools Forum on 12 March, 2015.**

**2015-16 Funding allocations to support schools needing to meet the  
Key Stage 1 Class Size Funding regulations**

School	Total KS1 pupils funded October 2014	K.S 1 Allocation summer term 2015	K.S 1 Allocation autumn term 2015	K.S 1 Allocation spring term 2016	Total
Ascot Heath Infant	202	£0	£0	£0	£0
Binfield CE Primary	180	£0	£0	£0	£0
Birch Hill Primary	179	£0	£0	£0	£0
College Town Infant & Nursery	226	£0	£0	£0	£0
College Town Junior	87	£0	£0	£0	£0
Cranbourne Primary	243	£0	£0	£0	£0
Crown Wood Primary	89	£0	£0	£0	£0
Crowthorne CE Primary	88	£0	£0	£0	£0
Fox Hill Primary	165	£0	£0	£0	£0
Great Hollands Primary	297	£0	£0	£0	£0
Harmans Water Primary	281	£3,966	£3,707	£2,780	£10,453
Holly Spring Infant & Nursery	180	£0	£0	£0	£0
Holly Spring Junior	268	£0	£0	£0	£0
Jennetts Park CE Primary	90	£0	£0	£0	£0
Meadow Vale Primary	248	£7,441	£0	£0	£7,441
New Scotland Hill Primary	123	£0	£11,121	£8,341	£19,462
Owlsmoor Primary	280	£5,124	£0	£0	£5,124
Pines (The)	90	£0	£0	£0	£0
Sandy Lane Primary	90	£0	£0	£0	£0
St. Joseph's Catholic Primary	105	£0	£0	£0	£0
St. Margaret Clitherow Catholic Primary	89	£0	£0	£0	£0
St. Michael's CE Primary, Easthampstead	90	£0	£0	£0	£0
St. Michael's Sandhurst	90	£0	£0	£0	£0
Uplands Primary	180	£0	£0	£0	£0
Warfield CE Primary	81	£0	£0	£0	£0
Whitegrove Primary	174	£0	£0	£0	£0
Wildmoor Heath	89	£0	£0	£0	£0
Wildridings Primary School	150	£0	£0	£0	£0
Winkfield St. Mary's CE Primary	89	£0	£0	£0	£0
Wooden Hill Primary & Nursery	147	£0	£0	£0	£0
<b>TOTAL Primary</b>	<b>4,690</b>	<b>£16,531</b>	<b>£14,828</b>	<b>£11,121</b>	<b>£42,479</b>

**N.B Schools that qualify for an in-year Growth allocation do not qualify for K.S 1 Class size allocation.**

## 2015-16 termly allocation detail for Key Stage 1 Class Size Funding

Ref	School	Data used for original budget			Summer Term data					Autumn Term data					Spring budget data					Ref
		KS1 pupils as at October 2014	Number of classes that can be funded	Number of pupils above multiple of 30	KS1 pupils as at May 2015	Number of classes needed	Additional classes needed	Number of 'missing pupils' needed to fund extra class	KS1 Allocation summer term	KS1 pupils as at October 2015	Number of classes needed	Additional classes needed	Number of 'missing pupils' needed to fund extra class	KS1 Allocation autumn term	KS1 pupils as at January 2016	Number of classes needed	Additional classes needed	Number of 'missing pupils' needed to fund extra class	KS1 Allocation spring term	
1	Ascot Heath Infant	202	7	22	203	7	0	0	£0	202	7	0	0	£0	202	7	0	0	£0	1
2	Binfield CE Primary	180	6	0	180	6	0	0	£0	178	6	0	0	£0	179	6	0	0	£0	2
3	Birch Hill Primary	179	6	29	178	6	0	0	£0	178	6	0	0	£0	175	6	0	0	£0	3
4	College Town Infant & Nursery	226	8	16	227	8	0	0	£0	222	8	0	0	£0	219	8	0	0	£0	4
5	Cranbourne Primary	87	3	27	90	3	0	0	£0	90	3	0	0	£0	89	3	0	0	£0	5
6	Crown Wood Primary *	243	8	3	240	8	0	0	£0	246	9	1	12	£0	252	9	1	12	£0	6
7	Crowthorne CE Primary	89	3	29	90	3	0	0	£0	89	3	0	0	£0	90	3	0	0	£0	7
8	Fox Hill Primary	88	3	28	89	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0	8
9	Great Hollands Primary *	165	6	15	169	6	0	0	£0	169	6	0	0	£0	175	6	0	0	£0	9
10	Harmans Water Primary	297	10	27	296	10	0	0	£0	292	10	0	0	£0	294	10	0	0	£0	10
11	Holly Spring Infant & Nursery *	281	9	11	285	10	1	3	£3,966	286	10	1	4	£3,707	290	10	1	4	£2,780	11
12	Jennetts Park CE Primary **	180	6	0	180	6	0	0	£0	176	6	0	0	£0	178	6	0	0	£0	12
13	Meadow Vale Primary *	268	9	8	258	9	0	0	£0	260	9	0	0	£0	260	9	0	0	£0	13
14	New Scotland Hill Primary	90	3	0	90	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0	14
15	Owlsmoor Primary	248	8	8	250	9	1	6	£7,441	233	8	0	0	£0	233	8	0	0	£0	15
16	Pines (The) *	123	4	3	120	4	0	0	£0	130	5	1	12	£11,121	134	5	1	12	£8,341	16
17	Sandy Lane Primary	280	9	10	289	10	1	4	£5,124	257	9	0	0	£0	264	9	0	0	£0	17
18	St. Joseph's Catholic Primary	90	3	0	90	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0	18
19	St. Margaret Clitherow Catholic Pry	90	3	0	89	3	0	0	£0	87	3	0	0	£0	89	3	0	0	£0	19
20	St. Michael's E'stead CE Aided Pry	105	4	15	105	4	0	0	£0	105	4	0	0	£0	105	4	0	0	£0	20
21	St. Michael's CE Primary, Sandhurst	89	3	29	90	3	0	0	£0	80	3	0	0	£0	83	3	0	0	£0	21
22	Uplands Primary	90	3	0	90	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0	22
23	Warfield CE Primary	90	3	0	90	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0	23
24	Whitegrove Primary	180	6	0	180	6	0	0	£0	179	6	0	0	£0	179	6	0	0	£0	24
25	Wildmoor Heath	81	3	21	83	3	0	0	£0	88	3	0	0	£0	88	3	0	0	£0	25
26	Wildridings Primary School *	174	6	24	176	6	0	0	£0	166	6	0	0	£0	170	6	0	0	£0	26
27	Winkfield St. Mary's CE Primary	89	3	29	90	3	0	0	£0	89	3	0	0	£0	88	3	0	0	£0	27
28	Wooden Hill Primary & Nursery	150	5	0	150	5	0	0	£0	147	5	0	0	£0	143	5	0	0	£0	28
	<b>TOTAL Primary</b>	<b>4,454</b>	<b>150</b>	<b>354</b>	<b>4,467</b>	<b>153</b>	<b>3</b>	<b>14</b>	<b>£16,531</b>	<b>4,399</b>	<b>153</b>	<b>3</b>	<b>28</b>	<b>£14,828</b>	<b>4,429</b>	<b>153</b>	<b>3</b>	<b>28</b>	<b>£11,121</b>	

\* Relevant schools also receive funding from significant increases in pupil numbers so to avoid double funding, autumn and spring term KS1 funding entitlement disallowed.

\*\* Relevant school is funded for in-year cost increase from rising pupil numbers from new and expanding school contingency, so to avoid double funding, KS1 funding entitlement disallowed.

## Proposed criteria for the allocation of additional funds to support new and expanding schools for 2016-17 only

### All new text

This element of the Growth Fund is ring fenced so that it is only used for the purpose of supporting new and expanding schools meeting basic need requirements. The fund will be for the benefit of both maintained and Academy schools. For Academy Schools, the funding is for an academic year.

The school expansion / building programme required to meet basic needs creates a revenue funding pressure to cover initial start-up costs and the diseconomies of scale that will be experienced until sufficient numbers of pupils are on roll. Funding allocations will be made based on the following factors:

- 1) An allocation for pre-opening / start-up costs. New schools will incur start-up costs associated with planning and preparation, including staff recruitment. These apply to the period between the capital work being completed and the school opening, and will characteristically cover salary costs of headteacher, caretaker and administration prior to opening and the purchase of any resources not covered by the capital element of the project. A relevant lump sum payment will be made.
- 2) An allocation for fixed operational expenses. This relates to the need to incur a disproportionate amount of fixed management and premises costs as new schools build up their numbers that the normal operation of the Funding Formula for Schools does not adequately fund when pupil numbers are relatively low. A relevant lump sum payment will be made
- 3) An allocation for diseconomies of scale. This will be based on an amount per agreed class that needs to be open to cover all direct costs associated with each class, e.g. teacher (including PPA), classroom support, learning resources and a contribution to general school costs.
- 4) An allocation for rates. To operate in the same way as the BF Funding Formula. A full budget allocation at the estimated cost of rates.
- 5) Discretion for the relevant Director to consider making adjustments to the funds allocated to new / expanding schools in exceptional circumstances. Any changes would be subject to subsequent agreement of the Schools Forum.

Relevant amounts for each factor will be calculated in accordance with the assessed costs likely to be incurred. They will vary between different types of school, e.g. primary, secondary and whether the school is expanding or brand new.

This is a one year funding policy to be reviewed and updated before April 2017.



## 2015-16 allocations from the SEN Specific Contingency

SCHOOL	No. top-up pupils by school Jan 2015	NOR As at Oct 14	Top-up pupils % (1)	Value of top-up for full year	Budget 15-16 excl de-delegation	Top-up as % of school budget (2)	Qualify under both criteria?	2015-16 funding on proposed criteria	Notes:
Ascot Heath Inf	0.0	202	0.00%	£0	£745,651	0.00%	No	£0	(1) relevant thresholds:
Ascot Heath Jun	5.0	241	2.07%	£15,582	£857,773	1.82%	No	£0	Primary > 4%
Binfield	1.0	419	0.24%	£5,321	£1,367,156	0.39%	No	£0	Secondary >2%
Birch Hill	5.4	403	1.34%	£24,355	£1,376,571	1.77%	No	£0	(1) relevant thresholds:
College Town Inf	1.0	226	0.44%	£1,520	£822,548	0.18%	No	£0	Primary > 2%
College Town Jnr	3.0	261	1.15%	£8,360	£930,781	0.90%	No	£0	Secondary >1%
Cranbourne	1.0	205	0.49%	£1,520	£753,968	0.20%	No	£0	
Crown Wood	11.0	467	2.36%	£42,185	£1,600,759	2.64%	No	£0	
Crowthorne CE Primary	4.0	209	1.91%	£22,043	£775,978	2.84%	No	£0	
Fox Hill Primary	0.0	196	0.00%	£0	£809,464	0.00%	No	£0	
Great Hollands Primary	6.0	379	1.58%	£23,942	£1,443,869	1.66%	No	£0	
Harmans Water Primary	9.0	649	1.39%	£30,213	£2,189,448	1.38%	No	£0	
Holly Spring Infant and Nursery	2.0	281	0.71%	£9,121	£1,009,993	0.90%	No	£0	
Holly Spring Junior	10.0	244	4.10%	£28,000	£859,400	3.26%	Yes	£7,700	
Jennetts Park Primary	2.0	294	0.68%	£5,701	£1,115,458	0.51%	No	£0	
Meadow Vale Primary	3.5	537	0.65%	£10,451	£1,816,602	0.58%	No	£0	
New Scotland Hill Primary	9.0	210	4.29%	£24,950	£770,467	3.24%	Yes	£9,900	
Owlsmoor Primary	4.0	536	0.75%	£19,630	£1,733,625	1.13%	No	£0	
The Pines Primary and Nursery	3.0	231	1.30%	£16,343	£907,039	1.80%	No	£0	
Sandy Lane Primary	10.0	628	1.59%	£32,929	£2,110,973	1.56%	No	£0	
St Joseph's Catholic Primary	4.0	209	1.91%	£21,911	£776,681	2.82%	No	£0	
St Margaret Clitherow Catholic Primary	2.4	207	1.17%	£3,673	£781,386	0.47%	No	£0	
St Michael's Easthampstead CE Aided Primary	3.0	241	1.24%	£10,641	£862,234	1.23%	No	£0	
St Michael's CE Aided Primary (Sandhurst)	1.0	195	0.51%	£1,900	£711,769	0.27%	No	£0	
Uplands Primary	2.0	210	0.95%	£5,320	£767,539	0.69%	No	£0	
Warfield CE Primary	3.0	210	1.43%	£15,202	£790,644	1.92%	No	£0	
Whitegrove Primary	3.0	445	0.67%	£9,881	£1,467,385	0.67%	No	£0	
Wildmoor Heath	1.0	190	0.53%	£1,520	£729,172	0.21%	No	£0	
Wildridings Primary	8.0	402	1.99%	£27,362	£1,434,810	1.91%	No	£0	
Winkfield St Mary's CE Primary	0.0	208	0.00%	£0	£765,082	0.00%	No	£0	
Wooden Hill Primary and Nursery	5.0	335	1.49%	£24,951	£1,229,547	2.03%	No	£0	
Brakenhale	11.0	816	1.35%	£42,621	£4,086,696	1.04%	No	£0	
Easthampstead Park	18.0	692	2.60%	£33,396	£3,797,571	0.88%	No	£0	
Edgbarrow	25.0	1,046	2.39%	£104,395	£4,704,709	2.22%	Yes	£27,500	
Garth	30.0	1,344	2.23%	£59,851	£6,556,059	0.91%	No	£0	
Ranelagh Church of England School	21.6	773	2.79%	£49,939	£3,435,355	1.45%	Yes	£23,742	
Sandhurst School	10.0	836	1.20%	£24,131	£3,919,934	0.62%	No	£0	
<b>Primary total</b>	<b>122</b>	<b>9,670</b>	<b>1.27%</b>	<b>£444,527</b>	<b>£34,313,775</b>	<b>1.30%</b>	<b>0</b>	<b>£17,600</b>	
<b>Secondary total</b>	<b>116</b>	<b>5,507</b>	<b>2.10%</b>	<b>£314,333</b>	<b>£26,500,324</b>	<b>1.19%</b>	<b>3</b>	<b>£51,242</b>	
<b>Total ALL</b>	<b>238</b>	<b>15,177</b>	<b>1.57%</b>	<b>£758,860</b>	<b>£60,814,099</b>	<b>1.25%</b>	<b>3</b>	<b>£68,842</b>	

## **Criteria for the allocation of additional funds to support schools facing financial difficulties**

### Outline of the scheme

School Funding Regulations allow for additional funds outside the normal operation of the Funding Formula to be provided to schools considered to be in financial difficulty. In agreement with the Schools Forum, funding of £0.304m has been set aside in the School's Budget for this purpose. The criteria to be used to allocate this funding has also previously been agreed, and a school would qualify for additional financial support if, in the opinion of the Director of Children, Young People and Learning and the Borough Treasurer, they:

1. were unable to set a balanced budget and were in need of a licensed deficit arrangement at the start of the relevant financial year, and/or
2. were likely to fall into one of the categories of causing concern, including notice to improve and special measures without additional financial support

Where additional funding is agreed, it is on condition that the senior managers and relevant governors of each school attend regular monitoring meetings with officers of the Council, provide such financial and other information that is requested, and do not make any significant deviations in spending, either in magnitude or by type without the approval of the Director of Children, Young People and Learning.

Before any proposed allocation of such funds is passed on to relevant schools, they are reported to and agreed by the Schools Forum. However, this can cause uncertainty and result in a delay in releasing resources to meet an immediate need.

### Powers delegated to the Director of Children, Young People and Learning

In order to allow funds to be allocated within an appropriate time scale it is recommended that a set of principles be agreed by the School Forum which allows the Director of Children, Young People and Learning discretion to allocate funds up to but not exceeding a set level dependent on the Ofsted category of the school. Any such allocations would subsequently be reported to the Schools Forum.

The level of allocation of funds would be:

1. schools issued with a Notice to Improve (up to £20k per year)
2. schools deemed to be in need of special measures (up to £50k per year)
3. schools at risk of either being issued with a Notice to Improve or entering special measures (up to £30k per year)

With a maximum value of aggregate allocations of £150k in any one financial year without the express approval of the Schools Forum.

Where schools enter an Ofsted category of concern (Issued with a Notice to Improve or placed in Special Measures) the LA establishes a Management Intervention Board (MIB). The Board has an independent chair and senior officers of the LA as members. The headteacher and Chair of Governors of the school also attend the MIB to report on progress. A support plan outlines the actions to be taken by the school and the LA in order to effect rapid improvement. Where the school is unable to fund these actions from its own delegated budget the MIB can request that additional resources be sought. Any such requests are approved by the Director of Children, Young People and Learning. Funds would be allocated to the school from those held for schools in financial difficulty.

**Approved by the Schools Forum on 12 March, 2015.**