

# Denbighshire County Council

## Review of the Denbighshire School Funding Formula for Mainstream and Special Schools 2013-14

Consultation Document  
2nd October 2012



**CYNGOR**

***Sir Ddinbych***

***Denbighshire***

**COUNTY COUNCIL**

For circulation to:

- *Primary, Secondary and Special School Head Teachers*
- *School Business and Finance Managers*
- *Chairs of Governors*
- *Lifelong Learning Joint Consultative Committee*
- *Performance Scrutiny Committee*

**All correspondence to be emailed to [carly.wilson@denbighshire.gov.uk](mailto:carly.wilson@denbighshire.gov.uk)**

**Dear Colleague**

It is twenty two years since the introduction of Local Management in Schools (LMS) which saw the process of delegating decision-making to Headteachers and Governing Bodies. During that time Denbighshire has not seen a fundamental review of the way in which its schools are funded. There has been a huge shift in the way in which financial management in schools is undertaken, with the traditional role of an LMS officer being super ceded by a designated Finance Manager employed by a cluster of schools. This has followed the commitment to focus on empowering leadership in schools to support raising attainment for all our children and young people.

Denbighshire's funding formula is now out of date and is not fit for purpose in comparison to the way in which our schools now work. It is increasingly complex to administer and its educational rationale has been eroded over time, with the funding methodology no longer being representative of a 21<sup>st</sup> century school. I am particularly pleased with the principles underpinning the proposal for change; and the fact that the approach is a simplified one which will ensure flexibility and transparency for all schools.

Officers have spent considerable time over the last twelve months looking at our funding arrangements, listening to the views of colleagues in schools and the Schools Budget Forum and considering how other Authorities work both in England and in Wales. The paper which is presented to you is the culmination of this work, which we acknowledge is long overdue. At the outset of this process, I would like to stress that we are presenting a proposal for genuine consultation purposes and we urge you to respond with detailed comment and observations. There is an opportunity for you to comment on the core principles and the future direction of funding and in doing this you will help us to ensure that when the formula is implemented from April next year it is seen by schools as a fair and equitable distribution of resources. This is particularly important, as the fact that the funding pot is not infinite means that it will be impossible to meet the wishes of everyone in all elements. It is imperative, therefore, that the funding provided addresses the real costs accrued. I would therefore stress the importance of you providing feedback and where appropriate justification of how and why alternative proposals would better suit the needs of schools.

I have already discussed with Officers the need to ensure that there is scope for the formula to evolve even further after April 2013 and am keen to see further detailed work undertaken on some of the strategic activity elements as a Phase 2 of this review. In the meantime I'm confident that the proposed formula provides an effective approach to school funding that can continue to be developed in conjunction with the Schools Budget Forum and wider stakeholders.

Thank you to all Schools and Officers who have been involved in the development of these proposals, I look forward to hearing your views.



**Karen Evans**  
**Head of Education**

## 1. INTRODUCTION

This document should be read in conjunction with the communication document distributed on June 1<sup>st</sup> 2012. Please note the change to the timescales with a revised schedule included in this document under section 4.

It is important to note that this consultation is concerned only with the method of distribution of the total schools quantum; it is not an opportunity to comment on the amount of funding within the total quantum. Denbighshire is committed to increasing its levels of delegation in line with the Welsh Government target of 85% by 2014-15 and will continue to work with schools to transfer centrally retained funding and activities to the frontline where appropriate. Denbighshire will also continue to fund in line with the Ministers pledge to protect school budgets and this will be the equivalent to a 2.05% increase in 2013-14.

Please also note that whilst this review does not currently extend itself to specific grants, Post 16 and Foundation Phase funding have been included as they are both distributed on a formula basis and it is highly likely these will be transferred into the Revenue Settlement Grant (RSG) within the next 2 years. Please note that Pupil number calculations for all funding elements will exclude post 16 pupil numbers unless otherwise stated.

The proposals set out within this document have been developed in partnership with schools and take into account new and existing challenges that schools are faced with. The new formula aims to make the school funding process simpler and more transparent allowing schools to be more flexible in the way they plan and manage their funding.

Please note these proposals are still draft and will be subject to change. Following the consultation period a final formula proposal will be constructed, incorporating, where appropriate, the feedback received during the consultation period.

The main considerations in developing this proposal have been:

- The size and types of schools within Denbighshire;
- The need to support and protect the most vulnerable children and young people in our schools;
- Local and national policy expectations;
- To generate long term stability within the funding process;
- To adapt funding in line with real term costs within the school setting;
- To consider the balance of funding between Primary, Secondary and Special Schools.

We are confident that the new formula captures the core principles of:

- **Equity** – understood and accepted by all stakeholders to ensure that it continues to be equitable and deliver the desired outcomes for children and young people
- **Simplicity** – empowering schools to plan their budgets appropriately through simple to use formula that doesn't place heavy reliance on the need for information supplied by the Local Authority
- **Flexibility** – being responsive to internal and external factors so that the funding can work flexibly without the need to make fundamental changes when key drivers or priorities change
- **Stability and Sustainability** – supporting schools in maintaining financial stability by giving them a platform for effective planning and strong budget management.

Included within this document are the following:

- Detailed formula framework
- Indicative budget allocations 2013-14 (based on new formula)
- Comparison of indicative budget allocations 2013-14 (old formula versus new formula)

## 2. PROPOSED FORMULA

The original proposed framework has been developed further and detailed below is the draft proposal on which the Denbighshire Funding Formula will be based.

Whilst the formula focuses primarily on the method of distribution of each element, the review has also focused on the balance of funding across the 3 sectors; Primary, Secondary, Special. The existing split between the primary and secondary sectors will be maintained in its current form as a comparison of spend across the sectors and across Wales suggests that we are consistent with the national picture thus giving us no reason to suggest that our balance of funding is not correct. The level of attainment across KS2 and KS4 is also fairly consistent thus not providing us with a case for redistribution of resources across sectors. To that end the formula review will involve a redistribution within sectors only and not across them.

The document attached in appendix 1 of the original communication document (released on June 1<sup>st</sup>) details how the old formula was distributed. Where necessary this can be compared with the table attached below in Appendix 1.

The main changes from the previous formula will only be the method of distribution across specific elements but with the exception of what was previously the Class Size funding now being proposed as a separate policy. The draft policy is attached in Appendix 4 for consideration alongside the Formula Review proposals.

Each of the 7 elements will have a funding allocation attached to them. That allocation will then be calculated using Activity Cost Drivers that are relevant to the nature of that element. The formula will be applied consistently to all sectors as far as possible but there will be cases where some cost drivers are only applied in primary, secondary or special due to the differences across the sectors.

- **Appendix 1** outlines the detailed formula showing the cost drivers that will be used to create each strategic activity element. It is important that stakeholders consider the effectiveness of the allocations in the context of the strategic activity priorities detailed above and not within the context of individual areas of expenditure. This will then flow with the new arrangements for financial management in schools where a single total budget will be issued, giving Head Teachers and Governors the freedom and flexibility within this allocation to choose how to deploy resources against the priorities within their schools.
- **Appendix 2** outlines the proposed allocations for each element by school based on the 2013-14 indicative data
- **Appendix 3** provides a comparison of indicative allocations for 2013-14 under the new formula against the indicative allocations previously provided in April 2012 under the old formula. (*Schools should use this information with caution as it is important to compare it alongside existing expenditure plans as budget movements may also have corresponding expenditure movements that could absorb the impact of some budget changes*)

It should also be noted that these allocations are only an 2013-14 indicative comparison of what the old and the new formula would have provided based on the data used to inform the budget released in April 2012. They are likely to change (as is always the case) once the data collection exercise is done to inform the 2013-14 final budget set.

- **Appendix 4** is the draft proposal for the future treatment of class size funding.

Schools should consider the class size policy when they are reviewing the changes to the budget as some negative movements may be offset by funding available via this policy.

## 3. TRANSITIONAL ARRANGEMENTS

Each school will be reviewed on an individual basis to compare the movement in budget as a result of the new formula. Transitional funding arrangements will be put in place to safeguard schools whose 3 year budget plan is affected by the changes for an interim period whilst a revised financial plan can be drafted.

An action plan will be developed that sets out how the Local Authority propose to work with those schools where there may be financial and operational risks associated with the changes from the new formula. This will give the opportunity for individual schools issues to be reviewed and for the wider financial position of the school to also be considered.

#### 4. CHANGES TO THE TOTAL DELEGATED SCHOOLS BUDGET

Whilst the formula review is primarily concerned with the redistribution of funding you will note from the figures that there are some changes to the total quantum within each sector (as shown in Appendix 3).

The reasons for this are explained below

- **Primary - The total delegated budget has been adjusted as follows:**

Centrally Retained Funding for the Class Size Policy	(£300,000)
Increase in Foundation Phase Funding	£55,276
Delegation of Outdoor Education Funding	£39,406
Centrally for Retained Funding from the Amalgamation of Ysgol Dyffryn Ial	<u>(£45,423)</u>
<b>Net Budget Reduction</b>	<b>(£250,741)</b>

- **Secondary - The total delegated budget has been adjusted as follows:**

Delegation of Outdoor Education Funding	<u>£16,687</u>
<b>Net Budget Increase</b>	<b>£16,687</b>

- **Special - The total delegated budget has been adjusted as follows:**

Derease in Foundation Phase Funding	(£55,276)
Delegation of Outdoor Education Funding	<u>£1,622</u>
<b>Net Budget Reduction</b>	<b>(£53,654)</b>

#### 5. REVISED TIMESCALES FOR CONSULTATION AND REVIEW

Activity	Target Date	Comments
Electronic Communication document to be distributed to all stakeholders; Joint Consultative Committee, Head Teachers, Business & Finance Managers, Chairs of Governors	June 1 <sup>st</sup> 2012	
Discuss outline framework with the Chair of Governors Forum	June 14 <sup>th</sup> 2012	
Discuss outline framework with the School Budget Forum	June 25 <sup>th</sup> 2012	
Discuss outline framework with the School Business and Finance Network	June 25 <sup>th</sup> 2012	
Discuss outline framework with the Joint Consultative Committee	July 4 <sup>th</sup> 2012	
Detailed financial modelling of the proposed Formula will be undertaken in partnership with School Finance Managers	June - Oct 2012	
Discuss outline proposals with Performance Scrutiny Committee	6th Sept 2012	Committee requested that item is scheduled at the October meeting to consider potential risk areas. Management Factsheet to also be prepared as requested by Members
Discuss outline proposals with the School Budget Forum	12 <sup>th</sup> Sept 2012	Revised timescales for the review discussed with the group following the need to push back the consultation period by 1 month.

Discuss outline proposals with the Welsh Strategic Group	24 <sup>th</sup> Sept 2012	Only the specific proposals for Welsh Language element discussed with the group
Discuss outline proposals with the Business & Finance Network	25 <sup>th</sup> Sept 2012	Meeting deferred to 3 <sup>rd</sup> October 2012
Discuss outline proposals with the Joint Consultative Committee	26 <sup>th</sup> Sept 2012	
<b>Start of Formal Consultation period</b>	<b>2nd Oct 2012</b>	
Discuss proposals with Performance Scrutiny	18 <sup>th</sup> Oct 2012	This meeting was requested following the meeting on the 6 <sup>th</sup> September 2012 so that Elected Members can consider the potential risk areas at the earliest opportunity
Discuss proposals with the Chair of Governors Forum	18 <sup>th</sup> Oct 2012	
Discuss proposals with the Business & Finance Network	23 <sup>rd</sup> Oct 2012	
Discuss proposals with the School Budget Forum	7 <sup>th</sup> Nov 2012	
<b>End of Consultation period</b>	<b>9<sup>th</sup> Nov 2012</b>	
Education Finance to work towards the finalisation of the 2013-14 Indicative Budgets	9 <sup>th</sup> Nov 2012 – 30 <sup>th</sup> Dec 2012	
Seek Cabinet approval for the implementation of the new formula	18 <sup>th</sup> Dec 2012	
Final Formula Document to be sent to all Stakeholders with Indicative 2013-14 Budgets	18 <sup>th</sup> Jan 2013	
Final 2013-14 Budgets to be confirmed	1st Mar 2013	

## 6. CONSULTATION FEEDBACK

The proposals set out in this document are still subject to change pending the feedback from the consultation. Stakeholders should be mindful that it is impossible to create a formula that fully meets the needs of all schools when there is finite funding available. Feedback should therefore focus on whether the proposals meet the core principles originally intended and if they reflect the real cost drivers within schools.

All feedback should be emailed to [carly.wilson@denbighshire.gov.uk](mailto:carly.wilson@denbighshire.gov.uk). The new funding formula is based on actual cost drivers and is a means of allocating funding to schools based on where real costs are being incurred. The feedback therefore must, where possible, provide justification of why

an alternative funding methodology should be used and must demonstrate how and why costs are being incurred for that activity.

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## Appendix 1 – Activity Cost Drivers by Element

Strategic Activity Element	Activity Cost Drivers			
	Primary	Secondary	Special	Comments
Curriculum	<b>Pupils</b> - £1,812 per pupil	<b>KS3 Pupils</b> - £3,071 per pupil  <b>KS4 Pupils</b> - £3,823 per pupil	<b>3 year Average Planned Places</b> -  Band 1 pupil - £13,195 Band 2 pupil - £11,876 Band 3 pupil - £9,897 Band 4 pupil - £8,577 Band 5 pupil - £6,505	The curriculum allocation is primarily driven out on standard pupil numbers but weighted differently across the key stages in Secondary.  Special Schools receive a pupil allocation based on average planned places over the last 3 years. This aims to stabilise year on year fluctuations in pupil numbers across the 2 schools allowing more accurate planning to be undertaken.
	<b>Pupils Year 1 to 6</b> - £1.98 per pupil  <b>Lump Sum</b> - £560 per school	<b>Pupils Year 7 to 11</b> - £1.98 per pupil  <b>Lump Sum</b> - £560 per school	<b>Pupils Year 1 to 11</b> - £1.98 per pupil  <b>Lump Sum</b> - £560 per school	This allocation is consistent with the North Wales agreed Formula for the funding of Outdoor Education provision. The allocation is not however ring-fenced for that purpose.
	<b>KS1 nursery pupils only</b> - £794 per pupil  <b>KS1 reception pupils only</b> - £1624 per pupil  <b>KS1 year 1 pupils only</b> - £686 per pupil  <b>KS1 year 2 pupils only</b> - £686 per pupil		<b>KS1 nursery pupils only</b> - £666 per pupil  <b>KS1 reception pupils only</b> - £1357 per pupil  <b>KS1 year 1 pupils only</b> - £535 per pupil  <b>KS1 year 2 pupils only</b> - £562 per pupil	KS1 pupils attract additional funding towards the Foundation Phase so the KS1 allocation is reflective of Early Years provision and is weighted across the different year groups based on staffing ratio requirements. The funding is currently Welsh Government specific grant but may in future years become part of the Local Authority Revenue Settlement  It is proposed that Primary and Special will be treated consistently and receive the same unit value allocation for Foundation Phase however there is an additional top up in Primary to support Early Years provision for which Special schools are already funded in their planned places.
	<b>Lump Sum</b> - £45,423 per school plus an additional top up weighted as follows:	<b>Lump Sum</b> - £45,423 weighted per school:		The Lump Sum allocation gives schools a fixed funding stream that will support the cost of delivering the curriculum. Primary Schools will receive a fixed allocation based on average salary costs across schools. Secondary Schools will receive a fixed allocation weighted to the size of the school.



	<p>51 to 100 £6,479 101 to 250 £9,719 &gt;250 £12,958</p>	<p>&lt;600 - 2.00 601 to 900 - 1.50 901 to 1200 - 1.00</p>		<p>Smaller schools receive more as this reflects the reality that delivering the same curriculum in smaller class sizes is more difficult in these schools.</p>
		<p><b>Post 16 Credit Equivalent Values (CEU's) - £23 per CEU</b></p>	<p><b>Post 16 Actual allocations</b></p>	<p>Post 16 funding (SEN and Mainstream) has been allocated to the value of the total grant received from the Welsh Government. Only Post 16 pupils will be used in the calculation of these allocations.</p> <p>The proposed allocations in Secondary are consistent with the agreed method of allocation for 2012-13. This has been continued in the new formula proposals but is pending further consultation scheduled for discussion in October. Post 16 SEN in Special Schools is awarded on an actual basis.</p>
	<p><b>FTE All Staff - £646 per fte</b> <b>FTE Teachers only - £4,162 per fte</b></p>	<p><b>FTE All Staff - £646 per fte</b> <b>FTE Teachers only - £1,373 per fte</b></p>	<p><b>FTE All Staff - £646 per fte</b> <b>FTE Teachers only - £2,768 per fte</b></p>	<p>The FTE allocation allows funding to be differentiated from standard pupil numbers where cost incurrence is more aligned to staff numbers rather than pupil numbers. This would support costs such as Maternity, Sickness and Workload.</p> <p>Workload allocations are based on the cost of a UPS 1 teacher although there is not an expectation that this solely covers teaching time at that level. Secondary allocations are reduced by 2/3's to reflect that teachers have non-contact time already scheduled into the working week.</p> <p>Special Schools are allocated an average of the Primary and Secondary allocations for FTE.</p>
	<p><b>Union Lump sum (where applicable) - £90 per half day</b></p>	<p><b>Union Lump sum (where applicable) - £90 per half day</b></p>	<p><b>Union Lump sum (where applicable) - £90 per half day</b></p>	<p>Those schools <u>to whom it applies</u> will receive a lump sum allocation equivalent to the average cost of covering compulsory union secretary time. It will be pro-rata to the amount of time that has been agreed for the member of staff to be released as per the Local Union Branch Secretary agreement. Any local agreements that have agreed an alternative amount will be protected for the life of the agreement.</p>
<p><b>Social Deprivation</b></p>	<p><b>Free School Meal Entitlement - £112 per FSM pupil</b></p>	<p><b>Free School Meal Entitlement - £112 per FSM pupil</b></p>	<p><b>Free School Meal Entitlement - £112 per FSM pupil</b></p>	<p>The allocation reflects the regulatory requirement to adjust the budget share based on social deprivation factors. The proposal is to retain Free School Meals as the cost driver for social deprivation which is consistent with the Welsh Government's approach to allocating the Pupil Deprivation Grant. The allocation would be a 25% top up to the current Welsh Government allocation of £450 per pupil for PDG</p>

<b>Additional Learning Needs</b>	<b>Lump Sum</b> - £600 per looked after child	<b>Lump Sum</b> - £600 per looked after child	<b>Lump Sum</b> - £600 per looked after child	A further allocation of a fixed lump sum per child will be awarded to any school who has a looked after child on role. This is representative of Denbighshire's commitment as a Corporate Parent to Looked after Children. The data to inform this allocation has been collected via the PLASC return.
	<b>Lump Sum</b> - £2500 per School	<b>Lump Sum</b> - £2500 per School		This recognises the cost of paying an SEN allowance at each school. It is not applicable to Special Schools as their curriculum pupil led allocation is already weighted to reflect this.
	<b>Statemented pupils</b> - £12,439 per pupil on a 1 to 1 basis  <b>School Action plus pupils</b> - £579 per pupil	<b>Statemented pupils</b> - £4,146 per pupil on a 1 to 3 basis  <b>School Action plus pupils</b> - £579 per pupil		ALN will primarily be funded using available PLASC data for Statemented and School Action plus pupils. ALN is currently subject to a separate review for primary and will be subject to a separate consultation that may result in a pooled budget arrangement.  Secondary then needs to be part of phase 2 of the same review which may see the allocation method changing. However the suggested allocation here will be an interim measure to address historic anomalies pending the full review.  The ALN allocation does not extend itself to School Action as there is an expectation that 5% of the basic curriculum allocation be used to support pupils with lower level additional learning needs. This allocation is towards supporting pupils with a higher level of need within schools only.  Special schools are not awarded additional funding for ALN as their curriculum pupil led allocation is already weighted to reflect this.
<b>Welsh Language</b>	<b>Per pupil top up of £140 weighted per category:</b>  Cat 1 – 0.25 Cat 2 – 1.00 Cat 3 – 0.25 Cat 4 – 0.50	<b>Per pupil (AWPU) top up of £182 weighted per category:</b>  Cat 1 – 0.25 Cat 2 – 1.00 Cat 3 – 0.25 Cat 4 – 0.00		This element is informed by the following Welsh Government definitions:  <u>Primary:</u>  Cat 1. Welsh Medium Cat 2. Dual Stream Cat 3. Welsh Medium but with significant use of English Cat 4. Predominantly English Medium but with significant

	Cat 5 – 0.00			<p>use of Welsh</p> <p>Cat 5. Predominantly English Medium</p> <p><u>Secondary:</u></p> <p>Cat 1. Welsh Medium  Cat 2. Bilingual Provision  Cat 3. Predominantly English Medium but with significant use of Welsh  Cat 4. Predominantly English Medium</p> <p>The weightings have been calculated with a view to ensuring that additional resources are directed where Welsh Language provision drives an additional cost for schools.</p> <p>Consideration has been given to those cases where additional costs are incurred for providing Dual Stream or Welsh Language provision as opposed to providing normal Welsh curriculum as part of the standard curriculum. These costs would be part of the Curriculum element rather than the Welsh Language element. The Welsh Language top up is intended to support schools who incur additional costs as a result of running courses via the Welsh language</p>
	<b>Lump Sum</b> - £2,040 per category 1, 2 & 3 school	<b>Lump Sum</b> - £42,908 per category 1, 2 & 3 school		The lump sum allocation is allocated only to category 1, 2 & 3 schools where applicable and is benchmarked against the cost of translation support.
<b>Premises</b>	<b>Actual Cost of Business Rates/Rents</b>	<b>Actual Cost of Business Rates/Rents</b>	<b>Actual Cost of Business Rates/Rents</b>	This will be funded on an actual basis for all schools in line with annual NNDR valuations and rental values.
	<b>Floor Area</b> - £32 per m <sup>2</sup>	<b>Floor Area</b> - £29 per m <sup>2</sup>	<b>Floor Area</b> - £32 per m <sup>2</sup>	The premises allocation is a generic unit value that will support all premises related costs and has been calculated using benchmarked expenditure costs and indicative unit values for energy. The lower cost in Secondary reflects the greater economies of scale arising from reduced caretaking costs per m <sup>2</sup> (i.e. 1 caretaker per secondary school versus 1 caretaker in primary schools)
<b>Sustainability</b>	<b>Lump sum</b> – weighted lump sum of £45,423 if amalgamated school on 2 sites:  0 to 100 pupils - 1.50	<b>Lump sum</b> – lump sum of £45,423 if amalgamated school on 2 sites		Any school that has been amalgamated will benefit from receiving a recognised allocation to support the difficulties inherent in managing 2 sites. This includes administration and the increased staffing costs that occur as a result of the 2 schools being amalgamated. The school is funded as 1 school rather than 2 under an amalgamated model so will receive less funding in the formula than a federated school hence the increased lump

	100 to 300 pupils - 0.50 300+ pupils - 0.25			sum.
	<b>Lump sum</b> - £2,000 for federated schools			Any school that has been federated will benefit from receiving an allocation to support the difficulties inherent in managing 2 sites from an administration perspective. The schools still get funded as 2 schools but are managed by one Head Teacher and one Governing Body.
	<b>Transient pupils</b> - £200 per pupil if % transience > 10%	<b>Transient pupils</b> - £200 per pupil if % transience > 10%		Schools that experience transience greater than 10% of their total pupil numbers will be awarded additional funding per pupil for those pupils over the 10% threshold at the rate shown.
	<b>Per Pupil</b> - £1,243 top up per pupil in small schools (i.e. schools with total pupils < 50). Top up is only applied to the difference between the actual pupils on role and the threshold of 50.			This replaces the previous small school protection and provides a top up to the pupil led funding (where applicable) within the weighting shown.  The value is calculated as 50% of the pupil led unit value and 50% of the KS1 year 1 pupil led unit value
		<b>Per Pupil</b> - £82 per out of county pupil if school receives > 50% of its pupils from out of county		This allocation is a means of supporting schools with the pressure associated with sustaining with a high level of pupils on role being from out of county. It is crucial to the future of any school in the event that the school could be unsustainable if those pupils were withdrawn from that school.
			<b>Actual budgeted cost of residential placements</b>	All places will be funded on a budgeted cost basis which is consistent with the means at which we recover the cost of out of county placements. This will be subject to a separate review due to the nature of the facility and the level of need of the pupils.
<b>Business Support</b>	<b>Lump Sum &lt;105 pupils</b>  0.25 days x Grade 9 Business Manager = £2,152  0.25 days x Grade 9 Finance Manager = £2,152	<b>Lump Sum &lt;500 pupils</b>  1.25 days x Grade 9 Business Manager = £10,260  1.25 days x Grade 9 Finance Manager = £10,260	<b>Lump Sum</b>  1.25 days x Grade 9 Business Manager = £10,260  1.25 days x Grade 9 Finance Manager = £10,260	The weighted lump sum allocations reflect the cost of the Building Capacity In Schools project and are aligned to the cost of providing Business and Finance Management support within each school.

	<p><b>Lump Sum &gt;105 pupils</b></p> <p>0.5 days x Grade 9 Business Manager = £4,304</p> <p>0.5 days x Grade 9 Finance Manager = £4,304</p>	<p><b>Lump Sum &gt;500 pupils</b></p> <p>2.5 days x Grade 9 Business Manager = £20,520</p> <p>2.5 days x Grade 9 Finance Manager = £20,520</p>		
	<b>Lump Sum</b> - £1,832	<b>Lump Sum</b> - £3,960	<b>Lump Sum</b> - £3,960	Lump sum allocations have been awarded to recognise services that are charged on a fixed sum basis. The amount is calculated as a benchmark against the cost of Denbighshire's Traded Services.
	<b>Per Pupil</b> - £100	<b>Per Pupil</b> - £100	<b>Per Pupil</b> - £100	Per Pupil allocations have been awarded to recognise services that are charged on a per pupil basis. The amount is calculated as a benchmark against the cost of Denbighshire's Traded Services.
	<b>Headcount</b> - £191 per employee	<b>Headcount</b> - £191 per employee	<b>Headcount</b> - £191 per employee	Headcount allocations have been awarded to recognise services that are charged on a Headcount basis. The amount is calculated as a benchmark against the cost of Denbighshire's Traded Services.
	<b>Governors Clerk</b> - £500 per school	<b>Governors Clerk</b> - £800 per school	<b>Governors Clerk</b> - £800 per school	This has been benchmarked against the cost of Clerking across Wales.
	<b>Free School Meals</b> - £269 per FSM pupil entitlement	<b>Free School Meals</b> - £269 per FSM pupil entitlement	<b>Free School Meals</b> - £269 per FSM pupil entitlement	This is reflective of the cost of paying for Free School Meals for those pupils who are entitled to a meal.
		<b>Actual cost of Leisure Centres</b>		This reflects the actual cost of paying for the Dual Use agreement for the use of Leisure Centres. The charges will be in line with the financial model agreed in the Dual Use Review. Proposals are being considered as part of phase 2 of this review to include the cost of primary swimming sessions.
	<b>Actual Cost of Premises &amp; Liability Insurance</b>	<b>Actual Cost of Premises &amp; Liability Insurance</b>	<b>Actual Cost of Premises &amp; Liability Insurance</b>	All schools will be given the full budget to cover the cost of paying premises and liability insurance.

## Appendix 2 – Total Proposed Allocations by School

Primary School	Curriculum	Social Deprivation & Inclusion	Additional Learning Needs	Welsh Language	Premises	Sustainability	Business Support	Total Proposed Delegated Budget
YSGOL BETWS GWERFIL GOCH	124,310	672	16,676	3,090	13,293	26,980	14,527	199,548
YSGOL Y FAENOL	357,962	3,248	7,132	0	33,011	3,320	37,454	442,127
YSGOL BODFARI	132,746	336	5,995	0	11,576	21,858	14,231	186,742
YSGOL CARROG	131,266	560	16,097	2,240	14,032	24,482	14,518	203,195
YSGOL CEFN MEIRIADOG	215,606	1,008	7,711	0	15,173	0	20,669	260,167
YSGOL CLOCAENOG	152,469	112	4,237	3,387	8,178	14,364	14,525	197,271
YSGOL CAER DREWYN	248,688	2,240	58,626	5,180	33,490	2,260	25,706	376,190
YSGOL CYFFYLLIOG	142,382	224	5,974	6,520	9,413	22,482	13,732	200,726
YSGOL MAES HYFRYD	241,426	448	42,713	4,595	24,300	2,000	20,045	335,527
YSGOL Y PARC INFANTS	562,061	1,568	27,140	0	34,324	0	40,748	665,841
YSGOL FRONGOCH JUNIORS	433,153	2,464	49,703	0	39,000	0	44,405	568,725
YSGOL PENDREF	532,957	8,960	54,717	0	57,754	23,812	61,996	740,195
YSGOL TWM O'R NANT	704,471	1,344	75,697	10,545	45,374	0	53,548	890,979
YSGOL HIRADDUG	578,535	2,576	37,842	0	72,679	0	50,495	742,128
YSGOL GELLIFOR	263,597	336	4,816	0	24,649	2,000	21,055	316,453
YSGOL BRO ELWERN	146,599	224	3,658	3,317	12,694	18,862	15,422	200,775
YSGOL HENLLAN	233,422	1,456	22,487	4,350	21,686	0	22,533	305,934
YSGOL BRO FAMAU	251,485	0	5,395	0	39,979	68,135	20,281	385,275
YSGOL LLANBEDR CONTROLLED	159,938	0	5,395	0	15,196	13,739	16,147	210,415
YSGOL DYFFRYN IAL	164,714	112	5,974	7,990	21,093	9,368	17,596	226,846
YSGOL GYNRADD LLANDRILLO	116,619	224	17,255	2,967	13,522	31,352	13,262	195,200
YSGOL BRYN CLWYD	117,439	560	29,116	1,680	31,381	34,474	15,529	230,179
YSGOL LLANFAIR D.C.	305,719	672	4,237	15,620	19,057	0	25,094	370,399
YSGOL BRYN COLLEN	427,732	2,464	29,435	0	31,834	0	39,558	531,023
YSGOL BRO CINMEIRCH	243,112	224	17,255	4,455	23,569	0	18,585	307,199
YSGOL MELYD	431,792	5,040	203,172	0	42,218	0	47,723	729,944
YSGOL PENTRECELYN	142,982	224	4,816	3,195	14,395	21,233	14,807	201,651
YSGOL BODNANT COMMUNITY SCHOOL	1,256,437	8,400	67,756	0	116,251	11,356	106,102	1,566,303
YSGOL CLAWDD OFFA	666,804	5,712	7,132	0	97,854	0	64,438	841,940
YSGOL PENMORFA	1,123,715	11,200	66,233	0	110,092	6,260	100,322	1,417,822
YSGOL Y LLYS	813,976	3,136	21,308	12,015	75,663	0	61,193	987,291
YSGOL PANTPASTYNOG	213,447	0	27,958	4,087	10,517	0	17,601	273,610
YSGOL RHEWL	168,170	112	4,237	8,480	15,494	4,996	15,184	216,673
YSGOL Y CASTELL	558,193	2,128	25,382	0	53,959	0	50,301	689,963

YSGOL BRYN HEDYDD	1,173,141	6,720	104,050	0	78,689	880	92,801	1,456,281
CHRIST CHURCH C.P.	1,173,058	25,312	158,355	0	112,011	14,500	138,315	1,621,551
YSGOL DEWI SANT	1,361,006	7,280	28,835	19,540	118,302	0	102,156	1,637,119
YSGOL EMMANUEL	1,177,403	21,280	259,072	0	93,503	10,440	129,584	1,691,283
YSGOL LLYWELYN	1,372,238	12,432	69,191	0	138,848	5,500	116,586	1,714,794
YSGOL MAIR R.C.	773,179	7,168	38,421	0	85,520	1,740	73,303	979,331
YSGOL BORTHYN CONTROLLED	345,079	2,464	23,045	0	35,893	0	40,465	446,946
RHOS ST. C.P.	505,309	2,240	56,931	0	47,479	0	46,676	658,635
YSGOL PENBARRAS	690,448	112	33,747	10,387	39,349	0	49,489	823,533
ST. ASAPH INFANTS V.P.	365,141	1,792	13,522	0	27,431	2,500	30,363	440,748
YSGOL ESGOB MORGAN	243,541	1,792	43,032	0	33,249	0	26,773	348,387
YSGOL TREFNANT CONTROLLED	225,820	448	8,869	0	16,170	0	19,133	270,440
YSGOL TREMEIRCHION	215,133	0	4,237	3,965	12,239	0	16,547	252,121
YSGOL GYMRAEG Y GWERNANT	349,443	1,232	59,205	5,942	34,493	0	31,886	482,201
ST BRIGID'S	366,161	448	21,887	0	27,428	0	29,640	445,565
<b>TOTALS</b>	<b>22,700,024</b>	<b>158,704</b>	<b>1,905,673</b>	<b>143,544</b>	<b>2,103,307</b>	<b>398,889</b>	<b>2,073,048</b>	<b>29,483,189</b>

Secondary School	Curriculum	Social Deprivation & Inclusion	Additional Learning Needs	Welsh Language	Premises	Sustainability	Business Support	Total Proposed Delegated Budget
DENBIGH HIGH SCHOOL	2,616,861	12,544	110,713	0	273,129	0	328,253	3,341,500
YSGOL DINAS BRAN	3,587,632	10,416	152,524	252,045	319,831	0	293,743	4,616,190
PRESTATYN HIGH SCHOOL	6,110,110	30,688	227,539	0	421,871	0	446,816	7,237,023
RHYL HIGH SCHOOL	2,918,689	28,112	245,836	0	301,617	0	425,458	3,919,712
BLESSED EDWARD JONES	1,867,481	18,704	87,346	0	142,585	0	171,481	2,287,597
YSGOL BRYNHYFRYD	4,251,594	7,952	158,514	306,683	379,778	0	338,396	5,442,916
YSGOL GLAN CLWYD	3,579,249	7,056	108,298	99,562	247,440	0	265,085	4,306,691
ST BRIGID'S	1,386,044	1,344	37,282	0	52,972	0	92,087	1,569,729
<b>TOTALS</b>	<b>26,317,659</b>	<b>116,816</b>	<b>1,128,052</b>	<b>658,290</b>	<b>2,139,222</b>	<b>0</b>	<b>2,361,318</b>	<b>32,721,357</b>

Special School	Curriculum	Social Deprivation & Inclusion	Additional Learning Needs	Welsh Language	Premises	Sustainability	Business Support	Total Proposed Delegated Budget
YSGOL PLAS BRONDYFFRYN	1,838,386	2,576	2,400	0	92,604	667,830	91,300	2,695,096
YSGOL TIR MORFA	1,908,479	4,144	5,400	0	144,570	0	77,577	2,140,170
<b>TOTALS</b>	<b>3,746,864</b>	<b>6,720</b>	<b>7,800</b>	<b>0</b>	<b>237,174</b>	<b>667,830</b>	<b>168,8777</b>	<b>4,835,266</b>

### Appendix 3 – Comparison of 2013-14 indicative budgets

Primary School	Total Proposed Delegated Budget New Formula	Total Proposed Delegated Budget Old Formula	Difference - Increase / (Decrease)	Difference Excluding ALN (Statemented & School Action Plus)
YSGOL BETWS GWERFIL GOCH	199,548	200,110	(562)	(3,729)
YSGOL Y FAENOL	442,127	438,310	3,817	6,245
YSGOL BODFARI	186,742	193,570	(6,828)	(3,203)
YSGOL CARROG	203,195	208,040	(4,845)	(6,163)
YSGOL CEFN MEIRIADOG	260,167	276,680	(16,513)	(10,444)
YSGOL CLOCAENOG	197,271	194,400	2,871	1,134
YSGOL CAER DREWYN	376,190	372,560	3,630	2,874
YSGOL CYFFYLLIOG	200,726	196,550	4,176	4,252
YSGOL MAES HYFRYD	335,527	320,360	15,167	5,064
YSGOL Y PARC INFANTS	665,841	637,030	28,811	25,041
YSGOL FRONGOCH JUNIORS	568,725	576,030	(7,305)	(21,177)
YSGOL PENDREF	740,195	773,240	(33,045)	16,079
YSGOL TWM O'R NANT	890,979	910,730	(19,751)	(52,089)
YSGOL HIRADDUG	742,128	744,110	(1,982)	7,755
YSGOL GELLIFOR	316,453	324,010	(7,557)	257
YSGOL BRO ELWERN	200,775	210,550	(9,775)	(9,183)
YSGOL HENLLAN	305,934	331,400	(25,466)	(26,753)
YSGOL BRO FAMAU	385,275	388,120	(2,845)	(5,740)
YSGOL LLANBEDR CONTROLLED	210,415	247,340	(36,925)	(33,810)
YSGOL DYFFRYN IAL	226,846	316,160	(89,314)	(90,008)
YSGOL GYNRADD LLANDRILLO	195,200	189,020	6,180	85
YSGOL BRYN CLWYD	230,179	222,560	7,619	(2,667)
YSGOL LLANFAIR D.C.	370,399	408,580	(38,181)	(23,548)
YSGOL BRYN COLLEN	531,023	611,540	(80,517)	(36,801)
YSGOL BRO CINMEIRCH	307,199	315,550	(8,351)	(13,716)
YSGOL MELYD	729,944	717,760	12,184	(22,771)
YSGOL PENTRECELYN	201,651	196,260	5,391	7,775
BODNANT COMMUNITY SCHOOL	1,566,303	1,571,470	(5,167)	18,317
YSGOL CLAWDD OFFA	841,940	806,040	35,900	35,788
YSGOL PENMORFA	1,417,822	1,493,270	(75,448)	(39,581)
YSGOL Y LLYS	987,291	1,018,810	(31,519)	(22,207)
YSGOL PANTPASTYNOG	273,610	262,780	10,830	(10,078)
YSGOL RHEWL	216,673	206,030	10,643	8,906
YSGOL Y CASTELL	689,963	712,620	(22,657)	(18,759)
YSGOL BRYN HEDYDD	1,456,281	1,369,810	86,471	45,951
CHRIST CHURCH C.P.	1,621,551	1,644,130	(22,579)	(8,686)
YSGOL DEWI SANT	1,637,119	1,587,220	49,899	49,044
YSGOL EMMANUEL	1,691,283	1,556,190	135,093	37,999
YSGOL LLYWELYN	1,714,794	1,749,280	(34,486)	(31,136)
YSGOL MAIR R.C.	979,331	989,760	(10,429)	8,300
YSGOL BORTHYN CONTROLLED	446,946	503,040	(56,094)	(26,029)
RHOS ST. C.P.	658,635	672,280	(13,645)	(7,536)
YSGOL PENBARRAS	823,533	854,460	(30,927)	(9,495)
ST. ASAPH INFANTS V.P.	440,748	411,700	29,048	20,157
YSGOL ESGOB MORGAN	348,387	353,770	(5,383)	(41,085)
YSGOL TREFNANT CONTROLLED	270,440	289,140	(18,700)	(7,248)
YSGOL TREMEIRCHION	252,121	268,190	(16,069)	(10,216)
YSGOL GYMRAEG Y GWERNANT	482,201	487,800	(5,599)	(17,844)
ST BRIGID'S	445,565	405,570	39,995	59,937
<b>TOTALS</b>	<b>29,483,189</b>	<b>29,733,930</b>	<b>(250,741)</b>	<b>(250,741)</b>



<b>Secondary School</b>	<b>Total Proposed Delegated Budget New Formula</b>	<b>Total Proposed Delegated Budget Old Formula</b>	<b>Difference - Increase / (Decrease)</b>	<b>Difference Excluding ALN (Statemented &amp; School Action Plus)</b>
DENBIGH HIGH SCHOOL	3,341,500	3,398,780	(57,280)	(57,280)
YSGOL DINAS BRAN	4,657,610	4,671,840	(14,230)	(14,230)
PRESTATYN HIGH SCHOOL	7,237,023	7,147,210	89,813	89,813
RHYL HIGH SCHOOL	3,923,712	3,867,150	56,562	56,562
BLESSED EDWARD JONES	2,293,757	2,308,690	(14,933)	(14,933)
YSGOL BRYNHYFRYD	5,442,916	5,402,880	40,036	40,036
YSGOL GLAN CLWYD	4,306,691	4,322,610	(15,919)	(15,919)
ST BRIGID'S	1,569,729	1,637,090	(67,361)	(67,361)
<b>TOTALS</b>	<b>32,772,937</b>	<b>32,756,250</b>	<b>16,687</b>	<b>16,687</b>

<b>Special School</b>	<b>Total Proposed Delegated Budget New Formula</b>	<b>Total Proposed Delegated Budget Old Formula</b>	<b>Difference - Increase / (Decrease)</b>	<b>Difference Excluding ALN (Statemented &amp; School Action Plus)</b>
YSGOL PLAS BRONDYFFRYN	2,695,096	2,725,510	(30,414)	(30,414)
YSGOL TIR MORFA	2,140,170	2,163,410	(23,240)	(23,240)
<b>TOTALS</b>	<b>4,835,266</b>	<b>4,888,920</b>	<b>(53,654)</b>	<b>(53,654)</b>

The tables above show the movement in the budget compared to the figures released under the old formula in April 2012. These are currently being used to inform the 3 year plans for all schools. It is important that School Finance Managers prepare revised expenditure plans to reflect the changes in the budgets in order to see the real impact of the changes as any expenditure changes may also distort the real impact. For Primary schools the figures have been shown excluding SEN budgets as these have been reallocated on a new formula but will potentially be pooled centrally under the SEN review that is currently out to consultation. These changes would distort the overall movement in budget as they have no real impact on the actual school position if pooled so they have been excluded above in order to show the real changes for each school.

## Appendix 4 – Infant and Junior Class Size Funding Policy

The proposed policy for the treatment of Infant and Junior Class Size Funding accompanies this consultation document. Schools should consider their ability to apply for funding against this policy when considering their revised financial position under the new formula. This policy replaces the previous funding applied within the formula for class size funding and £300k will be retained centrally to support the funding of the applications against the policy.

# INFANT AND JUNIOR CLASS SIZE FUNDING



CYNGOR

*Sir Ddinbych*

*Denbighshire*

COUNTY COUNCIL

Date Created: August 2012

Last Modified: August 2012

Author: Planning & Resource Manager

## **Purpose of the document**

This document outlines the process by which schools may apply to the Local Authority to receive additional funding to support classes where the class size regulations need to be met.

## **Background**

The Schools Standards and Framework Act 1998 placed a statutory duty on local authorities and governing bodies to limit infant class sizes to no more than 30 pupils. This target was set to cover reception class, year 1 and year 2 and would be enforced from 2001 onwards. Furthermore, Welsh Government is committed to ensuring local education authorities and schools maintain primary class sizes of 30 or fewer. There is not a statutory requirement for class sizes to be capped at 30 at KS2 however Denbighshire are committed to enforcing this in line with the KS1 requirement.

Grants were initially made available to all 22 local authorities to employ additional teachers and build new classrooms in order to reduce infant class sizes. A commensurate level of funding was then transferred to the Local Government Revenue Settlement in 2002 for local Authorities to deploy within their own funding regime.

It is important to note that the Local Authority is the admitting authority for all community maintained schools and has the statutory responsibility for admitting pupils. The responsibility for admitting pupils to Voluntary Aided schools (Ysgol Trefnant, Ysgol Mair, Blessed Edward Jones School and St Brigid's) rests with the governing body.

Class Size problems can arise when:

- A School teaches mixed aged classes and pupils have been admitted in excess of the admission number in particular year group(s) due to the remote locality of the school;
- Due to the size, layout and use of the school the admission number for the school results in too many pupils in particular year groups to organise single age classes;
- The Authority receives a high number of applications within the transition round for school(s) in a particular area;
- the Authority receives a high number of applications outside the transition round for school(s) in a particular area;
- The school has previously admitted additional pupils without the permission of the local Authority;
- There is high demand at schools providing bilingual/Welsh medium education;
- There is high demand at schools providing faith based education;
- It becomes necessary to create a class containing Foundation Phase (Y2) and KS2 (Y3) pupils;

In these cases schools may face budget problems if they cannot reduce class sizes to 30 pupils by the following academic year. Schools may have to employ additional staff to meet infant class size regulations or levels desired by Welsh Government at primary stage. This policy aims to address these issues and support schools with the allocation of additional funding to support additional staff where applicable.

Prior to any application for additional funding, schools must ensure they have considered the exceptions granted by the Welsh Government for consideration against class sizes as these may prevent the need for any additional funding. An extract of the regulations is detailed below:

*Source: The Education Wales Regulations 1998*

## **Permitted Exceptions - Infants: (4 to 7 year olds)**

- A. Children whose statements of Additional Learning Need (ALN) specify that they should be educated at the school concerned, and who are admitted to the school outside a normal admission round.
  - B. Looked after children who are admitted to schools outside the normal admission round.
  - C. Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
  - D. Children who cannot gain a place at any other suitable school within a reasonable distance of their home because they move into the area outside a normal admission round.
  - E. Children for whom education at a school which is Welsh speaking is desired where the school concerned is the only such school within a reasonable distance of their home (this also applies to pupils who are admitted outside the normal admission round).
  - F. Children admitted outside the normal admissions round for whom education at a school of a particular religious character is desired.
  - G. Children who are admitted to the school within an age group in which pupils are normally admitted (i.e. reception class only – **NOT** year 1 or 2) and after the first day of the relevant school year, where the school has not yet reached its admission number, but has already organised its classes, and the admission of the child would mean that the school would have to take relevant measures.
  - H. Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
  - I. Children with ALN who are normally educated in a special unit (resource provision) in a mainstream school, but who receive part of their lesson in a non-special class.
- Children in categories A-G above will only be treated as excepted pupils during the first academic school year in which they are admitted to the school.
  - Children in categories H and I are treated as excepted pupils only when they are in a junior class at the mainstream school or outside the resource provision (as the case may be)

#### **Permitted Exceptions – Juniors: (7 to 11 year olds)**

- A. Children whose statements of ALN specify that they should be educated at the school concerned, and who are admitted to the school outside a normal admission round.
- B. Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
- C. Children who cannot gain a place at any other suitable school within a reasonable distance of their home because they move into an area outside a normal admission round.

- D. Children who are admitted to a school after the end of the normal admissions round where the admission number relevant to a child's particular year group has not previously been reached.
- E. Children for whom an education at a school which is Welsh speaking or of a particular religious denomination is desired, where the school concerned is the only such school within a reasonable distance of their home (this also applies to pupils who are admitted outside the normal admission round).
- F. Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
- G. Children with additional learning needs who are normally educated in a special unit (resource provision) in a mainstream school, but who receive part of their lessons in a non-special class.
- H. Looked after children who are admitted to schools outside a normal admissions round.

### **Application process**

Funding will be time limited to 1 academic year and schools must submit a business case by May 31<sup>st</sup> of each financial year to have their class sizes reconsidered for the following academic year. This is to ensure that any changes in circumstances have been considered in order to make the best use of the funding available to schools.

A lump sum allocation will be awarded if the business case is approved. Schools must ensure they use this funding in line with the proposals detailed in their submission. Funding will only be awarded once the commitment to the plan has been validated by the Planning and Resources Team.

The funding will always be awarded at the start of the academic year for cases that are deemed to have met all the criteria set out in this policy. Schools will be notified if their application is successful by 30<sup>th</sup> June of each financial year. Schools will not be penalised if they commit to additional staff and then the pupil places do not materialise in September provided they have followed the process outlined in this policy.

Any pupils admitted outside of the normal admissions process (i.e. after 1<sup>st</sup> September) will not attract funding and will not be subject to the class size regulations during that academic year. Schools would however be required to make arrangements for reducing class sizes ready for the new academic year and will be permitted to submit a business case for that new academic year if they are unable to meet the regulations at that point.

### **Funding**

The school will be awarded funding that equates to an average teacher on M4 £33,000. The amount of pupil led funding already received within the funding formula for the number of pupils over the 30 threshold will however be deducted from the funding awarded to prevent duplicate funding being received by the school. The school will also only receive the equivalent level of funding for the fte they need to recruit regardless of the level at which they recruit at (i.e. if they need a 0.5fte teacher and recruit at an M2 then they will be awarded an M4 0.5fte at £16,500 and will retain the saving, likewise if they recruit at a level higher than an M4 they will be required to fund the difference). All schools are entitled to apply to this scheme regardless of their current level of balances. The scheme aims to avoid schools being penalised financially as a result of forced admissions and the requirement to meet class size regulations.

#### *Funding Illustration:*

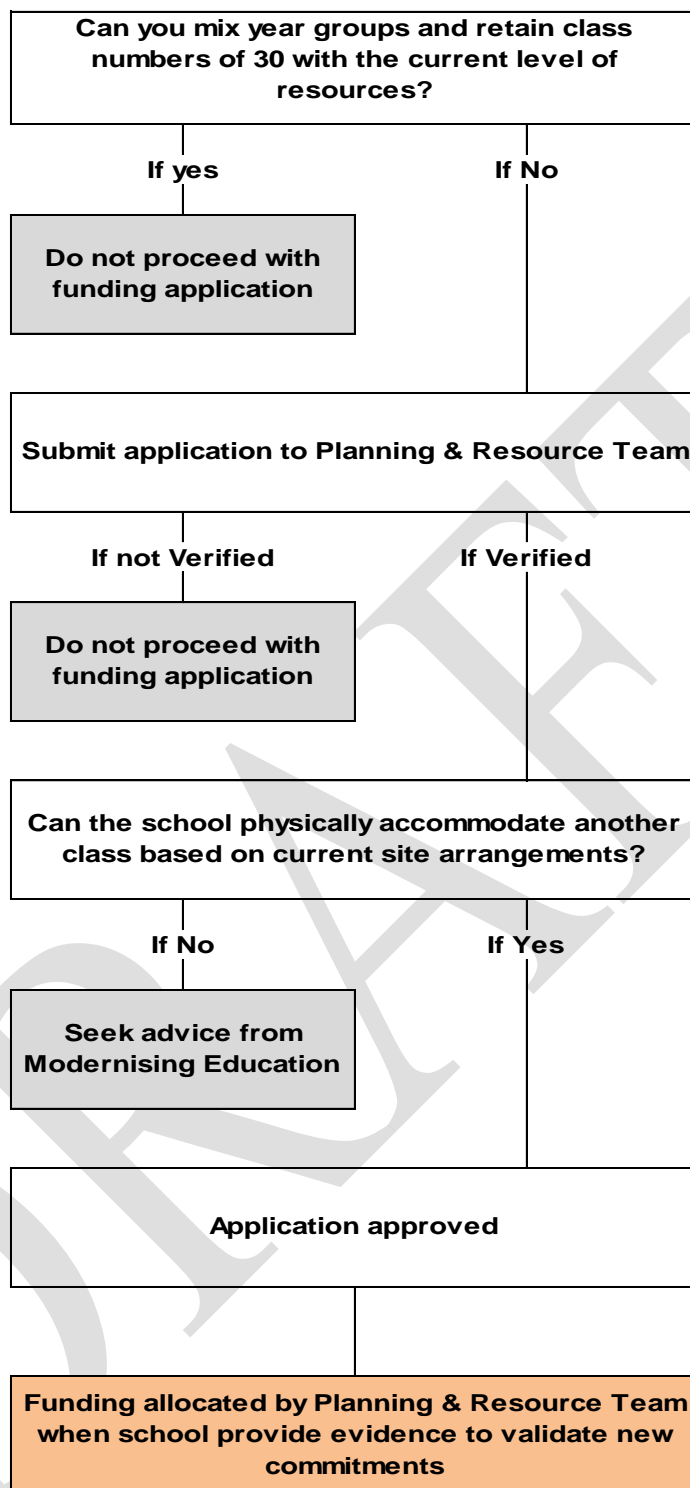
Class Size of 33 pupils at KS1 so 2 classes needed  
 Funding received through funding formula:  $3 \times £1,812 = £5,436$   
 Funding awarded by Class Size Policy:  $£33,000 - £5,436 = £27,564$

This funding will not form part the school funding regime but instead will be part of a mandatory central scheme held on behalf of schools with funding being awarded in line with the process detailed below.

In order to qualify for funding, schools must submit a business case as per the attached pro-forma that demonstrates why/how they qualify for additional funding. The business case must be submitted in line with the process set out in *flowchart 1*.

DRAFT

**Flowchart: Funding Application Process**



**Pro-forma - Funding Application**

SCHOOL	HEAD TEACHER	DATE OF SUBMISSION

**APPLICATION FOR ADDITIONAL FUNDING**

*Items to consider in your application:*

- *Current number of pupils in each year group:*
- *Projected number of pupils for the start of the new academic year:*
- *Current class organisation, including teachers and support staff, Class 1, Class 2 etc.*
- *Provisional class organisation for the start of the new academic year, including teachers and support staff*
- *Any other information that you feel may support your application*

<b><u>VERIFICATION</u></b>	<b><u>SIGNED</u></b>	<b><u>DATE</u></b>
<b>Verified by Education &amp; School Improvement</b>		
<b>Validated by Planning &amp; Resource Team</b>		
<b>Funding Awarded</b>		