High needs funding guide

2019/2020

# High needs funding

Schools should read the School Funding Formula Guide 2019/20 alongside this document to understand the formulation of their school budget share for 2019/20.

## Top-up (formerly statementing)

Initial allocations are provided by the SEND Team for pupils with an Education and Health Care Plan (EHCP) where they are expected to be attending the school at April 2019.

Adjustments will be made to the allocation during the financial year for pupils joining or leaving the school or being allocated an EHCP. These will be made one month in arrears following confirmation from the SEND Team.

## Resourced provisions

### Places

The number of places commissioned at mainstream schools are funded at £6,000 per place for occupied places and £10,000 per place for vacant places. For occupied places, the balance of £4,000 is allocated through the School Budget Share within the number of pupils recorded on the October 2018 census.

### Top-ups

Where a school has a Hearing-Impaired unit, top-up funding is allocated for the total number of places available for this type of unit, regardless if they are occupied or vacant.

Where a school has any other type of unit (Language / ASD / SEN pupils) top-up funding is allocated for occupied places only at April 2019. Adjustments will be made to the allocation during the financial year for pupils joining or leaving the unit on an full time equivalent basis. These will be made one month in arrears following confirmation from the SEND Team.

## Notional SEN

Mainstream schools are expected to contribute the first £6,000 of educational support for high needs pupils. A notional SEN budget from which to make this contribution has been calculated for each school as 5% of the total of the Schools Block less rates and rent allocations. This is not additional funding and is included in I01 - Formula Allocation.

## Special schools

### Planned places

Each school will receive £10,000 per place commissioned from April (to include those from other local authorities), this will reflect any changes made from the preceding September.

This number will be based on information from schools and officers about the forecast demand for places based on historical data and predicted demographic changes.

The number of places for pupils from other local authorities will be based upon historical data and intelligence gathered from discussions with officers of the other local authorities and schools' knowledge of likely demand for places.

Structured meetings will take place between schools and officers at suitable times throughout the school year to discuss the current number of places and to make accurate forecasts of future demand. The schools' monthly return of current places will be central to any decision made to change the number of commissioned places.

### Extra places

A monthly census of all pupils on role at the special schools will be undertaken. If a school is requested by Central Bedfordshire to admit a pupil that will take it over its number of commissioned places an additional payment will be made. The payment will be pro-rata of £5,000 paid from the end of the following full month after the pupil is admitted.

If a school admits an additional pupil from another local authority that takes it over its commissioned number, it is the responsibility of the school to negotiate any additional placement payment with that local authority.

### Single Value Top-up (SVT)

The agreed school SVT will be paid on a monthly basis for all Central Bedfordshire pupils attending the school. When a new Central Bedfordshire pupil starts at the school the SVT will be paid pro-rata from the end of the following month. Top-up payments for pupils from other local authorities will be negotiated directly between the school and the relevant local authority.

### Pupil movement and non-attendance

If a pupil leaves the school their SVT will cease to be paid at the end of the following month. If the school is receiving additional placement payment this will be reduced by one placement when a pupil leaves. If a Central Bedfordshire pupil is absent for any reason for a continuous duration of more than four weeks the school must inform the appropriate officer. Reasons for absence could include:

Extended family holiday

Medical condition

Involvement with criminal justice system

Truancy

Home schooling

Employment

Family relocation

Change of placement

A decision will then be made whether to suspend the pupil's SVT and any additional placement payment. If due to individual pupil needs, long term part-time attendance is in place, a decision will be made as to whether pro-rata SVT and placement payment is appropriate.

### Payments for extra provision in exceptional circumstances

It is expected that the needs of all pupils on role at a school will be met from the SVT payment. However, if a pupil presents with needs thought to be exceptional, and beyond the normal range of provision, the school must inform the Head of Service for SEND at the local authority as soon as possible. Unless there is a clear and demonstrable severe health and safety risk no provision must be put in place over and above that which the school will normally provide without it being agreed in advance by the Head of Service.

If it is agreed that there may be a need for extra provision the school will be expected to submit detailed information in support of the application. Any application must include:

Description of the needs that cannot be met

Detailed description of the provision in place

Reasons for this not able to meet needs

Empirical evidence in support application

Any other professional reports in support of application

Any parental reports in support of application

Description and cost of proposed extra provision to be made

Time-frame of extra provision

Intended outcomes of extra provision

It is expected that the requirement for extra provision will be detailed in the pupil's Education, Health and Care Plan and related to their needs in one of the following areas:

Cognition and learning

Communication and interaction

Social, emotional and mental health difficulties

Sensory and/or physical needs

### Pupil placements and Local Authority provision monitoring

From September 2018 pupils will be placed at Special Schools (and into Additional Resource Provision) by the process as detailed in the new Terms of Reference of the Admissions Panel. In order that the range and balance of the provision made by each Special School can be monitored pupils will still be placed into the appropriate historic funding band. Any change to a band will be discussed and agreed at the pupil's Annual Review. The number of pupils per band at each Special School will be monitored on a termly basis by an appropriate officer and any significant changes and trends identified.

For more details on the High Needs Block allocations please contact the SEND Team on 0300 300 6084 or directly to your allocated Senior SEND Officer.

**Find** **us** **online**: www.centralbedfordshire.gov.uk

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