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# NOTICE OF MEETING

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## CABINET MEMBER FOR EDUCATION

THURSDAY, 14 SEPTEMBER 2017 AT 4.00 PM

## CONFERENCE ROOM B - SECOND FLOOR, CIVIC OFFICES

Telephone enquiries to Lisa Gallacher 02392 834056  
Email: [lisa.gallacher@portsmouthcc.gov.uk](mailto:lisa.gallacher@portsmouthcc.gov.uk)

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

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## CABINET MEMBER FOR EDUCATION

Councillor Hannah Hockaday (Conservative)

### Group Spokespersons

Councillor Suzy Horton, Liberal Democrat

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(NB This Agenda should be retained for future reference with the minutes of this meeting.)

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**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## AGENDA

- 1 **Apologies for absence**
- 2 **Declarations of interest**
- 3 **Education Budget Monitoring Report for the First Quarter 2017-18 (Pages 5 - 10)**

### Purpose of report

To inform the Cabinet Member of the projected revenue expenditure within the portfolio cash limit and capital programme for the current financial year 2017-18. This report sets out the budget position and contributing factors to the projected spend within the portfolio as at the end of June 2017.

**RECOMMENDED that the Cabinet Member notes the Education Portfolio forecast revenue and capital budget positions, as at the end of June 2017, together with the variance and pressure explanations.**

**4 Quarterly Update on the School Modernisation programme 2017/18 including urgent condition projects and secondary school sufficiency projects (Pages 11 - 16)**

Purpose of report

(1) The purpose of this report is to provide an update on the progress of:

- urgent school condition projects
- secondary school sufficiency schemes aimed at increasing secondary school place capacity within the City.

(2) The quarterly budget monitoring report, (also on this agenda) contains information in relation the financial position of the education capital programme.

**RECOMMENDED that the Cabinet Member note the progress on the school modernisation "urgent condition" projects and the secondary school sufficiency projects (as set out in the report and in Appendix A).**

**5 Change of age range for Cottage Grove Primary School (Pages 17 - 22)**

Purpose of report

To seek approval to commence the statutory process to change the age range of Cottage Grove Primary School to 2 to 11 years from 3 to 11 years to allow the school to provide early education for 2 year old children.

**RECOMMENDED that the Cabinet Member: authorise the Director for Children's Services to proceed to the representation stage of the statutory process by publishing a proposal to change the age range of Cottage Grove Primary school to 2 to 11 years.**

**6 Dedicated Schools Grant Budget Monitoring Report for the First Quarter 2017/18 (Pages 23 - 28)**

Purpose of report

To inform the Cabinet Member for Education of the projected revenue expenditure within the Dedicated Schools Grant (DSG) for the current financial year 2017-18 as at the end of June 2017.

**RECOMMENDED that the Cabinet Member:**

**(1) Notes the forecast year-end budget position for the Dedicated Schools Grant as at the end 30<sup>th</sup> June 2017, together with the**

**associated explanations contained within this report.**

- (2) Agrees to delegate authority to the Section 151 officer to make the necessary adjustments to Dedicated Schools Grant budgets throughout the year, to reflect the conversion of schools to academy status.**

**7 Future School Funding Arrangements (Pages 29 - 36)**

Purpose of report

This purpose of this report is to provide the Cabinet Member with an update on the latest developments in respect of the future school revenue funding arrangements for 2018-19 onwards.

**RECOMMENDED that the Cabinet Member:**

- a. Note the Department for Education's proposed changes to the school revenue funding arrangements for 2018 to 2019 and 2019 to 2020, as set out in sections 4 and 5.**
- b. Note that full national funding formula for 2018 to 2019 and 2019 to 2020 will be confirmed by the Department for Education in September alongside the responses to the national funding formula consultations.**
- c. Note that the Local Authority level allocation for 2018 to 2019 for the schools, central school services and high needs blocks will also be published by the Department for Education in September. Final allocations will follow as usual in December, on the basis of pupil numbers recorded in the October census.**
- d. Endorse the proposals for implementing the funding formula arrangements locally as set out in section 6.**

**8 Special School Element 3 Top-up Banding Descriptors (Pages 37 - 74)**

Purpose of report

- (1) To inform the Cabinet Member for Education of the work that has been undertaken to revise the banding descriptors and the associated financial values (Element 3 Top-up funding) for children with Special Educational Needs and Disabilities (SEND) attending both maintained and Academy Special Schools in the City.
- (2) To seek approval to implement the new banding descriptors and associated financial values for pupils starting school in September 2017 and for pupils who are reassessed as part of the Annual review process.

**RECOMMENDED that the Cabinet Member:**

- a. Approves the introduction of the new banding descriptors for**

**new pupils as set out in Appendix 1 from the start of the new academic year in September 2017**

- b. Approves the Element 3 Top-up funding rates allocated to the new banding descriptors as set out in Appendix 2 from the start of the new academic year in September 2017 and for the financial year 2018-19.**
- c. Approves the Element 3 top-up rates for 2018-19 as set out in Appendix 3 for those pupils continuing at the Special Schools and funded via the current A to H banding framework.**
- d. Note that the financial impact of the proposed changes will continue to be monitored both centrally and at a school level; and that both Redwood Park and Willows school funding will be reviewed in Summer 2018 due to the changing complexities of the children in these schools.**

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<b>Decision maker:</b>	<b>Cabinet Member for Education</b>
<b>Subject:</b>	<b>Education Portfolio Budget Monitoring Report for the First Quarter 2017/18</b>
<b>Date of decision:</b>	<b>14 September 2017</b>
<b>Report from:</b>	<b>Chris Ward, Director of Finance and Section 151 Officer</b>
<b>Report by:</b>	<b>Richard Webb, Finance Manager</b>
<b>Wards affected:</b>	<b>All</b>
<b>Key decision:</b>	No
<b>Budget &amp; policy framework decision:</b>	No

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## **1. Purpose of report**

- 1.1.** To inform the Cabinet Member of the projected revenue expenditure within the portfolio cash limit and capital programme for the current financial year 2017-18. This report sets out the budget position and contributing factors to the projected spend within the portfolio as at the end of June 2017.

## **2. Summary**

- 2.1.** The current forecast is for the total portfolio spending to be £59,000 in excess of the revenue budget provision. Expected pressures on school transport are currently partially offset by staffing savings from vacant posts and additional income. The capital programme is currently forecasting a slight overspend of £30,000 on the approved capital budget of £79.5m.

## **3 Recommendations**

- 3.1** It is recommended that the Cabinet Member notes the Education Portfolio forecast revenue and capital budget positions, as at the end of June 2017, together with the variance and pressure explanations.

#### 4 Summary Position against Cash Limited Budget at the end of June 2017

- 4.1 The service carried forward £211,400 into the portfolio reserve at the end of 2016/17. Since then approvals to spend from this reserve have amounted to £148,400. It is proposed that the remaining £63,000 is earmarked to fund any potential pressures during 2017/18.
- 4.2 At the end of the first quarter a small overspend of £59,000 is currently forecast for the financial year as shown in the table below.

Service Area	Current Budget	Current Forecast	Variation
	£000	£000	£000
Senior Management	17	36	19
School Improvement	536	464	-72
Inclusion Support	4,095	4,262	167
Sufficiency, Participation & Support	963	908	-55
	5,611	5,670	59

The forecast variances to budget are explained further below.

- 4.3 **Senior Management** (£19,000 overspend): Staffing costs are currently anticipated to be £23k in excess of budget provision, as a result of unfunded market supplements and incremental payments.
- 4.4 **School Improvement** (£72,000 underspend): Vacant posts provide savings of £62k. Current traded income is forecast at £10k above budget due to indicative take up exceeding budgeted expectations.
- 4.5 **Inclusion Support** (£167,000 overspend): home to school transport provides perennial budget pressures and the current forecast is for an overspend in the region of £257,000. A small number of very high cost pupils are increasing the overspend. Work is being undertaken to identify potential areas for cost efficiencies and to improve forecasts for 2017/18. This pressure has been partially offset by forecast savings from staff vacancies.
- 4.6 **Sufficiency, Participation and Support** (£55,000 underspend): staff vacancies and additional income, are resulting in an underspend in this area.

#### 5 Capital Programme

- 5.1 Attached at Appendix 1 is the current capital budget monitoring position in respect of all schemes in the capital programme for Education, which was approved by Council in 9<sup>th</sup> February 2017. The current approved budget incorporates changes reflecting additional school contributions towards condition and modernisation works at schools along with additional grant funded schemes to deliver early year places.

5.2 Current spending at £58m is some £21.5m below approved funding for the schemes identified reflecting the longer term nature of capital spending. However, at this stage, the forecast eventual spending levels suggest a possible overall overspend of £30,000 against total approved funding of £79.459m. Comments related to the variations are noted on Appendix 1, and arrangements to re-align budgets and adjust spending plans are currently being considered.

## **6 Summary**

6.1 The portfolio budget is currently forecast to overspend slightly but within this there is a significant variation in Transport provision. This is being partially offset by in year savings against staffing budgets due to vacancies and turnover.

6.2 The capital programme is broadly spending in line with approved funding levels with some minor project spend variations requiring capital virements to be put in place.

## **7 Equality impact assessment (EIA)**

7.1 An equality impact assessment is not required as the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Act 2010. There is no change to policy or service and through the budget review process equality impact assessments would be undertaken on an individual basis as required.

## **8 Legal comments**

8.1 There are no legal implications arising directly from the recommendations in this report.

## **9 Director of Finance comments**

9.1 Financial comments are contained within the body of the report.

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**Chris Ward, Director of Finance and Section 151 Officer**

**Background list of documents: Section 100D of the Local Government Act 1972**

The information upon which this report has been based has been drawn from a variety of sources; however much of the information used is held in budget files prepared by the Children and Education Finance Team. Please contact Richard Webb, Finance Manager, if required.

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by the Cabinet Member on

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Signed by: Cabinet Member





Education Capital Budgets

APPENDIX 1

No.	Scheme	Current Approved Budget	Actual spend to Jun 17	Forecast Spend	Variance	Explanation
		£	£	£	£	
1	Primary Capital Programme	16,004,000	15,757,000	15,994,800	-9,200	Savings in scheme costs and unneeded contingency provision. Anticipated that this will be redirected towards other school sufficiency schemes.
2	Victory School	10,214,300	10,197,900	10,202,300	-12,000	Contingency savings
3	Sufficiency Programme Phase One 2013-2015	6,555,800	6,241,500	6,549,800	-6,000	
4	Sufficiency Programme Phase Two 2015-2017	10,616,700	3,766,800	10,650,000	33,300	additional school requirements to be funded
5	Secondary School Feasibility Study	150,000	93,900	150,000	0	
6	Temporary Accommodation	333,100	328,000	328,000	-5,100	
7	Vanguard Centre	2,500,000	709,700	2,500,000	0	
8	King Richard School Rebuild 900-1000 places	1,685,500	1,378,000	1,667,200	-18,300	
9	Portsmouth College Sufficiency Post 16	244,000	245,900	245,900	1,900	
10	Schools Devolved Formula Capital 2010-17	9,261,800	9,546,800	9,261,800	0	
11	Universal Infant Free School Meal Works	873,100	867,300	879,700	6,600	to be funded via revenue income
12	Universal Infant Free School Meal Provision	628,700	593,100	628,700	0	
13	Salix	71,000	71,000	71,000	0	
14	St Edmunds SI Provision	488,200	507,300	507,300	19,100	Additional signage and paving requirements to facilitate usage by sensory impaired students.
15	Access SEN Pupils	283,200	249,000	286,800	3,600	
16	ALN Lift Repairs	42,200	41,100	42,200	0	
17	Mayfield East Field	800	800	800	0	
18	Schools Conditions Projects - Modernisation 2015-16	1,507,200	1,331,600	1,517,700	10,500	
19	School Condition Projects 2014-2016	2,845,000	2,689,700	2,758,800	-86,200	scheme savings and unallocated contingencies.
20	Portsdown Primary Emergency Lighting	39,600	39,600	39,600	0	
21	School Conditions Project 2016/17	1,005,400	827,700	1,096,800	91,400	increased costs of roofing works and emergency Health and Safety works
22	Secondary School Places Expansion Phase (1)	1,550,000	599,000	1,550,000	0	
23	Special Education Needs - Building Alterations	3,191,600	172,600	3,192,000	400	
24	Schools Devolved Formula Capital 2016-17	2,682,200	1,652,000	2,682,200	0	
25	Sufficiency of Secondary School Places	4,470,000	1,300	4,470,000	0	
26	Future secondary School Places	1,000,000	1,700	1,000,000	0	
27	School Condition 2017/18	1,215,500	40,000	1,215,500	0	project approvals currently being revisited
<b>TOTALS</b>		<b>79,458,900</b>	<b>57,950,300</b>	<b>79,488,900</b>	<b>30,000</b>	

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# Agenda Item 4



Portsmouth  
CITY COUNCIL

<b>Decision maker</b>	Cabinet Member for Education
<b>Subject:</b>	Quarterly Update on the School Modernisation programme 2017/18 including urgent condition projects and secondary school sufficiency projects
<b>Date of meeting:</b>	14 September 2017
<b>Report from:</b>	Alison Jeffery Director of Children, Families and Education
<b>Report by:</b>	Mike Stoneman Deputy Director of Children, Families and Education - Education Service
<b>Wards affected:</b>	All Wards
<b>Key decision (over £250k):</b>	No

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## 1. Purpose of report

- 1.1 The purpose of this report is to provide an update on the progress of:
- urgent school condition projects
  - secondary school sufficiency schemes aimed at increasing secondary school place capacity within the City.
- 1.2 The quarterly budget monitoring report, (also on this agenda) contains information in relation the financial position of the education capital programme.

## 2. Recommendations

- 2.1 **It is recommended that the Cabinet Member note the progress on the school modernisation "urgent condition" projects and the secondary school sufficiency projects (as set out in the report and in Appendix A).**

## 3. School modernisation (urgent condition) projects

- 3.1 The urgent condition projects have been identified through Asset Management Plan meetings, condition surveys and recommendations by Education officers concerning the needs of specific pupils.
- 3.2 There were 10 urgent condition projects in the 2017-18 programme at the start of the financial year, plus a contingency allowance for urgent emerging works.

- 3.3 As of August 2017, there are 11 urgent condition projects in the 2017-18 programme.
- 3.4 During the last quarter, the following 2 projects have been added to the programme, funded from the urgent condition contingency funding:
- The Willows Nursery: Access ramps for disabled pupils
  - St. Jude's CofE Primary School: Asbestos removal and external repairs
- 3.5 During the last quarter, 1 project has been removed. The condition project at Springfield school in relation to Legionella has been removed. The school has become an academy and is appropriately managing these works itself, supported by advice from PCC Property colleagues.
- 3.6 Risks to the progress of the individual projects, as detailed in [Appendix A](#), have been updated.
- A risk has been identified at Wimborne Junior School where the cost of works has increased by £32,000 due to the discovery of an unstable wall on the school site which will also delay the completion date, from 22 September to 14 October. Further investigation is being undertaken on other areas of brickwork causing concern.

#### **4. Secondary sufficiency schemes (phase 2)**

- 4.1 Feasibility studies have been undertaken to explore the potential for expansion at The Portsmouth Academy, Admiral Lord Nelson School and Charter Academy. Information of the progress of the feasibility works is included in [Appendix A](#). It is anticipated that the feasibility reports for the 3 sites will be completed by mid-September 2017 and an update will be provided at the portfolio meeting. The outcome of the feasibility studies will also be discussed at the Secondary Headteacher's Forum on 21 September 2017.
- 4.2 Discussions regarding a feasibility study for Springfield School have been scheduled for Spring 2018, at the school's request.
- 4.3 The Secondary School Place Strategy 2017-2023 is being developed and this will outline the immediate and medium-term pressures on secondary school places. The Strategy and the feasibility studies will inform recommendations to address future sufficiency issues.
- 4.4 An over-arching risk to the secondary sufficiency programme is the identification of sufficient funding over time to support the individual schemes, and thereby ensure that the council can meet its statutory responsibility to provide sufficient school places.

- 4.5 The government has announced a capital funding allocation for 2019-20, for secondary school places, of £2.96 million. This allocation is non-ring fenced and will form part of the Council's single capital pot. Decisions on how this funding will be to capital schemes will be made through the Council's annual capital budget process.
- 4.6 It is hoped that government allocations for future years will support the delivery of the secondary sufficiency schemes.
- 4.7 The progress of individual schemes, as detailed in [Appendix A](#), has been updated:
- There are no new risks which have emerged since the last report.

## 5. Equality Impact Assessment (EIA)

- 5.1 An equality impact assessment is not required for the overall programme as it is not possible to assess the protected characteristics reasonably, as described in the Equality Act 2010, across such a diverse range of capital works.
- 5.2 The implementation of the school modernisation programme (urgent condition) and the secondary sufficiency programme (phase 2) will not have a negative impact on any of the equality groups. The programme will improve access to schools for all equality groups, particularly with regard to those pupils who have learning difficulties and / or a disability.
- 5.3 Each individual capital project/scheme includes an equalities impact assessment.

## 6. Legal implications

- 6.1 The works proposed are within the Council's powers to approve the recommendations as set out above on the basis of the following:
- the Council is required to provide school premises in respect of foundation or voluntary controlled schools under the School Standards and Framework Act 1998, Schedule 3
  - the Council has an obligation to ensure that school premises are maintained to a prescribed standard in accordance with section 542 of the Education Act 1996 and the School Premises (England) Regulations 2012, made under that section.
- 6.2 The Local Authority has a statutory duty to provide sufficient schools for primary and secondary education in its area in accordance with section 14 of the Education Act 1996. The schools must be sufficient in number, character and equipment to provide for all pupils the opportunity of appropriate education. Local Authorities must also promote diversity and parental preference

- 6.3 The procurement process for the contracts for the works will need to be undertaken in accordance with the City Council’s Contract Procedure Rules, at Part 3A of the constitution.
- 6.4 Under Part 2, Section 3, of the City Council’s constitution the Cabinet Member for Education has the authority to approve the recommendations set out in this report.

**7. Finance comments**

- 7.1 Financial monitoring of the capital programme is reported within the quarterly budget monitoring reports. The Quarter 1 monitoring report can be found on separately on this agenda..
- 7.2 For condition projects, schools will be expected to use their Devolved Formula Capital (DFC) allocations to support these key priorities, in keeping with government expectations for the use of this funding. The expected contributions from schools’ will be based on the agreed contribution methodology.
- 7.3 Any ongoing revenue implications will be met by individual schools through their individual budgets which are funded from the Dedicated Schools Grant (DSG).

Signed by:  
Alison Jeffery, Director of Children, Families and Education

**Appendix A: School Modernisation Programme 2017/18 - Progress Dashboard**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Asset Management Plan files	Housing Property Services
Condition Survey Reports	Housing Property Services – Concerto database

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:

**SCHOOLS MODERNISATION PROGRAMME 2017/18 - PROGRESS DASHBOARD**

**SCHOOL MODERNISATION - URGENT CONDITION PROJECTS**

School	Description of works	Stage 1: Feasibility	Stage 2: Design	Stage 3: Tender	Stage 4: Works commenced on site	Stage 5: Works due to be completed	Stage 5: Work complete	RAG rating Last Quarter	RAG rating This Quarter	Project variance (Comments about progress and any emerging risks to timescales or budget)
Craneswater Junior	Stonework replacement, gutter replacement and brickwork repairs to lower school			Due on 14th September 2017				G	G	To be undertaken as part of the school expansion project.
Langstone Junior	Replace rooflights, install cavity tray & internal redecoration				Jul-17	Sep-17		G	G	In progress: No delays expected
Mayfield Secondary	Remediation works for East Field				Spring 17	Autumn 17		G	G	
Northern Parade	Upgrade incoming electrical supply & distribution boards			Dec-17		Summer 18		G	G	Works are subject to completion of other contracts currently on site as part of the school expansion programme
Portsmouth Primary	Roof, rooflights & chimney repairs				Sep-17	Oct-17		G	G	Site work in progress. No delays expected with completion: On budget
Redwood Park	Replace hot & cold distribution		Sep-17			Summer 18		G	G	
Southsea Infants Lodge	Fire alarms, emergency lighting, door hold backs			Sep-17		Easter 18		G	G	
Springfield School	Legionella Works - Phase 1									Project removed from the programme
Stamshaw Infants	Replace windows - s/west elevation & stone repairs				Jul-17	Aug-17		G	G	On course for time and budget
Wimborne Junior	Roof replacement & Phase 2 pointing				May-17	Oct-17		G	A	Works have increased due to discovery of an unstable wall. This will also increase the length of the project on site
Willows Nursery	Access ramps for disabled pupils				Aug-17	Sep-17			G	New project
St Jude's Primary school	Asbestos removal and external repairs				Aug-17	Oct-17			G	New project

SCHOOLS MODERNISATION PROGRAMME 2017/18 - PROGRESS DASHBOARD

SECONDARY SCHOOL SUFFICIENCY SCHEMES

School	Description of works	Stage 1: Feasibility	Stage 2: Design	Stage 3: Tender	Stage 4: Works commenced on site	Stage 5: Works due to be completed	Stage 5: Work complete	RAG rating Last Month	RAG rating This Month	Project variance (Comments about progress and any emerging risks to timescales or budget)
Admiral Lord Nelson	Feasibility for future expansion of the school (+50 places per year group).	Early discussions have taken place and feasibility works have commenced						G	G	
Charter Academy	Feasibility for future expansion of the school from Published Admission Number of 120 to 180 (+60 places per year group).	Outline design and requirements agreed. Outline design is being costed.						G	G	
Portsmouth Academy	Feasibility for future expansion of the school from Published Admission Number of 192 to 250 (+58 places per year group).	Outline design and requirements agreed. Outline design is being costed.						G	G	
Springfield	Feasibility for future expansion of the school.	Feasibility discussions will commence in Spring 2018								





<b>Title of meeting:</b>	Cabinet Member for Education
<b>Date of meeting:</b>	14 <sup>th</sup> September 2017
<b>Subject:</b>	Change of age range for Cottage Grove Primary School
<b>Report from:</b>	Alison Jeffery, Director of Children's Services
<b>Report by:</b>	Caroline Corcoran, Head of Sufficiency, Participation and Resources
<b>Wards affected:</b>	St Thomas
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

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## 1. Purpose of report

- 1.1 This purpose of this report is to seek approval to commence the statutory process to change the age range of Cottage Grove Primary School to 2 to 11 years from 3 to 11 years to allow the school to provide early education for 2 year old children.

## 2. Recommendations

- 2.1 It is recommended that the Cabinet Member
  - authorise the Director for Children's Services to proceed to the representation stage of the statutory process by publishing a proposal to change the age range of Cottage Grove Primary school to 2 to 11 years.

## 3. Background

- 3.1 The Governing Body of Cottage Grove Primary School have approached the Council with a request to change the age range of the school from 3 to 11 years to 2 to 11 years to enable the school nursery to offer nursery provision to children from age 2 in order to meet local demand.
- 3.2 Cottage Grove Primary School is a two form entry primary school with a nursery class. Nursery education is currently provided under the Ofsted registration of the school.

- 3.3 The nursery provides free sessional early years education for local families. Although ordinarily children start in the nursery once they reach the age of three, children have exceptionally been admitted before their 3<sup>rd</sup> birthday (from 2 years and nine months) where there has been a local need.
- 3.4 Cottage Grove Primary nursery provision is already equipped to take two year old pupils. The nursery would initially take a small number of two year olds.. The nursery would manage numbers within existing capacity and accommodation. Therefore, there are no capital implications for this proposal.

### **Free childcare entitlement**

- 3.5 Currently all 3 to 4 year old children in England are entitled to 570 free government funded hours of early education or childcare per year. This is usually taken as 15 hours per week for 38 weeks of the year (term time). In addition some 2 year olds are also eligible for up to 15 free hours per week at an approved childcare provider. The entitlement to funded hours starts from the term after either the child's third birthday (3 & 4 year old entitlement) or the term after the child's second birthday (2 year old entitlement)
- 3.6 From September 2017, 3 and 4 year old children from eligible working families will be entitled to an additional 570 hours of government funded childcare per year (i.e.15 additional free hours per week). As this increase in entitlement for 3 and 4 year olds is taken up there will be fewer available spaces within existing nurseries and childcare settings for eligible 2 year olds.
- 3.7 Maintained school nursery classes have traditionally provided early education for children from the start of the term after their 3<sup>rd</sup> birthday. Maintained schools typically have an age range of 3 to 7 years (infant schools) or 3 to 11 years (primary schools). In order to take 2 year old pupils these schools would require a change of age range.

### **Statutory Process**

- 3.8 Cottage Grove is a community maintained primary school. A change of age range for a community maintained school is a prescribed alteration governed by The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013

3.9 Under the statutory Department for Education (DfE) guidance "Making 'prescribed alterations' to maintained schools" issued by the DfE in April 2016, Local Authorities can propose:

- a change of age range of 1 year or more for community schools (including the adding or removal of sixth-form or nursery provision) and community special schools or alter the upper age limit of a foundation or voluntary school to add sixth-form provision by following the statutory process.

3.10 The LA is the decision maker for a proposal to change the age range of a community school.

3.11 The statutory process for making prescribed alterations to schools has four stages:

Stage	Description	Timescale	Comments
Stage 1	Publication (statutory proposal / notice)		
Stage 2	Representation (formal consultation)	Must be at least 4 weeks	As prescribed in the 'Prescribed Alteration' regulations.
Stage 3	Decision	LA should decide a proposal within 2 months otherwise it will fall to the Schools Adjudicator.	Any appeal to the adjudicator must be made within 4 weeks of the decision.
Stage 4	Implementation	No prescribed timescale	However it must be as specified in the published statutory notice, subject to any modifications agreed by the decision-maker.

3.12 Once a proposal has been decided only the Church of England Diocese or Roman Catholic Diocese can appeal the decision through the schools adjudicator.

#### **4. Reasons for recommendations**

- 4.1 The Governing Body of Cottage Grove Primary School have approached the Council with a request to change the age range of the school from 3 to 11 years to 2 to 11 years to enable the school nursery to offer nursery provision to children from age 2 to meet local demand.
- 4.2 The school will offer places to the parents of two year old children who meet the eligibility criteria for two year old funding. This will add capacity and help to enable more 2 year old children to access early education.
- 4.3 If approved, stage 1 of the statutory process will commence with the publication of the proposal on 16<sup>th</sup> September 2017 followed by the four week statutory consultation which would end on Friday 13<sup>th</sup> October. A report on the outcome of the statutory consultation will be brought to the October Cabinet Member for Education Meeting

#### **5. Equality impact assessment**

- 5.1 An equality impact assessment is not required as the recommendation does not have a negative impact on any of the protected characteristics as described in the Equality Act 2010. A change in age range for Cottage Grove Primary School will affect all parents in the area equally.

#### **6. Legal implications**

- 6.1 Under the Childcare Act 2006, Local Authorities are required to assess whether there is sufficient childcare, including early years education, to meet demand in its area. This proposal will assist with the provision of places to meet that demand.
- 6.2 The Education and Inspections Act 2006, the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and the DfE statutory guidance "Making Prescribed Alterations to Maintained Schools - statutory guidance for proposers and decision-makers (April 2016)" set out the procedure for changing the age range of a maintained school. The stages of the statutory process are set out in paragraphs 3.8 - 3.12 of this report and it is within the Cabinet Member's powers to approve this recommendation.
- 6.3 There is no statutory requirement for a pre-publication consultation period for this prescribed alteration but there is an expectation within the 2016 statutory guidance that Local Authorities and schools will consult interested parties in developing their proposal, prior to publication. The Local Authority will be the decision-maker of this proposal and it must satisfy itself that before the final decision is made, appropriate consultation has been carried out.

## **7. Director of Finance's comments**

- 7.1 The School and Early Years Finance (England) regulations set out the Dedicated Schools Grant (DSG) framework for the provision of funding for 2,3 and 4 years old in nursery settings.
- 7.2 The local funding formula for 2 year olds in nursery settings was approved by Cabinet Member and endorsed by Schools Forum in February 2017. The funding provided by the City Council for an eligible 2 year old, taking up the full 15 hour per week entitlement of funded childcare provision over 38 weeks, would amount to £2,867 per annum.
- 7.3 Where there is an increase in the number of 2, 3 or 4 years olds in nursery settings funded through the local funding formula, and they are taking up their entitlement at the time of the census count, then additional funding will be provided by the DfE through the DSG.
- 7.4 For avoidance of doubt no provision has been made under the authorities capital programme for any capital works that may be associated with the change in age range and it is expected that the pupils will be accommodated within the existing capacity of the school.
- 7.5 The expansion of a nursery provision is not an eligible use of the mainstream growth fund.

Signed by: Alison Jeffery, Director of Children, Families and Education

**Appendices:**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:



<b>Decision maker:</b>	<b>Cabinet Member for Education</b>
<b>Subject:</b>	<b>Dedicated Schools Grant Budget Monitoring Report for the First Quarter 2017/18</b>
<b>Date of decision:</b>	<b>14 September 2017</b>
<b>Report from:</b>	<b>Chris Ward, Director of Finance and IS</b>
<b>Report by:</b>	<b>Richard Webb, Finance Manager</b>
<b>Wards affected:</b>	<b>All</b>
<b>Key decision:</b>	No
<b>Budget &amp; policy framework decision:</b>	No

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## 1 Purpose of report

- 1.1 To inform the Cabinet Member for Education of the projected revenue expenditure within the Dedicated Schools Grant (DSG) for the current financial year 2017-18 as at the end of June 2017.

## 2 Background

- 2.1 The DSG is a ring-fenced grant for Education and can only be used for the purposes of the Schools Budget as defined in the School and Early Years Finance (England) Regulations.
- 2.2 The original DSG budget for the financial year 2017-18, was approved by the Cabinet Member for Children and Education and endorsed by Schools Forum in January 2017, with further changes approved and endorsed subsequently. This report provides the Cabinet Member for Education with a forecast estimate of the year-end outturn based on the position as at 30<sup>th</sup> June 2017.

### 3 Recommendations

It is recommended that the Cabinet Member:

- 3.1 notes the forecast year-end budget position for the Dedicated Schools Grant as at the end 30<sup>th</sup> June 2017, together with the associated explanations contained within this report.
- 3.2 agrees to delegate authority to the Section 151 officer to make the necessary adjustments to Dedicated Schools Grant budgets throughout the year, to reflect the conversion of schools to academy status.

### 4 Dedicated Schools Grant forecast position as at the end of June 2017

- 4.1 Table 1 below sets out the forecast year-end financial position of the DSG budget as at 30<sup>th</sup> June 2017.

**Table 1**

<b>DEDICATED SCHOOLS GRANT</b>	<i>Original Estimate 2017/18 £000's</i>	<i>Revised Estimate 2017/18 £000's</i>	<i>Projected Outturn £'000's</i>	<i>Projected over/ (under) spend £'000's</i>
<b>DSG : Devolved</b>				
Primary ISB	43,475	38,909	38,909	0
Secondary ISB	19,326	14,168	14,168	0
Special school place funding	1,558	1,558	1,568	10
Resource unit place funding	596	596	596	0
Alternative provision place funding	1,070	1,070	1,070	0
<b>Total Devolved DSG</b>	<b>66,025</b>	<b>56,301</b>	<b>56,311</b>	<b>10</b>
<b>DSG : Retained</b>				
De-Delegated Budgets, Growth Fund and centrally retained	1,358	1,631	1,473	(158)
Early Years	13,304	13,300	13,300	0
High Needs	11,726	11,726	12,100	374
<b>Total Expenditure</b>	<b>92,413</b>	<b>82,958</b>	<b>83,184</b>	<b>226</b>
DSG and other Specific Grants	(92,413)	(82,825)	(82,825)	0
DSG Brought Forward	0	(3,213)	(3,213)	0
DSG Carried Forward	0	3,080	2,854	(226)
<b>Total Income DSG</b>	<b>(92,413)</b>	<b>(82,958)</b>	<b>(83,184)</b>	<b>(226)</b>
<b>TOTAL Dedicated Schools Grant</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

*The figures in the above table are subject to rounding to the nearest £1,000 and may not calculate exactly*



### **Academy conversions**

- 4.2 There have been 4 academy conversions (Springfield, Solent Infant and Junior and Arundel Court) during the period 01<sup>st</sup> April to 30<sup>th</sup> June 2017. The revised budget includes the previously approved adjustments relating to these conversions. Since the end of quarter 1 three more schools have converted to academy status, Meon Junior, Moorings Way Infant and Highbury Primary all converted on 01<sup>st</sup> July. The associated budget adjustments will be reflected in quarter 2.

### **Special school place funding**

- 4.3 The small forecast overspend is due to an additional place forecast to be required at Mary Rose Special Academy. The forecast has been based upon the spring term class list, agreed by the SEN team and the school in April 2017. The class list showed that there is one additional place above the budgeted amount which has been assumed to continue throughout the 2017-18 financial year. Conversations with the school during quarter 2 are indicating that the pupil numbers are now likely to be the same as budgeted, should this be confirmed following the receipt and approval of the summer term class list, the forecast will be adjusted at the end of quarter 2.

### **De-delegated and growth fund**

- 4.4 The forecast underspend of £158,000 relates to the recoument adjustments made to the DSG when schools convert to academy status; along with a small underspend in the cost of licences for schools negotiated centrally by the DfE.
- 4.5 The growth fund allocations have been issued to schools and academies meeting the criteria for 2017-18. Since setting the budget a further Primary School is expected to expand to meet the basic need within the City which will result in the fund overspending by circa £33,000, payment to this school will be made in the autumn term once the pupil growth has been confirmed in September 2017.

### **Early Years**

- 4.6 At the time of closing the first quarter accounts, the summer term pupil data was not available from the early year's settings and therefore we have continued to forecast to budget. Once received, the summer term pupil numbers will be used to provide an update to the forecast year-end financial position; which will be reported in the quarter 2 monitoring report.

### **High Needs**

- 4.7 The high needs budgets are the most volatile area of the DSG and as such the most difficult to predict. At the end of quarter 1 the work being undertaken as part of the special school banding exercise had yet to be completed. At this time it was not possible to predict the impact of any changes to pupils attending school for the remainder of the financial year on the element 3 funding for

special schools and academies. Therefore the forecast outturn is shown as per the budget.

- 4.8 Further information about the impact of the banding exercise is contained within a separate report on the agenda.

#### Pupils with SEND in mainstream schools

- 4.9 The first quarter of 2017-18 has seen an increase in the top up funding paid to mainstream schools to support children with high needs where the cost of additional support exceeds the first £6,000 which is met by the school. As at the 30<sup>th</sup> June 2017 the forecast is showing a predicted overspend of £250,000. The projected overspend is based on the current pupil information, together with a projection for anticipated growth from the September cohort of pupils. This forecast will be updated throughout the year as actual pupil details for the September cohort becomes available.

#### Out of City Placements

- 4.10 The actual expenditure for children in out of city placements is forecast to overspend the current budget by £100,000 in 2017-18. There are currently 42 children in out of city placements, 7 of which have been placed by the Child and Adolescent Mental Health Service (CAMHS). The numbers of children are consistent with the 2016-17 financial year, however the average cost of a placement has increased slightly from £47,800 in 2016-17 to £49,000 as at the end of June 2017. The increase in the average cost is due to both inflationary increases which have been applied to some provider contracts, together with the full year effect of children placed part way through 2016-17.

## **5 Academy Programme**

- 5.1 When a school converts to academy status the DSG budget is adjusted to take account of the reduction in the authority's allocation through recoupment by the DfE; along with adjustments to the Individual Schools Budget (ISB) and de-delegated budgets. As the number of schools converting to academy status, or considering converting to academy status is increasing the budgets have to be adjusted more frequently. Within the recommendations we are seeking agreement from the Cabinet Member for Education to delegate the authority to the Section 151 officer to make the necessary adjustments to the DSG budgets throughout the year, to reflect the successful conversion of schools to academy status.
- 5.2 The academy conversions will continue be reported in the quarterly monitoring report but any adjustments to the budget will be posted as schools convert throughout the financial year.

## **6 Equality impact assessment (EIA)**

6.1 No impact assessment has been carried out as the proposals do not have any impact upon a particular equalities group.

**7 Legal comments**

7.1 There are no legal implications arising directly from the recommendations contained within this report.

**8 Director of Finance comments**

8.1 Financial comments are contained within the body of the report.

.....  
**Chris Ward, Director of Finance & IS**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
DSG Budget Monitoring	Education Finance Team
School & Early Years Finance (England) Regulations	<a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a>

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:

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# Agenda Item 7



Portsmouth  
CITY COUNCIL

<b>Title of meeting:</b>	Cabinet Member for Education
<b>Date of meeting:</b>	14 September 2017
<b>Subject:</b>	Future School Funding Arrangements
<b>Report from:</b>	Alison Jeffery, Director of Children, Families and Education
<b>Report by:</b>	Richard Webb, Finance Manager
<b>Wards affected:</b>	All Wards
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

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## 1. Purpose of report

- 1.1. This purpose of this report is to provide the Cabinet Member with an update on the latest developments in respect of the future school revenue funding arrangements for 2018-19 onwards.

## 2. Recommendations

### 2.1. It is recommended that the Cabinet Member:

- a. Note the Department for Education's proposed changes to the school revenue funding arrangements for 2018 to 2019 and 2019 to 2020, as set out in sections 4 and 5.
- b. Note that full national funding formula for 2018 to 2019 and 2019 to 2020 will be confirmed by the Department for Education in September alongside the responses to the national funding formula consultations.
- c. Note that the Local Authority level allocation for 2018 to 2019 for the schools, central school services and high needs blocks will also be published by the Department for Education in September. Final allocations will follow as usual in December, on the basis of pupil numbers recorded in the October census.
- d. Endorse the proposals for implementing the funding formula arrangements locally as set out in section 6.

### 3. Background

- 3.1. In December 2016 the Government issued its stage 2 consultation, setting out its plans for reforming the funding for schools and for high cost special educational needs and alternative provision. The consultation closed on the 22 March 2017<sup>1</sup>.
- 3.2. During March and April 2017 the Department for Education (DfE) carried out a further baseline exercise with all Local Authorities, in order to identify how the Dedicated Schools Grant (DSG) was being spent. The results of the exercise are being used to inform the 2018 to 2019 DSG allocations.
- 3.3. In early August 2017 the DfE published the 'Schools revenue funding 2018 to 2019 operational guide'<sup>2</sup>. This guide is intended to help Local Authorities and their schools forums plan the implementation of the funding system for the 2018-19 financial year; and highlights the key changes compared to the current arrangements.
- 3.4. The DfE is intending to publish the details of the full national funding formula for 2018 to 2019 and 2019 to 2020 in September, alongside the responses to the national funding formula consultations. The Local Authority level allocations for 2018 to 2019 will also be published in September, with final allocations published in December 2017.
- 3.5. This report is intended to provide Schools Forum with an overview of the main changes highlighted within the operational guide and the next steps in implementing the changes locally for the financial year 2018 to 2019.

### 4. Dedicated School Grant (DSG) Funding

- 4.1. The operational guidance has confirmed that from 2018 to 2019 the DSG will be split into four "blocks" rather than the current three, with the creation of a new 'central school services block' (CSSB). The block is intended to fund the statutory duties that the local authority has for both maintained and academy schools (such as admissions and the retained duties element of the Education Services Grant). Therefore the DSG will be comprised of the following blocks:
  - Schools Block
  - High Needs Block
  - Early Years Block
  - Central School Services Block
- 4.2. The funding through each of the four blocks will be determined by a separate national funding formula.

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<sup>1</sup> <https://consult.education.gov.uk/funding-policy-unit/schools-national-funding-formula2/>

<sup>2</sup> <https://www.gov.uk/guidance/pre-16-schools-funding-guidance-for-2018-to-2019>

- 4.3. The DfE has published the 2017-18 baseline and minimum amounts for 2018-19. The baselines have been adjusted to take account of local authorities most recent spending patterns. This process has enabled the Department to ensure that the national spend on each block in 2018 to 2019 reflects the pattern of spend planned for 2017 to 2018.
- 4.4. In 2018 to 2019 and 2019 to 2020, the national funding formula will set the notional allocations for each school, which will be aggregated and used to calculate the total schools block received by each local authority.
- 4.5. Within the schools block, the Government will provide for at least a 0.5% per pupil increase for each school in 2018 to 2019 through the national funding formula.
- 4.6. The School block allocations will be expressed as a separate per pupil primary and secondary rate for each local authority. They will also include funding at local authority level for premises, mobility and growth based on historic spend.
- 4.7. It has also been confirmed that from 2018 to 19 the schools block will be ring-fenced. Local authorities will have the ability to move funding from the schools block into other blocks, however the amount will be limited to 0.5% of the schools block and all maintained and academy schools in the City will need to be consulted, before any movement from the schools block can be approved.
- 4.8. Within the high needs block, the Government has confirmed that it will provide for a least a 0.5% overall increase in 2018 to 2019 through the high needs national funding formula. The high needs block will be protected against 2017 to 2018 baselines; subject to some adjustments. For Portsmouth a 0.5% increase could equate to circa £100k; subject to the adjustments referred to.

## **5. Mainstream Funding Formula Factors**

- 5.1 The operational guidance confirms that local authorities will continue to have responsibility for determining the funding allocations for schools through a local formula for 2018 to 2019 and 2019 to 2020.
- 5.2 However, for 2018 to 2019 there are a number of changes to the factors that local authorities can use for allocating funding to schools. Of the factors currently used in Portsmouth, there are changes to the following:
  - Looked After Children (LAC)
  - Free School Meals (FSM)
  - Minimum Funding Guarantee (MFG)

### *Looked After Children*

- 5.3 The government will be removing the Looked After Children factor from the National Funding Formula and have confirmed that they will be increasing the Pupil Premium Plus rates for 2018 to 2019 instead. However the rates have not been confirmed.
- 5.4 The guidance states that local authorities may wish to consider whether they reflect this change within their local formulae.

### *Free School Meals (FSM)*

- 5.5 There are currently two FSM data sets used in the funding formula; Ever 6 and FSM. The Ever 6 measure allocates funding where a child has been eligible for free school meals at any point in the last 6 years, whereas the FSM allocates funding to those children who are currently eligible for free school meals.
- 5.6 Previously local authorities were able to use one of these measures but not both. It is now possible to use both measures within the deprivation factors. Portsmouth currently uses the Ever 6 measure to allocate funding to schools.

### *Minimum Funding Guarantee (MFG)*

- 5.7 The MFG for schools will continue to apply, but local authorities will have the flexibility to set a local MFG of between 0% and minus 1.5% per pupil in 2018 to 2019.
- 5.8 Any changes to the MFG will need to be consulted on, as with changes to the rest of the formula.

### **Other Changes**

#### *Minimum level of per pupil funding for secondary pupils*

- 5.9 The guidance states that the national funding formula will provide local authorities with per pupil funding of at least £4,800 for all secondary schools that have pupils in years 10 and 11 by 2019-20.
- 5.10 There will be a new factor that will allow local authorities to implement this policy locally. It will allow local authorities to set a transitional minimum amount per pupil in 2018 to 2019, as a step towards £4,800 in 2019-20.



*High Needs places in mainstream schools*

- 5.11 The DfE have now confirmed that there will no longer be a deduction to schools block pupil numbers, for high needs places in mainstream schools (i.e. Resourced Units / Inclusion Centres). Instead the schools budget share will be determined on the basis of the total number of pupils on the roll of the school.
- 5.12 The balance of the funding (i.e. £6,000) will come from the place funding in accordance with the local authority's commissioning decisions. Where there are empty commissioned places at the time of the census count, then these will continued to be funded at £10,000 from the high needs block.
- 5.13 The DfE's diagram below, sets out the proposed change to the funding arrangements:

Figure 4: Funding of special units in mainstream schools: example

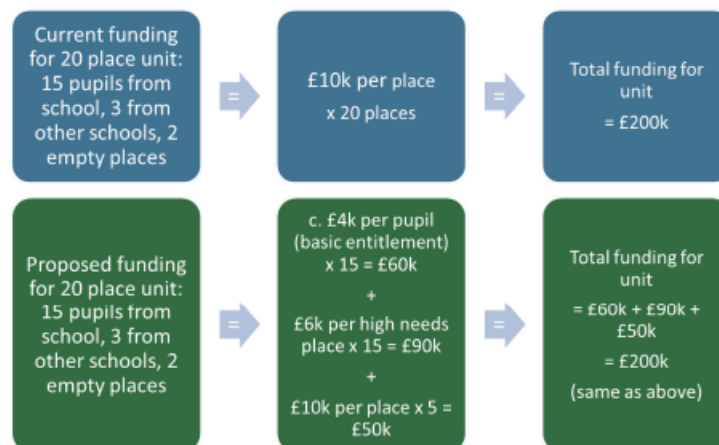


Figure 4: This diagram shows how funding would be calculated for an example unit under current arrangements, and under the new proposal.

## 6. Local Implementation

- 6.1 In line with the School and Early Years Finance (England) Regulations the authority will consult with schools on any proposed changes to local school revenue funding formula.
- 6.2 As highlighted earlier within the report, the details of the full national funding formula for 2018 to 2019 and 2019 to 2020 will not be published until September; alongside the responses to the national funding formula consultations. The Local Authority level allocations for 2018-19 will also be published in September, with final allocations published in December 2017.

- 6.3 In light of the delays in receiving the necessary information this year, it will not be possible to consult with schools on changes to the funding formula in the usual way in September. Therefore we are proposing to consult with schools on the following key areas in two phases:

**Phase 1 consultation (September 2017)**

- Any proposed changes to the funding factors used within the local funding formula.
- Changes to the growth fund criteria
- De-delegated arrangements
- To seek feedback on school preferences to changing the funding rates attached to the funding formula factors:
  - To move as close as possible towards the national funding formula in 2018 to 2019.
  - To move towards the national funding formula in a gradual process during 2018 to 2019 and 2019 to 2020.
  - To remain with the current funding rates, until the national formula is fully operational.  
(all subject to overall affordability)

**Phase 2 consultation (October/November 2017)**

- Any proposed changes to the rates attached to each funding factor
- The factors to be adjusted for overall affordability in setting the final funding allocations

- 6.1 In order to implement the funding arrangements locally by the deadline in January 2018, it will also be necessary to seek both Cabinet Member and Schools Forum approval / endorsement to any proposed changes following the consultation and feedback from schools.

**7. Reasons for recommendations**

- 7.1 This purpose of this report is to provide an update on the latest developments in respect of the future school revenue funding arrangements for 2018-19 onwards. The report also seeks endorsement to the proposals for implementing these arrangements locally, in order to ensure that they comply with the requirements of both the DFE's operational guidance and the School and Early Years Finance (England) Regulations.

**8. Equality impact assessment (EIA)**

- 8.1 The report does not require an Equality Impact for Assessment as the recommendations do not have any impact upon a particular equalities group.

**9. Legal comments**

- 9.1 The Government is reforming the current school funding system from 2018-2019 and the details of that planned reform are set out in the body of this report.
- 9.2 There are no legal implications arising from the implementation of this report's recommendations.

**10. Finance comments**

- 10.1 There are no financial implications arising directly from the recommendations within this report.

.....  
Signed by: Alison Jeffery, Director of Children, Families and Education

**Appendices: None**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Schools revenue funding 2018 to 2019: Operational guide, Summer 2017, DfE	<a href="https://www.gov.uk/guidance/pre-16-schools-funding-guidance-for-2018-to-2019">https://www.gov.uk/guidance/pre-16-schools-funding-guidance-for-2018-to-2019</a>

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

Signed by: Alison Jeffery, Director of Children, Families and Education

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<b>Decision maker:</b>	<b>Cabinet Member for Education</b>
<b>Subject:</b>	<b>Special School Element 3 Top-up banding descriptors</b>
<b>Date of decision:</b>	<b>14 September 2017</b>
<b>Report from:</b>	<b>Alison Jeffery - Director Children, Families and Education</b>
<b>Report by:</b>	<b>Julia Katherine - Head of Inclusion</b>
<b>Wards affected:</b>	<b>All</b>
<b>Key decision:</b>	No
<b>Budget &amp; policy framework decision:</b>	No

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## 1 Purpose of report

- 1.1 To inform the Cabinet Member for Education of the work that has been undertaken to revise the banding descriptors and the associated financial values (Element 3 Top-up funding) for children with Special Educational Needs and Disabilities (SEND) attending both maintained and Academy Special Schools in the City.
- 1.2 To seek approval to implement the new banding descriptors and associated financial values for pupils starting school in September 2017 and for pupils who are reassessed as part of the Annual review process.

## 2 Recommendations

**It is recommended that the Cabinet Member:**

- a. **Approves the introduction of the new banding descriptors for new pupils as set out in Appendix 1 from the start of the new academic year in September 2017**
- b. **Approves the Element 3 Top-up funding rates allocated to the new banding descriptors as set out in Appendix 2 from the start of the new academic year in September 2017 and for the financial year 2018-19.**
- c. **Approves the Element 3 top-up rates for 2018-19 as set out in Appendix 3 for those pupils continuing at the Special Schools and funded via the current A to H banding framework.**

- d. **Note that the financial impact of the proposed changes will continue to be monitored both centrally and at a school level; and that both Redwood Park and Willows school funding will be reviewed in Summer 2018 due to the changing complexities of the children in these schools.**

### **3 Background**

- 3.1 Special School funding is financed from the Dedicated Schools Grant (DSG) and based on the school revenue funding arrangements set by the Department for Education (DfE)<sup>1</sup>.
- 3.2 All special schools are funded by a place plus approach which consists of a combination of the following:
- Place funding - (Budget share) based on a commissioned number of places at the school, plus;
  - 'Element 3' Top-up funding

#### **Place funding**

- 3.3 Under the place-plus arrangements special schools receive a base level of funding on an agreed number of places, commissioned on an academic year basis. Each agreed place will be funded at an annual amount of £10,000. This report does not propose to make any changes to the commissioned number of places or the associated funding.

#### **Top-up funding**

- 3.4 Element 3 Top-up funding is provided on a per-pupil basis, according to the assessed needs of the pupil or student, as agreed between the Local Authority (the Commissioner) and the School (the Provider). Top-up funding follows the pupil and is therefore only paid for the period that the pupil is on roll at the school.
- 3.5 Portsmouth operates a banded funding model for the payment of top-up funding. The current model has been in place since April 2013. Top-up funding is allocated to individual pupils according to 8 'bands' labelled A to H with A being the highest level of need. The exact top-up amount varies between schools as the original amounts were set to ensure that the funding available to schools following the introduction of the current funding arrangements matched the funding that was available under the previous funding formula
- 3.6 In previous years, the top-up bands allocated to pupils joining a Special School were moderated once a year in the autumn term. This process had a number of disadvantages; it was considered to be time consuming, overly subjective and it made it difficult to estimate the level of funding the school would receive until the moderation exercise was completed which could be some months after the pupil started school.

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<sup>1</sup> School and Early Years Finance (England) Regulations

3.7 In November 2013 a new moderation process was implemented that meant a pupil's level of need and therefore the funding was identified at the time the child was placed at a school. This meant that the school received the information about the proposed funding band when they receive the Education Health and Care Plan outlining the child's needs and the required provision. According to the SEN Code of Practice, schools have 15 days to respond to a referral for placement of a child (SEN Code of Practice 9.83). If, following placement, a school believes an EHCP has been banded incorrectly, they are able to request an annual review.

#### 4 Rationale for changing the banded funding model

4.1 The current funding model has been retained since 2013, in anticipation of the introduction of a national funding formula, despite a number of disadvantages, including:

- **The banding criteria are outdated.** Banding criteria describe the range of pupils' needs which can be met within each band. These have not been updated for some years and no longer cover the range of special educational needs of children placed at each special school, as the needs of children placed at special schools have become more complex over time.
- **The current model is overly complex.** There are 8 bands; A to H. Pupils must be assigned a band. There is a lack of clarity about the distinction between each band and the process of assigning a band is overly time-consuming and adversarial.
- **The current model does not provide sufficient predictability** for special schools to plan their budgets in advance. The national place plus funding model means that it is already difficult to predict the amount of income a school can expect. The way that top-up funding is allocated on top of this, introduces additional unpredictability which make it difficult for special schools to manage their budget.

4.2 For all of the above reasons, it is proposed that an improved model of banding descriptors and associated funding for special schools is introduced. It is intended that the new model achieves the following:

- **Updated admissions and banding criteria**, which more accurately describe the range of needs met by each school.
- **Fewer bands** - it is proposed that we move to a 4-band model:
  - **Core band** providing adequate funding for the majority of children,
  - **Enhanced band** for those who need a higher level of support
  - **Exceptional band** for the minority of children who require a more individualised curriculum and a high level of adult support.

- **Highly Exceptional band** has been retained at Mary Rose Academy and The Harbour School for those children who would otherwise be placed out of city due to the complexity of their needs, and the bespoke packages of support required to meet their needs.
- **Revised funding levels** attached to each band that do not reduce the funding available to each special school, but that are affordable within the total envelope of high needs funding available.

## 5 Timing and Implementation of the new bands

- 5.1 In order to minimise any changes in funding levels for schools and to ensure that the transition to the new funding model is achievable within current staffing capacity, it is proposed that the new bands will be applied to all pupils placed at special schools within the city from the start of the new academic year in September 2017. Additionally, if a school requests a change of band through the Annual Review process, a child will be moved to one of the new bands. Therefore those pupils who continue to attend a special school, where there has been no request to reconsider the banding level through the Annual Review process will remain on the existing bands.

## 6 Process for reviewing the banded funding model

- 6.1 Joint working meetings between PCC officers and special school head teachers took place during the autumn term 2016 and spring term 2017 to jointly develop the new admissions criteria and banding descriptors.
- 6.2 A number of iterations of the new Admissions criteria and banding descriptors were produced and discussed in detail to ensure that the wording matched the level of need of the pupils currently being placed at each of the special schools.
- 6.3 The new Admissions criteria and banding descriptors were agreed with special school heads by the end of the spring term 2017 and can be found in Appendix 1.
- 6.4 The finance team began working on a new financial model, to match the reduced number of bands during the summer term 2017. A number of discussions have taken place with special school head teachers and business managers to agree the new funding levels to be attached to each band. The section below sets out the details of the financial modelling and potential impact of the proposed arrangements.



## 7 Financial modelling

### ***Background***

7.1 To support the work on the new banding descriptor framework, financial modelling has been undertaken to identify the Element 3 top-up funding rates that should be attached to each of the new bands.

7.2 The key principles that were applied in developing funding rates for the new bands are:

- that potential turbulence in school funding is minimised, so that no school would experience significant gains or losses; and
- that the new funding model would remain affordable within the existing high needs block funding;

in the short and medium term, based on the financial modelling.

7.3 As a consequence of the complexities in undertaking financial modelling, based on potential future class lists and pupil need in each of the Special Schools, a number of assumptions were made.

- The most recent class list at the time (Spring 2017) and the expected draft class lists for September 2017 were used to project future pupil numbers and level of need.
- Pupils on the September class lists without allocated bands were projected based on the existing distribution of pupil needs (correlated to the new bands).
- As the new cohorts for the academic years 2018-19 and 2019-20 are unknown, these were projected based on the existing distribution of pupil needs (correlated to the new bands).
- That all of the schools were full to the agreed commissioned pupil numbers (including any current agreed additional places).

7.4 Based on these assumptions, the results of the financial modelling can only be considered as an indicator of the potential financial impact of the change in banding from eight to three bands; as the final funding will depend on actual pupil needs and numbers.

### ***Base lines and modelling parameters***

7.5 In order to ensure that the financial modelling aligned with the principles of affordability and minimising turbulence at a school, the overall current funding envelope based on the budgeted Element 3 top-up funding for 2017-18, was quantified at £4.6m. With changes in pupil numbers and need, since setting the budget, it was also necessary to quantify the potential current projected spend with this latest data. The current projected Element 3 top-up funding requirement was calculated at £4.8m.

7.6 These baseline amounts were used for comparison purposes, when modelling the potential impact of the new bands and associated funding rates, both at a school level and in total. Details can be found at Appendix 4.

7.7 These baseline amounts, exclude the pupils at Harbour on the Stamshaw funding rates and those at Mary Rose in the Albert Annex, as these funding rates are not included within this exercise. As indicated earlier, these rates will now be known as the 'Highly Exceptional' rates.

***Options considered***

7.8 Initially, three options were modelled for the period covering the financial years 2017-18, 2018-19 and 2019-20 and this was compared to the baselines outlined above. The three options were:

**Option 1** - "weighted average" funding rates. These rates were calculated based on the existing funding rates and budgeted pupils numbers in each band (A to H) for 2017-18.

**Option 2** - "staffing to pupil ratio" weighting. In this model, the enhanced and exceptional funding rates were created based on ratios from the core band. This model was dismissed, as overall it was more expensive and did not address some of the turbulence shown in option 1.

**Option 3** - as per option 2, but the funding rates were created as proportion of the existing highest rate. This option was dismissed as it was unaffordable.

7.9 The results of the financial modelling were discussed at the Special Heads meeting with representatives from Solent Academies Trust and Willows Nursery. A separate meeting was held with the head teacher from the Harbour school and the Finance Director from Delta Education Trust.

7.10 Based on this initial review and modelling, it was agreed by all parties that option 1 was the preferred model, but that further work was required to refine it and address some of the concerns and queries raised by the schools.

7.11 Following the refinement of option 1 and the queries raised by the schools in relation to class lists, the funding model proposed at Appendix 2 was shared with the schools at the end of the summer term. The spreadsheets and data used to model the options were also shared with the schools for them to review and test against their own data.

7.12 The table below shows the correlation between the current funding framework rates and the proposed new funding framework.



Banding	2017-18 Band rates				
	Willows	Harbour	Mary Rose	Cliffdale	Redwood
	£	£	£	£	£
A	20,182	21,283	19,461	18,834	21,283
B	12,462	11,898	11,246	10,486	11,898
C	10,943	10,051	9,629	8,844	10,051
D	9,692	8,529	8,299	7,491	8,529
E	8,130	6,630	6,636	5,802	6,630
F	5,978	4,014	4,346	3,475	4,014
G	5,227	3,101	3,547	2,663	3,101
H	3,866	1,446	2,098	1,191	1,446

	Exceptional
	Enhanced
	Core

7.13 In November 2016 Redwood Park School changed status, from the provision of education for pupils with moderate learning difficulties and speech, language, and communication needs to severe learning difficulties and autistic spectrum condition. The current funding profile of the school reflects the high number of pupils identified as requiring support at the lower end of the current banding framework. Therefore when undertaking the financial modelling, it was necessary to group the distribution of the bands and their related funding rates differently from the other schools; as shown in the table above.

7.14 Whilst the majority of the other schools reflect a weighted average funding rate (based on the current bands and rates), we have had to move away from the weighted average model for Redwood for the reasons stated above. Following discussions and feedback from Solent Academies Trust, we have aligned the funding rates more closely with Cliffdale Primary which is its feeder school. In order to do this we have reduced Redwood's exceptional funding rate down to £18,800 in line with Cliffdale which enabled us to uplift the core rate from the weighted average of £2,700 to £3,800.

7.15 It is expected that the level of need of pupils attending the school will increase over time. In light of this it may necessary to review the funding rates in the future.

7.16 As a nursery special school, Willows has only three year groups, two nursery classes and a reception class. From September 2017 the nature of the school is changing with a larger number of pupils expected to attend the reception class in comparison to the two nursery classes, this could create financial turbulence with the change in cohort in September 2018. When discussing the impact of the proposed element 3 top-up rates for the new bands it was agreed with the school that the rates would be reviewed in summer 2018, to ensure that the model was not creating any unexpected turbulence.

7.17 Following discussions with the head teachers, each school has agreed the financial values for each of the band descriptors which are set out in Appendix 2. For completeness and to ensure the necessary approvals are obtained the table in Appendix 2 also includes the Highly Exceptional bands for Mary Rose and Harbour which equate to the current bands paid for Stamshaw and Albert Annex pupils. It is proposed that the new bands will be implemented from the start of the academic year in September 2017.

***Financial Impact***

7.18 Appendix 4 shows the results of the financial modelling. However, due to the assumptions relied upon, (as detailed above) this can only be considered to be an indicator of the potential financial impact of the change from eight to three bands; as the actual funding provided to schools will depend on actual pupil needs and numbers.

7.19 As set out earlier in this report, if there were no changes to the banding framework, the expenditure projection shows that if all the pupils were placed and funded by the Council, then the overall funding requirement would exceed the budgeted amount by £156,800; due to the increased levels of need of the pupils. It is against this projection that the financial modelling has been assessed.

7.20 The table below sets out the estimated additional cost to the authority of the new banding and funding framework.

<b>Financial Year</b>	<b>Additional cumulative cost £</b>
2017-18	45,348
2018-19	134,091
2019-18	146,001

7.21 It should be noted that 2017-18 shows the part year effect of the implementation of the new framework, with the full year effect applying from 2018-19. The model does assume that the schools are full and that the level of need for new pupils joining the school in future academic years will mirror that of those joining in September 2017.

7.22 The model also assumes that all pupils are commissioned by Portsmouth City Council. Currently 22 pupils (spring 2017) are commissioned by other local authorities, who are responsible for paying the Element 3 top-up funding.

7.23 Appendix 4 shows the potential financial impact on the individual schools, which also indicates that the full year effect of the change stabilises in the 2018-19 and 2019-20 financial years. As highlighted above the impact of the structural changes at both Redwood and Willows may need to be reviewed in the summer 2018 to ensure that the funding remains appropriate for the levels of need and overall affordability.

## **8 Reasons for recommendation**

- 8.1 The proposed changes to the method of allocation Element 3 Top-up funding to Special schools, will provide schools with a methodology of assigning levels of need and therefore funding that is simple, consistent and relevant to the children and their associated needs than the current banding framework.

## **9 Equality impact assessment (EIA)**

- 9.1 A preliminary EIA has been completed however a full EIA is not required as the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Act 2010. Changes in the banding descriptors will not negatively impact on those children who have been placed in special schools. Extensive financial modelling has been undertaken, in discussion with special school head teachers and finance managers, in order to minimise any changes in funding to schools. The aim has been to provide the same level of funding, but to streamline the system for allocating this funding to achieve greater clarity and predictability for schools in order to support their budget management.

## **10 Legal comments**

- 10.1 There are no legal implications arising directly from the recommendations contained within this report. The recommendations proposed are within the Cabinet Member's powers to approve.

## **11 Finance comments**

- 11.1 Under the DSG grant conditions<sup>2</sup> for 2017-18 the local authority may change its top-up funding rates. However, where a child is already attending a special school and is in receipt of top-up funding, the local authority must continue the agreement with the institution to make top-up payments until the pupil has left the institution, or the agreement is replaced by another. The proposals in this report relate to new pupils joining the school or those whose needs have been re-assessed and where a new agreement will be put in place. It is proposed that the current funding framework will remain in place for continuing pupils until they are re-assessed or they leave the school.
- 11.2 The results of the financial modelling and the assumptions upon which this is based are detailed within section 7 of the above report. The financial modelling can only be considered to be an indicator of the potential financial impact of the change in banding from eight to three bands; as the final funding will depend on actual pupil numbers and their assessed level of need.

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<sup>2</sup>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/579306/DSG\\_Conditions\\_of\\_Grant\\_2017-18 - Final\\_GH.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/579306/DSG_Conditions_of_Grant_2017-18_-_Final_GH.pdf)

- 11.3 The results of the financial modelling show that the introduction of the proposed new banding system and related funding rates could increase the overall funding requirement, by £45k in 2017-18, increasing to £134k in 2018-19. However, as stated within the report, the financial modelling is based on all schools being full and being filled by pupils placed by Portsmouth City Council. In reality there are a number of pupils that are placed by other local authorities and the funding for those pupils will be paid by the commissioning authority.
- 11.4 As previously highlighted, the financial modelling is only indicative and the actual funding received by the schools may differ. The impact of the changes to the Element 3 Top-up funding system will continue to be monitored as part of the budget monitoring process and reported regularly to both Cabinet Member and Schools Forum.

.....  
**Alison Jeffery, Director of Children, Families and Education**

**Appendices:**

- Appendix 1 - Banding descriptors from September 2017
- Appendix 2 - Element 3 Top Up Funding Rates (new bands)
- Appendix 3 - 2018-19 - Element 3 Top-up rates (for continuing pupils)
- Appendix 4 - Indicative Financial Modelling
- Appendix 5 - Preliminary Equalities Impact Assessment

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Financial Modelling of Element 3 Top-up funding for new Banding descriptors	Education Finance Team
School & Early Years Finance (England) Regulations	<a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a>

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
 Signed by:

**Appendix 1: Admissions criteria and banding descriptors from Sept 2017**

**Mary Rose Academy**

**1.0 General description**

1.1 Mary Rose Academy is a designated special school which caters for children between 2 and 19 years of age who have profound and multiple learning difficulties, or severe and complex needs, and who may also have Autism. Children may have a complexity of special educational needs including physical disabilities, complex medical conditions and varying degrees of sensory impairment.

**2.0 Admissions Criteria**

Children placed at the school will:

2.1 Have a Statement of Special Educational Needs or an Education, Health and Care Plan. In exceptional circumstances a child may be placed at the school on an assessment basis while a statutory Education, Health and Care Needs Assessment is being completed.

2.2 Be in the age range 2 to 19 years: nursery age and national curriculum years R to 14.

2.3 Be working significantly below age expectations, for example:

- Working at Early Years 0-16 month level up to the end of Year R.
- Working within P-levels or up to Year 1 National Curriculum programme of study.

2.4 Have severely limited language skills, using alternative communication systems to make needs/choices known.

In addition, children placed at the school may:

2.5 Present with severe and challenging behaviour associated with their severe and complex learning difficulties and/or Autism.

Consideration should be given to the individual's combination of difficulties and needs and how this impacts on their ability to access the curriculum.

**3.0 Admission Procedure**

3.1 All children to be considered for admission will be referred via the Inclusion Support Panel (ISP).

3.2 Following agreement at ISP, requests will be made in writing by the Local Authority to the school accompanied by the child's Statement or EHCP, parental views, annual review report and copies of all professional reports.

3.3 On receipt of a request for admission the Headteacher and Governors will consider the child's needs and reply to the SEN Team within 15 days.

3.4 Parents may have already visited the school; if not, they should be offered the opportunity to visit at this stage.

3.5 In the event that the school considers the child unsuitable for admission for any reason, the Headteacher should put their concerns in writing. Ultimately, the Local Authority is the placing authority.

3.6 The final decision to confirm the placement and finalise or amend the Statement or EHCP will be confirmed in writing by the SEN Team to both parents and school. All placements are made with full parental agreement.

### **Banding Descriptors - Mary Rose Academy**

<b>4.0 CORE</b>
<p><b>4.1 Descriptor</b></p> <ul style="list-style-type: none"> <li>• Pupils will have severe, complex, and life-long difficulties/disabilities.</li> <li>• Pupils will have learning difficulties which may co-exist with a medical condition and/or physical disabilities or sensory difficulties and may include sensory processing difficulties.</li> <li>• Pupils may also have social communication and interaction difficulties or Autism.</li> <li>• There may be associated social, emotional and behaviour difficulties and/or additional mental health difficulties.</li> </ul>
<p><b>4.2 Provision</b></p> <ul style="list-style-type: none"> <li>• Specialist provision in a class within a staffing ratio of 1:2.</li> <li>• Staff will have high levels of expertise in meeting the needs of pupils with severe and complex learning difficulties and/or Autism.</li> <li>• Staff will have high levels of expertise in meeting the needs of pupils with medical needs and physical disabilities.</li> <li>• Staff will have high levels of expertise in order to provide personal care, administering of medication and support for eating, moving and handling.</li> </ul>
<b>5.0 ENHANCED</b>
<p><b>5.1 Descriptor</b></p> <ul style="list-style-type: none"> <li>• Pupils will have profound, multiple and lifelong learning difficulties/disabilities.</li> <li>• Some pupils will also have severe social communication difficulties or Autism.</li> <li>• These learning difficulties/disabilities will co-exist with significant medical needs and/or physical disability and/or sensory processing difficulties.</li> </ul>





- Pupils may have significant multi-sensory impairment requiring a specialist programme and support.
- There may be associated social, emotional and behaviour difficulties and/or mental health difficulties.

## 5.2 Provision

- Specialist provision in a class with a staffing ratio between 1:2 and 1:1.
- Staff will have a high level of expertise in meeting the needs of pupils with severe and complex learning difficulties and/or Autism and associated challenging behaviour.
- Staff will have high levels of expertise in meeting the needs of pupils with profound and multiple learning difficulties.
  
- Staff will have a high level of expertise in meeting the needs of pupils with significant medical needs and physical disabilities.
- Staff will have high levels of expertise in order to provide personal care, administering of medication and support for eating, moving and handling.
- Staff will have high levels of expertise in meeting the needs of pupils with multi-sensory impairment.
- There may be a need for increased levels of specialist resourcing e.g. specialist communication aids / seating / standing equipment.

## 6.0 EXCEPTIONAL

### 6.1 Descriptor

- Pupils will have profound, multiple and lifelong learning difficulties.
- Some pupils will have severe social communication difficulties or Autism.
- Some pupils will have learning difficulties which co-exist with significant medical needs and/or physical disability and/or sensory processing difficulties.
- Some pupils will have multi-sensory impairment requiring a specialist programme and support.
- Some pupils will have associated social, emotional and behaviour difficulties and/or mental health issues.

Some pupils will have:

- Significant, complex and/or life-limiting medical conditions.
- Extremely challenging behaviour which can be a risk to themselves or others.

### 6.2 Provision

- Specialist provision in a class with a staffing ratio of 1:1 and 2:1 for some activities.
- Staff will have high levels of expertise in meeting the needs of pupils with the most profound and complex learning difficulties, medical and sensory needs.



- Staff will have high levels of expertise in meeting the needs of pupils with the most severe multi-sensory impairments.
- Staff will have high levels of expertise in meeting the needs of pupils with the most profound learning difficulties and autism and associated challenging behaviour.
- There may be a need for increased levels of specialist resourcing e.g. specialist communication aids / seating / standing equipment.

## 7.0 Highly Exceptional

### 7.1 Descriptor

- Requires a highly personalised package of support - beyond the other banding descriptors.

## 8.0 Banding Procedure

8.1 All banding decisions will be made by the local authority, in liaison with the relevant special school.

- For whole cohort entry, banding decisions will be made as part of the annual Specialist ISP meetings at which local authority officers, the head teacher/executive head teacher of the school are present.
- For individual entries throughout the academic year, a band will be proposed, based on the identified needs in the EHCP by SEN managers. This proposed band will be communicated to the school along with the EHCP outlining the child's needs and provision required. As part of the formal consultation process to agree school placement, the head teacher/executive head teacher will be invited to respond (within 10 working days, as set out in the Code of Practice) to confirm whether the child's needs can be met, taking into consideration both the needs and provision specified in the EHCP and the proposed band. The band will be confirmed along with confirmation of the school place, following this period of formal consultation.
- Once the banding has been confirmed, any request for a change to the band (for existing pupils) must be made in writing and submitted as part of the annual review process. This must be accompanied by evidence supporting the change, including relevant assessment reports. SEN managers, on behalf of the local authority, will consider all requests for a change in banding as part of the annual review process and in light of the evidence presented. Decisions will be communicated to the school within 2 weeks of the local authority's receipt of completed annual review paperwork.

8.2 Banding decisions will only be made based upon formal written evidence, and no decision can be reached without this. Evidence can include reports gathered as part of the Education, Health and Care Needs assessment process, contributions from professionals involved with the pupil, or a fully completed annual review report form.

8.3 It is the expectation of the local authority that the majority of pupils within each special school will be on 'Core' or 'Enhanced' banding. Clear evidence must be provided for any requested increase.

## Cliffdale Primary Academy

### 1.0 General description

1.1 Cliffdale Primary Academy is a designated special school which caters for children between 4 and 11 years of age who have complex learning difficulties and who may also have severe Autism.

### 2.0 Admissions criteria

Children placed at the school will:

2.1 Have a Statement of Special Educational Needs or an Education, Health and Care Plan. In exceptional circumstances a child may be placed at the school whilst a statutory Education, Health and Care Needs Assessment is being completed.

2.2 Be in the age range 4-11 years: National Curriculum years R to 6.

2.3 Be working significantly below age expectations, for example:

- Working at Early Years 16-36 month level up to the end of Year R.
- Working within P-levels up to Year 1 National Curriculum programme of study.

2.4 Show attainment in speech and language skills, literacy and numeracy which act as a significant barrier to learning and accessing the curriculum due to their learning difficulties.

2.5 Have associated physical/medical/sensory needs.

In addition, children placed at the school may:

2.6 Show difficulties (in line with their complex learning difficulties and Autism) in their social and emotional development, presenting as poor concentration, immature social skills and low self-esteem, which in turn may impact on their behaviour.

When recommending the most appropriate placement, consideration should be given to the individual's combination of difficulties, disabilities and needs, and how this impacts on their ability to access the curriculum.

### 3.0 Admission Procedure

3.1 All children to be considered for admission will be referred via the Inclusion Support Panel.

- 3.2 Following agreement at ISP, requests will be made in writing by the Local Authority to the school accompanied by the child's Statement or EHCP, parental views, annual review report and copies of all professional reports.
- 3.3 On receipt of a request for admission the Headteacher and Governors will consider the child's needs and reply to the SEN Team within 15 days.
- 3.4 Parents may have already visited the school; if not, they should be offered the opportunity to visit at this stage.
- 3.5 In the event that the school considers the child unsuitable for admission for any reason, the Headteacher should put their concerns in writing. Ultimately, the Local Authority is the placing authority.
- 3.6 The final decision to confirm the placement and finalise or amend the Statement or EHCP will be confirmed in writing by the SEN Team to both parents and school. All placements are made with full parental agreement.

### **Banding Descriptors - Cliffdale Primary Academy**

<b>4.0 CORE</b>
<p><b>4.1 Descriptor</b></p> <ul style="list-style-type: none"> <li>• Pupils will have severe and complex learning difficulties.</li> <li>• Some pupils will also have communication and interaction difficulties: speech, language and communication difficulties or Autism.</li> <li>• There may also be some associated social, emotional and behaviour difficulties and/or additional mental health difficulties.</li> <li>• Pupils are ambulant, interactive and can meet most of their own personal care needs with minimal supervision.</li> </ul>
<p><b>4.2 Provision</b></p> <ul style="list-style-type: none"> <li>• Specialist provision within a class with adult pupil ratio of 1:3.</li> <li>• Staff will have high levels of expertise in meeting the needs of pupils with severe and complex learning difficulties, speech, language and communications needs or Autism.</li> <li>• Staff may be needed to provide support with personal care, administering of medication and support for eating.</li> </ul>
<b>5.0 ENHANCED</b>
<p><b>5.1 Descriptor</b></p> <ul style="list-style-type: none"> <li>• Pupils will have severe or complex lifelong learning difficulties.</li> </ul>



- Pupils will have communication and interaction difficulties, speech, language and communication difficulties or severe Autism and may have sensory processing difficulties.
- Some pupils will have associated social, emotional and behaviour difficulties and/or additional mental health difficulties.
- Some pupils will have a medical condition and/or physical disability or sensory impairment.
- Some pupils will need support with their personal care needs, administering of medication and support for eating, moving and handling.

### **5.2 Provision**

- Specialist provision in a class with a staffing ratio of 1:2.
- Staff will have a high level of expertise and experience in meeting the needs of pupils with severe and complex learning difficulties and associated behaviour difficulties.
- Staff will have high levels of expertise in meeting the needs of pupils with severe Autism and social communication needs.
- Staff will have high levels of expertise in order to provide personal care, administering of medication and support for eating, moving and handling.

## **6.0 EXCEPTIONAL**

### **6.1 Descriptor**

- Pupils will have severe and complex lifelong learning difficulties.
- Pupils will have communication and interaction difficulties, speech, language and communication difficulties or severe Autism and may have sensory processing difficulties.
- Some pupils will have associated social, emotional and behaviour difficulties and/or additional mental health difficulties.
- Some pupils will have a medical condition and/or physical disability or sensory impairment.
- Some pupils will need support with their personal care needs, administering of medication and support for eating, moving and handling.

Some pupils will have:

- Challenging behaviour which requires an entirely personalised programme.
- Challenging behaviour which can be a risk to themselves or others.

### **6.2 Provision**

- Specialist provision in class with a staffing ratio of 1:1 and 2:1 for some activities.
- Staff will have high levels of expertise in meeting the needs of pupils with severe Autism and sensory processing difficulties.
- Staff will have high levels of expertise in meeting the needs of pupils with severe Autism and associated challenging behaviour.

- Staff will have high levels of expertise in order to provide personal care, administration of medication and support for eating.

## 7.0 Banding Procedure

7.1 All banding decisions will be made by the local authority, in liaison with the relevant special school.

- For whole cohort entry, banding decisions will be made as part of the annual Specialist ISP meetings at which local authority officers, the head teacher/executive head teacher of the school are present.
- For individual entries throughout the academic year, a band will be proposed, based on the identified needs in the EHCP by SEN managers. This proposed band will be communicated to the school along with the EHCP outlining the child's needs and provision required. As part of the formal consultation process to agree school placement, the head teacher/executive head teacher will be invited to respond (within 10 working days, as set out in the Code of Practice) to confirm whether the child's needs can be met, taking into consideration both the needs and provision specified in the EHCP and the proposed band. The band will be confirmed along with confirmation of the school place, following this period of formal consultation.
- Once the banding has been confirmed, any request for a change to the band (for existing pupils) must be made in writing and submitted as part of the annual review process. This must be accompanied by evidence supporting the change, including relevant assessment reports. SEN managers, on behalf of the local authority, will consider all requests for a change in banding as part of the annual review process and in light of the evidence presented. Decisions will be communicated to the school within 2 weeks of the local authority's receipt of completed annual review paperwork.

7.2 Banding decisions will only be made based upon formal written evidence, and no decision can be reached without this. Evidence can include reports gathered as part of the Education, Health and Care Needs assessment process, contributions from professionals involved with the pupil, or a fully completed annual review report form.

7.3 It is the expectation of the local authority that the majority of pupils within each special school will be on 'Core' or 'Enhanced' banding. Clear evidence must be provided for any requested increase.

## Redwood Park School

### 1.0 General description

1.1 Redwood Park Academy is a designated special school which caters for children between 11 and 16 years of age who have complex learning difficulties and who may also have severe Autism.

### 2.0 Admissions criteria

Children placed at the school will:

2.1 Have a Statement of Special Needs or an Education, Health and Care Plan. In exceptional circumstances a child may be placed at the school whilst a statutory Education, Health and Care Needs Assessment is being completed.

2.2 Be in the age range 11-16 years: National Curriculum years 7 to 11.

2.3 Be working significantly below age expectations, for example:

- Working within P-levels up to Year 3\* National Curriculum programme of study. (\*by KS4)

2.5 Show attainment in speech and language skills, literacy and numeracy which act as a significant barrier to learning and accessing the curriculum due to their learning difficulties.

In addition children placed at the school may:

2.6 Have social communication difficulties or Autism.

2.7 Show difficulties in behaviour (in line with their complex learning difficulties and Autism) and in their social and emotional development presenting as poor concentration, immature social skills and low self-esteem, which in turn may impact on their behaviour.

2.8 Have associated physical/medical/sensory needs.

When recommending the most appropriate placement, consideration should be given to the individual's combination of difficulties, disabilities and needs and how this impacts on their ability to access the curriculum.

### 3.0 Admission Procedure

3.1 All children to be considered for admission will be referred via the Inclusion Support Panel (ISP).

3.2 Following agreement at ISP, a request will be made in writing by the Local Authority to the school accompanied by the child's statement or EHCP, parental views, annual review report and copies of all professional reports.

3.3 On receipt of a request for admission the Headteacher and Governors will consider the child's needs and reply to the SEN Team within 15 days.

3.4 Parents may have already visited the school; if not, they should be offered the opportunity to visit at this stage.

3.5 In the event that the school considers the child unsuitable for admission for any reason, the Headteacher should put their concerns in writing. Ultimately, the Local Authority is the placing authority.

3.6 The final decision to confirm the placement and finalise or amend the statement or EHCP will be confirmed in writing by the SEN Team to both parents and school. All placements are made with full parental agreement.

### **Banding Descriptors - Redwood Park Academy**

<b>4.0 CORE</b>
<p><b>4.1 Descriptor</b></p> <ul style="list-style-type: none"> <li>• Pupils have severe, complex learning difficulties.</li> <li>• Pupils may also have communication and interaction difficulties: speech, language and communication difficulties, social communication difficulties or Autism.</li> <li>• Pupils are ambulant, interactive and can meet their own personal care needs.</li> <li>• There may be some associated social, emotional and behaviour difficulties and/or additional mental health difficulties.</li> </ul>
<p><b>4.2 Provision</b></p> <ul style="list-style-type: none"> <li>• Specialist provision within a class with adult pupil ratio of 1:3.</li> <li>• Staff will have high levels of expertise in meeting the needs of pupils with severe learning difficulties, speech, language and communication difficulties.</li> </ul>
<b>5.0 ENHANCED</b>
<p><b>5.1 Descriptor</b></p> <ul style="list-style-type: none"> <li>• Pupils will experience severe and complex lifelong learning difficulties.</li> <li>• Pupils will have communication and interaction difficulties, speech, language and communication difficulties or severe Autism and may have sensory processing difficulties.</li> <li>• Some pupils will have associated social, emotional and behaviour difficulties/disabilities and/or additional mental health difficulties.</li> <li>• Pupils are ambulant, interactive and can meet most of their own personal care needs with minimal supervision.</li> </ul>





### 5.2 Provision

- Specialist provision in a class with a staffing ratio of 1:2.
- Staff will have a high level of expertise in meeting the needs of pupils with severe and complex learning difficulties and associated behaviour difficulties.
- Staff have high levels of expertise in meeting the needs of pupils with severe and complex learning difficulties and associated social, emotional and mental health difficulties.
- Staff will have high levels of expertise in meeting the needs of pupils with severe autism and social communication needs.

## 6.0 EXCEPTIONAL

### 6.1 Descriptor

- Pupils will have severe and complex lifelong learning difficulties.
- Pupils will have communication and interaction difficulties, speech, language and communication difficulties or severe autism and may have sensory processing difficulties.
- Some pupils will have associated social, emotional and behaviour difficulties and/or additional mental health difficulties.
- Some pupils will need support with their personal care needs.

### 6.2 Provision

- As above and, in addition, pupils will require at least 1:1 adult support and a highly personalised curriculum.
- Specialist provision in a class with a staffing ratio of 1:1 and 2:1 for some activities.
- Staff will have high levels of expertise in meeting the needs of pupils with severe Autism and sensory processing difficulties.
- Staff will have high levels of expertise in meeting the needs of pupils with severe Autism and associated challenging behaviour.
- Staff will have high levels of expertise in order to provide personal care, administering medication and support for eating.

## 7.0 Banding Procedure

7.1 All banding decisions will be made by the local authority, in liaison with the relevant special school.

- For whole cohort entry, banding decisions will be made as part of the annual Specialist ISP meetings at which local authority officers, the head teacher/executive head teacher of the school are present.

- For individual entries throughout the academic year, a band will be proposed, based on the identified needs in the EHCP by SEN managers. This proposed band will be communicated to the school along with the EHCP outlining the child's needs and provision required. As part of the formal consultation process to agree school placement, the head teacher/executive head teacher will be invited to respond (within 10 working days, as set out in the Code of Practice) to confirm whether the child's needs can be met, taking into consideration both the needs and provision specified in the EHCP and the proposed band. The band will be confirmed along with confirmation of the school place, following this period of formal consultation.
- Once the banding has been confirmed, any request for a change to the band (for existing pupils) must be made in writing and submitted as part of the annual review process. This must be accompanied by evidence supporting the change, including relevant assessment reports. SEN managers, on behalf of the local authority, will consider all requests for a change in banding as part of the annual review process and in light of the evidence presented. Decisions will be communicated to the school within 2 weeks of the local authority's receipt of completed annual review paperwork.

7.2 Banding decisions will only be made based upon formal written evidence, and no decision can be reached without this. Evidence can include reports gathered as part of the Education, Health and Care Needs assessment process, contributions from professionals involved with the pupil, or a fully completed annual review report form.

7.3 It is the expectation of the local authority that the majority of pupils within each special school will be on 'Core' or 'Enhanced' banding. Clear evidence must be provided for any requested increase.

## The Harbour School

### 1.0 General description

**Specialist educational support** for those with long-term and complex Social, Emotional and Mental Health (SEMH) needs who have an Education Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN).

1.1 Pupils will:

- a) Have social emotional and mental health difficulties that can't be met within a mainstream school.
- b) Usually be in the age range of 9-16 years; national curriculum Years 5-11.
- c) Have a history of social, emotional and mental health difficulties over time despite intervention by the mainstream school and appropriate support services. Such difficulties might include high levels of anxiety and/or challenging behaviour.
- d) Have significant problems in making and sustaining appropriate relationships with peers and/or adults e.g. isolation, rejection by peers and excessive dependence on adult attention.
- e) Pupils may demonstrate behaviour which presents a risk to themselves or others.

1.2 In addition to their primary area of need, pupils may have:

- f) Specific or global learning difficulties, which may have contributed to underachievement.
- g) Low levels of emotional literacy, which may have impacted on their social and emotional health.
- h) Speech, language and communication difficulties or social communication difficulties including Autism Spectrum Conditions.

1.3 The mainstream school will have:

- i) Involved relevant outside agencies e.g. MABSS (or equivalent), PSENSP, EP, CAMHS.
- j) Provided clear evidence over time that they have exhausted their Ordinarily Available Provision for pupils with social emotional and mental health difficulties (as detailed in their Provision Map).

### 2.0 Alternative Provision

2.1 For pupils who have been permanently excluded and require 6<sup>th</sup> day provision.

2.2 For Looked After Children (LAC) who are between placements and for whom immediate provision cannot be found elsewhere or is not appropriate.

2.3 For pupils at risk of exclusion from school due to challenging behaviour, who are likely to:

- a) Be in the age range 9-16 years; national curriculum Years 5-11.
- b) Have a history of social, emotional and mental health difficulties over time that despite intervention by the mainstream school and appropriate support services are significantly impacting on their learning and placing them at risk of exclusion from school.

c) Need short stay or longer term alternative provision.

In addition, the mainstream school will have:

- c) Provided clear evidence of the intervention strategies used to address these behaviours and their impact.
- d) Decided that the pupil requires a period of Alternative Provision.

2.4 For pupils with SEMH needs who for medical reasons cannot be educated within mainstream school but can attend alternative provision.

2.4.1 Pupils will:

- a) Be in the 11 -16 age range; national curriculum Years 7 -11.
- b) Have a history of medical/emotional needs that, over time, are significantly impacting on their learning.
- c) The mainstream school will have provided clear evidence of the intervention strategies used to address the pupil's emotional needs and their impact.
- d) In addition there will be evidence provided from an appropriate medical practitioner (i.e. CAMHS practitioner) highlighting the requirement for a time limited placement.

### **3. Medical & Hospital Tuition**

3.1 For all children and young people who would normally attend mainstream schools, including Academies, Free Schools, independent schools and special schools, or where a child is not on the roll of a school but cannot for reasons of health need attend school.



## Banding Descriptors - The Harbour School

### Curriculum vision statement

The Harbour School meets the full continuum of need for young people with an Education Health and Care Plan (EHCP) that identifies Social, Emotional and Mental Health needs which may include associated anxiety, communication and interaction difficulties.

The school provides an aspirational curriculum underpinned by academic rigour and specific, evidence-based interventions to meet individual need. Our model is one of using flexible pathways and a continuum of provision to meet student needs as they develop following successful interventions. As these young people can and do present with challenging behaviours, we operate with a high staff to pupil ratio. Some pupils, at least initially, may need 1:1 or even 2:1 support. Staff have specialist skills to address significant learning, SEMH and ASC needs alongside comprehensive knowledge and understanding of both specific learning difficulties and triggers and strategies for working with a range of needs and disorders. All staff have access to a range of continuing professional development opportunities and receive specific training to support our interventions.

Our staff team includes subject specialists, vocational instructors, emotional literacy support staff and a range of specialist professionals such as Speech & Language Therapists (SALT) and Education Psychologists (EP) who are contracted on a needs basis. We have strong links with key agencies such as Social Care, CAMHS, Schools and Colleges and Youth Offending Teams.

There are many different strategies for working with challenging young people but the primary aim is to support and develop emotional literacy and resilience in order that young people recognise and communicate emotions rather than discharging or defending against them. Insecure attachment and unprocessed childhood trauma result in a range of disorders and behaviours that can preclude sustainable relationships. Our approach is coherent and consistent. Solution-focused, collaborative problem solving and restorative approaches is a model used effectively within the school and delivers positive outcomes for young people. We use a variety of nationally recognised approaches to address the Triad of Impairments for students with ASC including, TEACCH, Social Stories, PECS and Iceberg Analysis.

Our aspirational core curriculum, while underpinned by emotional literacy, has a focus on engaging young people in learning. We develop personalised learning programmes within a broad and flexible curriculum that can adapt to emerging need. Achievement in Literacy and Numeracy is a priority and is mapped across each curriculum area. All our KS4 courses support progression to further/higher education, training or employment. One of the most important elements of the curriculum is the ability to deliver significant parts of it in the outdoor environment. *A pupil's individual curriculum, including therapeutic aspects, will be determined by their identified needs.*



## 4.0 Core

### 4.1 Descriptor

- showing significant degree of emotional disturbance that affects his/her learning and that of others
- needing a high level of support to build or maintain satisfactory relationships with peers and staff
- showing inappropriate behaviour/feelings in normal circumstances
- has a tendency to develop physical symptoms or fears about personal or school problems
- struggles when faced with new places, people, events or unstructured unpredictable environments
- displaying inattention, distractibility, oppositional behaviour or anxiety that is significantly greater than that shown by peers within their mainstream
- only managing their behaviour in a small group setting
- behaving in a way that endangers him/herself and others
- being involved in incidents that may require physical interventions
- being withdrawn, extremely timid, poor emotional regulation
- displays some rigid or obsessional behaviours and may be sensitive to noise, people or touch
- limited understanding of own or others' emotions
- have difficulty developing relationships with others
- be dependent on a specialist environment with the focus on visual support systems and visual timetables
- require structure and routine to reduce stress and anxiety
- exhibit 'acting out' or 'withdrawn' behaviour
- being regularly verbally abusive
- displaying challenging behaviour that may include assaults on staff/peer
- persistently self-injuring
- being likely to cause significant damage to property
- requiring close individual supervision and a consistent management approach that will ensure the safety of themselves and others whilst enabling them to access learning
- occasionally absconding from site
- may have additional needs

### 4.2 Core Provision

In class group of 6-8 pupils with 1 Teacher and 1 Support staff

- SENCO support
- All staff trained in positive behaviour strategies, restorative approaches, solution focussed thinking, and collaborative solving problem approaches.
- Targeted additional support as required, including Attendance Officer support
- Allocated Key Worker
- Targeted pastoral support, including ELSA and SLCN
- A communication friendly environment
- Basic environmental adaptations for young people with SLCN/ASD needs



- Group interventions for:  
Basic SLCN  
Social Skills  
Emotional Literacy  
Literacy/Numeracy/Key skills  
Therapies: Art/Performing Arts/Outdoor Adventure Activities

## 5.0 Enhanced

### 5.1 Descriptor

(Includes the above descriptor and in addition)

- absconding from site and involvement in risk taking behaviour in the community, requiring intensive staff involvement
- persistently sabotaging and disrupting teaching groups persisting with oppositional behaviour, regular threats with occasional assaults, frequent damage to property
- repeatedly self-harming, requiring first aid
- has complex mental health needs e.g. unable to form emotional attachments, obsessional ritualistic behaviour, severe difficulties in regulating emotions.
- overwhelmed by sensory sensitivities
- be severely withdrawn
- may have additional needs

### 5.2 Enhanced Provision

- class group as above with additional support
- environmental adaptations for young people with SLCN/ASD needs and where necessary individualised to meet sensory needs
- SENCO support
- all staff trained in positive behaviour strategies, restorative approaches, solution focussed thinking, and collaborative solving problem approaches
- targeted additional support as required, including Attendance Officer support
- allocated Key Worker
- a communication friendly environment
- CAMHS support from commissioned CAMHS Services
- increased interventions (1-1 and 1-2 ) both proactive and reactive:  
SLCN  
Social Skills  
Emotional Literacy  
Solution Focused Brief Therapy  
Literacy/Numeracy/Key skills  
Therapies: Art/Performing Arts/Outdoor Adventure Activities



## 6.0 Exceptional

### 6.1 Descriptor

(Including the above descriptors and in addition)

- displaying pre-meditated intent to harm others with use of dangerous weapons
- displaying extreme, unpredictable, explosive behaviour resulting in frequent assaults
- having severe and complex mental health needs
- exhibit frustration or violence which require additional specialist management and physical intervention to maintain safety
- severely withdrawn and socially isolated
- frequently self-harm
- may have additional needs

### 6.2 Exceptional Provision

- nurture groups of 4-6 pupils with 2-3 support staff per class
- nurture Curriculum
- SENCO support
- bespoke approaches to individual needs
- all staff trained in positive behaviour strategies, restorative approaches, solution focussed thinking, and collaborative solving problem approaches.
- targeted additional support as required, including Attendance Officer support
- allocated Key Worker
- targeted pastoral support, including ELSA and SLCN
- a communication friendly environment
- CAMHS support from commissioned CAMHS Services
- EP support
- daily interventions (1-1 and 1-2 ) both proactive and reactive according to need and including:
  - SLCN
  - Social Skills
  - Emotional Literacy
  - Solution Focused Brief Therapy
  - Literacy/Numeracy/Key skills
  - Therapies: Art/Performing Arts/Outdoor Adventure Activities

## 7.0 Highly Exceptional

### 7.1 Descriptor

- Requires a highly personalised package of support. Pupil is a significant risk to themselves and others and highly resistant to intervention - beyond the other banding descriptors.

**Note: Banding will be reconsidered at each Annual Review with a view to downgrading the band where appropriate.**



## Appendix 2

### Element 3 Top up funding rates (new bands)

These apply from the start of the new academic year in September 2017 and for the financial year 2018-19, for new pupils and pupils assessed on the new bands through an annual review process.

<b>Banding</b>	<b>Willows</b>	<b>Harbour</b>	<b>Mary Rose</b>	<b>Cliffdale</b>	<b>Redwood</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Highly Exceptional</b>	-	28,190	25,448	-	-
<b>Exceptional</b>	20,100	21,200	19,400	18,800	18,800
<b>Enhanced</b>	12,400	11,200	11,200	9,700	9,000
<b>Core</b>	9,600	8,500	8,500	5,500	3,800

### Appendix 3

#### 2018-19 - Element 3 Top-up rates (for continuing pupils)

<b>Banding</b>	<b>Willows</b>	<b>Harbour</b>	<b>Mary Rose</b>	<b>Cliffdale</b>	<b>Redwood</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>A</b>	20,182	21,283	19,461	18,834	21,283
<b>B</b>	12,462	11,898	11,246	10,486	11,898
<b>C</b>	10,943	10,051	9,629	8,844	10,051
<b>D</b>	9,692	8,529	8,299	7,491	8,529
<b>E</b>	8,130	6,630	6,636	5,802	6,630
<b>F</b>	5,978	4,014	4,346	3,475	4,014
<b>G</b>	5,227	3,101	3,547	2,663	3,101
<b>H</b>	3,866	1,446	2,098	1,191	1,446
<b>Stamshaw</b>		28,190			
<b>Albert Annex</b>			25,448		

*Note: continuing pupils assessed under the new banding descriptor framework as part of an annual review process, will be funded via the new banding system, if assigned a new band.*



**Appendix 4 - Indicative Financial Modelling**

School	Baseline	Option Modelling		Option 1						
				2017-18		2018-19		2019-20		
				Pupil nos	£	Total £	Variance £	Total £	Variance £	Total £
Willows	2017-18 Budget	42	509,939	42	539,998	30,059	515,682	5,743	504,224	(5,715)
	2017-18 projected cost	41	513,564	42	539,998	26,434	515,682	2,118	504,224	(9,340)
Harbour	2017-18 Budget	79	799,063	80	858,214	59,151	883,497	84,434	890,113	91,050
	2017-18 projected cost	80	855,630	80	858,214	2,584	883,497	27,868	890,113	34,483
Mary Rose	2017-18 Budget	139	1,615,665	143	1,660,489	44,824	1,679,325	63,661	1,684,126	68,461
	2017-18 projected cost	143	1,659,117	143	1,660,489	1,372	1,679,325	20,208	1,684,126	25,009
Cliffdale	2017-18 Budget	116	928,707	116	959,403	30,696	981,133	52,426	984,654	55,947
	2017-18 projected cost	116	963,055	116	959,403	(3,652)	981,133	18,078	984,654	21,599
Redwood	2017-18 Budget	141	771,335	141	808,741	37,406	855,949	84,614	864,380	93,045
	2017-18 projected cost	139	790,130	141	808,741	18,612	855,949	65,819	864,380	74,250
Total	2017-18 Budget	517	4,624,709	522	4,826,844	202,135	4,915,587	290,878	4,927,497	302,788
	2017-18 projected cost	518	4,781,496	522	4,826,844	45,348	4,915,587	134,091	4,927,497	146,001
		1	156,787							

The figures in the above table are subject to rounding and may not calculate exactly

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# Equality Impact Assessment

Preliminary assessment form v5 / 2013

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Directorate:**

Director of Children services & education

**Function e.g. HR,  
IS, carers:**

Education

**Title of policy, service, function, project or strategy (new or old) :**

Special School Element 3 Top-up banding descriptors

**Type of policy, service, function, project or strategy:**

- Existing
- New / proposed
- Changed

### Q1 - What is the aim of your policy, service, function, project or strategy?

The aim of this change in policy is to revise the banding descriptors and the associated financial values (Element 3 top-up funding) for children with special educational needs and disabilities (SEND) attending both maintained and academy special schools in the city.

It is proposed that the revised policy is implemented for pupils taking up a place in a special school in the city from September 2017 and for pupils who are reassessed as part of the statutory annual review process.

### Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

This policy will impact on the per pupil funding paid to special schools from the Dedicated Schools Grant, High Needs block.

Extensive financial modelling has been undertaken, in discussion with special school head teachers and finance managers, in order to minimise any changes in funding to schools. The aim has been to provide the same level of funding, but to streamline the system for allocating this funding to achieve greater clarity and predictability for schools in order to support their budget management.

### Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

**Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?**

yes     No

**Q7 - How have you come to this decision?**

There is no reduction in the funding allocation and so this change in policy is not considered to have a negative impact on children with special educational needs and disabilities.

The change in policy will not have a negative impact on any other groups.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help  
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

**Q8 - Who was involved in the EIA?**

Julia Katherine

**This EIA has been approved by:** Mike Stoneman, Deputy Director - Children, Families and Education

**Contact number:** 02392 841712

**Date:** 05/09/2017



Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: [equalities@portsmouthcc.gov.uk](mailto:equalities@portsmouthcc.gov.uk)

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