

Schools Service

Schools Estimate Guidance Notes

2017/18

Date: January 2017

INTRODUCTION

The purpose of these guidance notes is to assist schools in budget setting. Some of the information may need to be revised to take account of changing circumstances.

From April 2016 the principal source of information on school spending will be each school’s financial system and we will no longer attempt to reconcile at individual ledger codes information held on school and Council records. All costs will be met from school bank accounts including payroll. Schools will be either invoiced directly for council services or in the case of payroll through direct debits. We will no longer need to send to schools Budget Control Reports which in any event are not as up to date as a school’s own records and no longer will be relevant.

Once the schedule of advances of schools’ budget shares and grant payments is set (see above), except in very exceptional circumstances, there will be no need for additional cash advances to schools. Schools will be able to manage their cash flow accordingly.

SECTION

1. **[PAY AWARD](#ref_1)**
2. [**SUPPORT AND ADVICE**](#ref_2)
3. [**THREE YEAR BUDGETING AND FORECASTING**](#ref_3)
4. **[INFLATION FACTORS](#ref_4)**
5. **[TEACHING STAFF](#ref_5)**
6. [**NON - TEACHING STAFF**](#ref_6)
7. **[PREMISES - RUNNING EXPENSES](#ref_7)**
8. **[PREMISES - REPAIR AND MAINTENANCE](#ref_8)**
9. **[TRANSPORT](#ref_9)**
10. **[SUPPLIES AND SERVICES](#ref_10)**
11. **[CONTRACTUAL SERVICES](#ref_11)**
12. **[INCOME FORECASTING](#ref_12)**

# PAY AWARD

Teachers Pay

Details on schoolteachers pay and conditions for 2016/17 and 2017/18 can be found on the following websites:

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2016>

 <https://www.gov.uk/government/publications/evidence-to-the-strb-2017-pay-award-for-school-staff>

Applying the 2017 pay award

1. Following the government’s acceptance of the recommendations of the STRB’s 21st - 26th reports, schools now have a very large degree of flexibility to differentiate the remuneration they offer to teachers to reflect various factors, including local recruitment and retention; roles and responsibilities; and specialist qualifications.
2. In its report last year the STRB reiterated its expectation that it should be for schools themselves to decide the extent to which any uplift to pay ranges and allowances within the national pay framework will apply to their teachers. It was the STRB’s view that uplifts should not be applied automatically to teachers and that any individual pay award needed to take account of performance. The STRB made very clear that it was not intended that the uplifts to the framework should translate into uniform pay increases for every teacher within every school. It is for schools to determine at the institutional level how to take account of the uplifts to pay ranges and allowances in the light of their individual school’s pay policy.
3. There was an uplifting of the current minima and maxima for each of the national pay ranges by 1% in September 2016.The effects of these changes are demonstrated [here.](#ref_TeachersPay_here)

Officers

In 2016, a 2 year deal was agreed for local government staff, seeing an increase of 1% on April 2016 and April 2017. The pay scales for 2017/18 are shown [here](#officer_pay). In addition please note that the schools LGPS employer contribution has increased to 25% for 2017/18

# SUPPORT AND ADVICE

If your school purchases services from the School Bursarial Team, their officers are able to provide advice on budget setting, and they possess an excel spread sheet to assist schools in setting and profiling budgets. You can also contact Schools Accountancy services for queries relating to budget allocations.

SchoolsAccountancyServices@ealing.gov.uk

# THREE YEAR BUDGET AND FORECASTING

To ensure that Schools stay within budget from 2017/18 onwards it is recommended that schools complete 3 year forecasts of spend and budgets so that early action can be taken by schools in response to possible pressures.

# INFLATION FACTORS

The inflation factors used below in these Guidance Notes simply show inflation between December 2015 to December 2016, and are the most up to date measures of inflation at the time of writing these notes. They are simply a guide, but can be applied to your 2016/17 original budgets to give an estimated budget for 2017/18.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** |  |  |  |
| **1** | **Premises Related Expenditure** | **%** | **Note** |
|   | Rent | 1 | **I** |
|   | Building Maintenance | -1.2 | **I** |
|   | Fuel/Oil | 18 | **I** |
|   | Gas | -4.6 | **I** |
|   | Electricity | 0.2 | **I** |
|   | Water | 1.4 | **I** |
|   | Telephones | 1.7 | **I** |
|   | Cleaning Materials | 0.6 | **I** |
|   | Insurance – Buildings  | 5.1 | **I** |
|   | Insurance -– Liabilities | 5.1 | **I** |
|   | Grounds Maintenance | -1.2 | **I** |
|   |   |   |   |
| **2** | **Transport Related Expenditure** |   |  |
|   | Vehicle Running Costs | 5.6 | **I** |
|   | Car Allowances | 0 | **I** |
|   | Road and Rail Fares | 2.6 | **I** |
|   | Transport (Fares & Other Travel Costs) | 2.2 | **I** |
|   |   |   |  |
| **3** | **Supplies, Services and Other Expenses** |   |  |
|   | Furniture | 1.8 | **I** |
|   | Books, Periodicals, Printing and Stationery | 3.6 | **I** |
|   | Clothing | 1.3 | **I** |
|   | Postage | 1.5 | **I** |
|   | Hires and Other Services | 1.6 | **I** |
|   | Advertising | 1.6 | **I** |
|   | Subsistence | 1.6 | **I** |
|   |   |   |  |
| **4** | **General Inflation (Including Income)** | **1.6** | **I** |

Notes

**I** Source:CPI Detailed figures by divisions, groups and classes % increase between December 2015 and December 2016

Further information can be found at the following website:

<https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/consumerpriceinflation/dec2016#consumer-prices-index-cpi>

# TEACHING STAFF (established full-time and part-time teachers)

1. The salary costs of each teacher charged against your school’s delegated budget comprise the following:

 (i) Basic Salary (Inner London pay scales)

 (ii) Allowances (e.g. Teaching and Learning Responsibility Payments)

 (iii) Employer’s Contributions in respect of Superannuation and NI.

1. In estimating your school’s teacher’s salary costs for 2017/18 you would normally need to take into account future increases arising from pay awards and increments, which are both payable from 1st September.

Please be aware of the following have applied since September 2014:

• the end of pay increases based on length of service

• all teachers’ pay progression will be linked to performance based on annual appraisals

• the abolition of mandatory pay points within the pay scales for classroom teachers to give schools greater freedom on how much teachers are paid. They would remain in place for reference only in the main pay scale to guide career expectations for new teachers entering the profession.

1. You will also need to make an assessment of the additional incremental costs your school will incur.

The current pay scales are shown [here](#ref_TeachersPay_here). For the purposes of setting a budget for 2017/18 we have included projection for September 2017. This includes a 1% increase on all salary points from September 2017. These projection rates are based on the September 2016 pay award.

1. The employer’s superannuation contributions rate for 2017/18 is 16.48% for teaching staff and 25.03% for non-teaching staff.

From April 2016 the existing state pensions and additional state pension has been replaced by the new state pension. The introduction of the new state pension will prevent employees/employers from contracting out and thus receiving the national insurance rebate. As a result the employer NI rate for 2017/18 is 13.8% for all earnings over the secondary threshold. For more information please follow the link below:

<https://www.gov.uk/government/publications/cwg2-further-guide-to-paye-and-national-insurance-contributions>

1. Please note that Heads, Deputy Heads and Assistant Heads, are paid on a spot salary and do not receive an increment automatically.
2. You can obtain the latest employers’ contribution rates for N.I and Superannuation by referring to your payroll provider’s reports, which identifies these on costs for each employee. You may have some members of staff who have chosen to “opt out” of the superannuation scheme, which would reduce your total employers’ contribution.

A worked example of how to estimate the cost of a teacher can be found [here](#ref_TeachersPayExample).

Spine for the leadership group in band A (Excl on-costs) – (Currently covering inner London)

|  |  |  |
| --- | --- | --- |
| **Spine Point** | **September 2016 pay** | **Projected September 2017 (+1%)** |
|  | **£pa** | **£pa** |
| L1 | 46,350 | 46,814 |
| L2 | 47,330 | 47,803 |
| L3 | 48,332 | 48,815 |
| L4 | 49,350 | 49,844 |
| L5 | 50,401 | 50,905 |
| L6 | 51,476 | 51,991 |
| L7 | 52,667 | 53,194 |
| L8 | 53,709 | 54,246 |
| L9 | 54,862 | 55,411 |
| L10 | 56,083 | 56,644 |
| L11 | 57,344 | 57,917 |
| L12 | 58,501 | 59,086 |
| L13 | 59,778 | 60,376 |
| L14 | 61,084 | 61,695 |
| L15 | 62,416 | 63,040 |
| L16 | 63,886 | 64,525 |
| L17 | 65,185 | 65,837 |
| L18 | 66,638 | 67,304 |
| L19 | 68,107 | 68,788 |
| L20 | 69,613 | 70,309 |
| L21 | 71,153 | 71,865 |
| L22 | 72,737 | 73,464 |
| L23 | 74,350 | 75,094 |
| **Spine Point** | **September 2016 pay** | **Projected September 2017 (+1%)** |
| L25 | 77,719 | 78,496 |
| L26 | 79,459 | 80,254 |
| L27 | 81,244 | 82,056 |
| L28 | 83,079 | 83,910 |
| L29 | 84,957 | 85,807 |
| L30 | 86,886 | 87,755 |
| L31 | 88,853 | 89,742 |
| L32 | 90,874 | 91,783 |
| L33 | 92,951 | 93,881 |
| L34 | 95,067 | 96,018 |
| L35 | 97,247 | 98,219 |
| L36 | 99,469 | 100,464 |
| L37 | 101,765 | 102,783 |
| L38 | 104,094 | 105,135 |
| L39 | 106,451 | 107,516 |
| L40 | 108,930 | 110,019 |
| L41 | 111,469 | 112,584 |
| L42 | 114,069 | 115,210 |
| L43 | 115,582 | 116,738 |

Ranges for Head Teachers in band A – (Currently covering inner London)

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Range of Spine Points | Salary Range Sept 2016 | Projected Sept 2017 (+1%) |
|  |   | £pa | £pa |
| 1 | L6 - L18 | 51,476 – 65,978 | 51,991 - 66,638 |
| 2 | L8 - L21 | 53,709 – 70,448 | 54,246 - 71,152 |
| 3 | L11 - L24 | 57,344 – 75,264 | 57,917 - 76,017 |
| 4 | L14 - L27 | 61,084 - 80,439 | 61,695 - 81,243 |
| 5 | L18 - L31 | 66,638 - 87,973 | 67,304 - 88,853 |
| 6 | L21 - L35 | 71,153 - 96,284 | 71,865 - 97,247 |
| 7 | L24 - L39 | 71,153 - 105,397 | 71,865 - 106,451 |
| 8 | L28 - L43 | 83,079 - 115,582 | 83,910 - 116,738 |

Scale for qualified teachers in band A – (Currently covering inner London)

|  |  |  |
| --- | --- | --- |
| **Scale Point** | **September 2016 pay** | **Projected September 2017 (+1%)** |
| **Main pay scale** | £pa | £pa |
| 1 | 28,098 | 28,379 |
| 2 | 29563 | 29859 |
| 3 | 31103 | 31414 |
| 4 | 32724 | 33051 |
| 5 | 35242 | 35594 |
| 6 | 38241 | 38623 |
|   |   |   |
| **Upper pay scale** |   |   |
| 1 | 43,184 | 43,616 |
| 2 | 45,306 | 45,759 |
| 3 | 46,829 | 47,297 |

Unqualified Teachers

|  | **September 2016**  | **Projected September 2017 (+1%)** |
| --- | --- | --- |
|  | **£pa** | **£pa** |
| Minimum | 20,701 | 20,908 |
| Maximum | 30,270 | 30,573 |

Leading Practitioners

|  | **September 2016**  | **Projected September 2017 (+1%)** |
| --- | --- | --- |
|   | £pa | £pa |
| Minimum | 46,350 | 46,814 |
| Maximum | 66,638 | 67,304 |

Additional payments for Classroom Teachers

|  |  |  |
| --- | --- | --- |
|  | **September 2016** | **Projected September 2017 (+1%)** |
|   | **£pa**  | **£pa**  |
| **Teaching and Learning** |   |  |
| Responsibility Payment (TLR 3) |   |  |
| Minimum | 523 | 528 |
| Maximum | 2,603 | 2,629 |
|   |   |  |
| **Teaching and Learning** |   |  |
| Responsibility Payment (TLR 2) |   |  |
| Minimum | 2,640 | 2,666 |
| Maximum | 6,450 | 6,515 |
|   |   |  |
| **Teaching and Learning** |   |  |
| Responsibility Payment (TLR 1) |   |  |
| Minimum | 7,622 | 7,698 |
| Maximum | 12,898 | 13,027 |
|   |   |  |
| **Special Educational Needs** |   |  |
| Allowance (Minimum) | 2,085 | 2,106 |
| Allowance (Maximum) | 4,116 | 4,157 |

For qualified teachers who are employed in posts that the relevant body has determined have the primary purpose of modelling and leading improvement of teaching skills.

Foreign Language Assistants

Foreign language assistants may be employed for a minimum of 12 hours a week and a maximum of 18 hours a week.

Salary rates for 2017/18 academic year will be confirmed in June 2017. For 2016/17 the rates were:

 Gross monthly salary - £896.00 for a standard 12 hours per week

 Standard fixed hourly rate - £13.29 for hours beyond the 12 hours.

For more information please follow the link below

<https://www.britishcouncil.org/language-assistants/employ/costs>

Estimate for Teachers’ salaries – example of calculations

1. Input the name, scale, proportion of full-time in lines 1-3.
2. On line 4 input the salary of the individual at April. On line 5 input the new projected salary at September 2016 plus any increment due (for line 5 and 6 please input the full time salary for the scale point even if the individual is employed on a part time basis).
3. The additional allowances such as London Weighting should be inputted on lines 6 & 7.
4. If the teacher is in the superannuation scheme then please select ‘Yes’ from the dropdown list on line 8.
5. The total estimate for the year is found on line 9.

Below there is an **embedded spreadsheet**, to activate the spreadsheet double click on it. You will then be able to input the information from (i-v) in the blue cells. The grey cells are formula driven so you do not need to update these cells. For more information on using embedded spreadsheets please use the following link:

<https://support.office.com/en-us/article/Link-or-embed-an-Excel-worksheet-41bf021e-ba7c-44ef-9914-0d7e88062257>

In the embedded spreadsheet there are also drop down menus for you to make selections, where there is a ‘Please select’ in a row this indicates you are to make a selection from the drop down menu.



# NON-TEACHING STAFF

In estimating your school’s non-teachers’ salaries costs for the coming financial year, you would normally need to take into account future increases arising from pay awards and increments, which are both payable from 1st April. A two year deal for NJC local government staff, saw an agreement to increase the scale by 1% on April 2016 and April 2017. The updated scales for 2017/18 are shown [here](#officer_pay).

For those who buy in to Ealing payroll for more information regarding non-teaching payroll and grading’s please contact:

Payroll

 genpayroll@ealing.gov.uk

Itrent Support

iTrentSupportTeam@ealing.gov.uk

HR Services

hrsscops@ealing.gov.uk

Estimate for Non Teachers’ salaries – example of calculations

1. Input the name and job title on lines 1 and 2. Enter hours per week and weeks per year on line 3. For full time members of staff this will be 35 per week and 52 weeks per year.
2. On lines 4 enter the individual’s spinal point.
3. Input any allowances the employee may have on lines 6-9.
4. If the teacher is in the superannuation scheme, then please select ‘Yes’ from the dropdown list on line 10.
5. The total estimate for the year is found on line 11.



Listed below is general information you might find useful in compiling non-teaching estimates:

* 1. **Annual Hours -** The FTE paid hours is based on 1,820 hours (i.e. 35 hrs x 52 weeks).
	2. **Term Time**
1. For school administrators, clerical, general assistants and laboratory technicians working term-time only (i.e. 40 weeks), the number of weeks applied in calculating their annual salary is determined by the length of service and consequent holiday entitlement as follows:

 Up to 5 years service 47.0 weeks

 After 5 years service 47.6 weeks

 After 10 years service 48.2 weeks

Thus for an employee with less than 5 years service working 20 hours per week, term-time only,

The calculation would be as follows:

 (Basic Salary + Allowances) x 20 hours p/w x 47.0 weeks

 35 hours p/w x 52 weeks

1. For Nursery Nurses, Welfare Assistants, Senior SMSA’s and SMSA’s working term-time only (i.e. 39 weeks), the number of weeks applied in calculating their annual salary is determined by the length of service and consequent holiday entitlement as follows:

 Up to 5 years service 46 weeks

 After 5 years service 46.6 weeks and

 10 years service 47.2 weeks

Thus for Welfare assistant with less than 5 years service,the calculation would be as follows:

 (Basic Salary + Allowances) x 32.5 hours p/w x 46 weeks

 35 hours p/w x 52 weeks

* 1. New Gradings for the purpose of determining whether an employee will be entitled to an increment on 1st April, you should note the following Scale ranges:
1. Nursery Nurses – Grade 6 - Scale Point 26 to 28
2. Welfare Assistants, LSA & Teaching Asst – Grade 5 - Scale Point 22 to 25
3. Caretaker – Grade 5/6 - Scale Point 22 to 28
4. Asst. Caretaker – Grade 4 - Scale Point 18 to 21
5. Senior SMSA’s – Grade 3 –Scale Point 14 to 17
6. SMSA’s – Grade 2 –Scale Point 10 to 13
	1. Caretakers’ overtime hours are paid at the following rates:
7. Monday - Saturday (up to 12 midnight) - overtime rate x 1.5.
8. Monday - Saturday (after midnight) - overtime rate x 2.
9. Sundays - overtime x 2.
10. Bank Holidays - hours worked x basic rate and overtime rate at plain time + time off in lieu.
	1. Other
11. Caretakers – Council Tax (Band D) was £1,334 for 2016/17. At the point of writing this note the notion of freezing council tax for 2017/18 is currently under consideration by cabinet.
12. First Aid Allowance: £162 p.a.
13. Qualification Allowance (Laboratory Technicians): £345 p.a.
14. Language Allowance: All language allowances are paid on a claim basis with claims being submitted to Mark Nelson, Head of School HR Consultancy, 5th Floor SW, Perceval House (mnelson@ealing.gov.uk).

|  |
| --- |
| **EALING PAY SCALE VALUES WITH ON COSTS** |
|  | **Spinal** | **Salary** | **London** | **Ealing** | **Salary**  | **Annual Salary** |  |  |  |
|
|
| **Grade**  | **Column** | **Exc. LW** | **Weight** | **Supp** | **Inc LW** | **inclusive** | **EMPLOYER'S PENSION CONTS.** | **NI CONTS. OUT** | **Total Employee Costs** |
|  |  | **(£)** | **(£)** | **(£)** | **(£)** | **(£)** | **(£)** | **(£)** | **(£)** |
| **1** | **7** | 16,122 | 1,863 | 282 | 17,985 | 18,267 | 4,572 | 1,394 | 24,233 |
| **1** | **8** | 16,188 | 1,863 | 282 | 18,051 | 18,333 | 4,589 | 1,403 | 24,325 |
| **1** | **9** | 16,242 | 1,863 | 282 | 18,105 | 18,387 | 4,602 | 1,411 | 24,400 |
| **1** | **10** | 16,467 | 1,863 | 282 | 18,330 | 18,612 | 4,659 | 1,442 | 24,712 |
| **1** | **11** | 16,494 | 1,863 | 282 | 18,357 | 18,639 | 4,665 | 1,446 | 24,750 |
| **2** | **10** | 16,467 | 1,863 | 282 | 18,330 | 18,612 | 4,659 | 1,442 | 24,712 |
| **2** | **11** | 16,494 | 1,863 | 282 | 18,357 | 18,639 | 4,665 | 1,446 | 24,750 |
| **2** | **12** | 16,512 | 1,863 | 282 | 18,375 | 18,657 | 4,670 | 1,448 | 24,775 |
| **2** | **13** | 16,533 | 1,863 | 282 | 18,396 | 18,678 | 4,675 | 1,451 | 24,804 |
| **3** | **14** | 16,794 | 1,863 | 282 | 18,657 | 18,939 | 4,740 | 1,487 | 25,166 |
| **3** | **15** | 17,073 | 1,863 | 282 | 18,936 | 19,218 | 4,810 | 1,525 | 25,554 |
| **3** | **16** | 17,418 | 1,863 | 282 | 19,281 | 19,563 | 4,897 | 1,573 | 26,033 |
| **3** | **17** | 17,760 | 1,863 | 282 | 19,623 | 19,905 | 4,982 | 1,620 | 26,507 |
| **4** | **18** | 18,054 | 1,863 | 141 | 19,917 | 20,058 | 5,021 | 1,641 | 26,720 |
| **4** | **19** | 18,735 | 1,863 | 141 | 20,598 | 20,739 | 5,191 | 1,735 | 27,665 |
| **4** | **20** | 19,413 | 1,863 | 141 | 21,276 | 21,417 | 5,361 | 1,829 | 28,607 |
| **4** | **21** | 20,121 | 1,863 | 141 | 21,984 | 22,125 | 5,538 | 1,927 | 29,590 |
| **5** | **22** | 20,643 | 1,863 | 141 | 22,506 | 22,647 | 5,669 | 1,999 | 30,314 |
| **5** | **23** | 21,252 | 1,863 | 141 | 23,115 | 23,256 | 5,821 | 2,083 | 31,160 |
| **5** | **24** | 21,939 | 1,863 | 141 | 23,802 | 23,943 | 5,993 | 2,178 | 32,113 |
| **5** | **25** | 22,647 | 1,863 | 141 | 24,510 | 24,651 | 6,170 | 2,275 | 33,096 |
| **6** | **26** | 23,379 | 1,863 | 141 | 25,242 | 25,383 | 6,353 | 2,376 | 34,113 |
| **6** | **27** | 24,156 | 1,863 | 141 | 26,019 | 26,160 | 6,548 | 2,483 | 35,191 |
| **6** | **28** | 24,942 | 1,863 | 141 | 26,805 | 26,946 | 6,745 | 2,592 | 36,282 |
| **7** | **29** | 25,938 | 1,863 | 141 | 27,801 | 27,942 | 6,994 | 2,729 | 37,665 |
| **7** | **30** | 26,805 | 1,863 | 141 | 28,668 | 28,809 | 7,211 | 2,849 | 38,869 |
| **7** | **31** | 27,654 | 1,863 | 141 | 29,517 | 29,658 | 7,423 | 2,966 | 40,048 |
| **8** | **32** | 28,461 | 1,863 | 141 | 30,324 | 30,465 | 7,625 | 3,078 | 41,168 |
| **8** | **33** | 29,307 | 1,863 | 141 | 31,170 | 31,311 | 7,837 | 3,194 | 42,342 |
| **8** | **34** | 30,135 | 1,863 | 141 | 31,998 | 32,139 | 8,044 | 3,309 | 43,492 |
| **9** | **34** | 30,135 | 1,863 | 141 | 31,998 | 32,139 | 8,044 | 3,309 | 43,492 |
| **9** | **35** | 30,765 | 1,863 | 141 | 32,628 | 32,769 | 8,202 | 3,395 | 44,367 |
| **9** | **36** | 31,581 | 1,863 | 141 | 33,444 | 33,585 | 8,406 | 3,508 | 45,499 |
| **10** | **37** | 32,475 | 1,863 | 141 | 34,338 | 34,479 | 8,630 | 3,631 | 46,741 |
| **10** | **38** | 33,423 | 1,863 | 141 | 35,286 | 35,427 | 8,867 | 3,762 | 48,057 |
| **10** | **39** | 34,509 | 1,863 | 141 | 36,372 | 36,513 | 9,139 | 3,912 | 49,564 |
| **10** | **40** | 35,430 | 1,863 | 141 | 37,293 | 37,434 | 9,370 | 4,039 | 50,843 |
| **11** | **41** | 36,366 | 1,863 | 141 | 38,229 | 38,370 | 9,604 | 4,168 | 52,142 |
| **11** | **42** | 37,284 | 1,863 | 141 | 39,147 | 39,288 | 9,834 | 4,295 | 53,417 |
| **11** | **43** | 38,223 | 1,863 | 141 | 40,086 | 40,227 | 10,069 | 4,425 | 54,721 |
| **12** | **44** | 39,162 | 1,863 | 141 | 41,025 | 41,166 | 10,304 | 4,554 | 56,024 |
| **12** | **45** | 40,035 | 1,863 | 141 | 41,898 | 42,039 | 10,522 | 4,675 | 57,236 |
| **12** | **46** | 41,013 | 1,863 | 141 | 42,876 | 43,017 | 10,767 | 4,810 | 58,594 |
| **13** | **47** | 41,952 | 1,863 | 141 | 43,815 | 43,956 | 11,002 | 4,939 | 59,897 |
| **13** | **48** | 42,888 | 1,863 | 141 | 44,751 | 44,892 | 11,236 | 5,068 | 61,197 |
| **13** | **49** | 43,803 | 1,863 | 141 | 45,666 | 45,807 | 11,465 | 5,195 | 62,467 |
| **14** | **50** | 44,745 | 1,863 | 141 | 46,608 | 46,749 | 11,701 | 5,325 | 63,775 |
| **14** | **51** | 45,681 | 1,863 | 141 | 47,544 | 47,685 | 11,936 | 5,454 | 65,074 |
| **14** | **52** | 46,626 | 1,863 | 141 | 48,489 | 48,630 | 12,172 | 5,584 | 66,386 |
| **15** | **53** | 47,589 | 1,863 | 141 | 49,452 | 49,593 | 12,413 | 5,717 | 67,723 |
| **15** | **54** | 48,582 | 1,863 | 141 | 50,445 | 50,586 | 12,662 | 5,854 | 69,102 |
| **15** | **55** | 49,602 | 1,863 | 141 | 51,465 | 51,606 | 12,917 | 5,995 | 70,518 |
| **15** | **56** | 50,613 | 1,863 | 141 | 52,476 | 52,617 | 13,170 | 6,135 | 71,922 |
| **16** | **57** | 51,615 | 1,863 | 141 | 53,478 | 53,619 | 13,421 | 6,273 | 73,313 |
| **16** | **58** | 52,617 | 1,863 | 141 | 54,480 | 54,621 | 13,672 | 6,411 | 74,704 |
| **16** | **59** | 53,631 | 1,863 | 141 | 55,494 | 55,635 | 13,925 | 6,551 | 76,111 |
| **16** | **60** | 54,633 | 1,863 | 141 | 56,496 | 56,637 | 14,176 | 6,689 | 77,503 |
| **17** | **61** | 55,638 | 1,863 | 141 | 57,501 | 57,642 | 14,428 | 6,828 | 78,898 |
| **17** | **62** | 56,652 | 1,863 | 141 | 58,515 | 58,656 | 14,682 | 6,968 | 80,305 |
| **17** | **63** | 57,660 | 1,863 | 141 | 59,523 | 59,664 | 14,934 | 7,107 | 81,705 |
| **17** | **64** | 58,662 | 1,863 | 141 | 60,525 | 60,666 | 15,185 | 7,245 | 83,096 |
| **18** | **65** | 59,673 | 1,863 | 141 | 61,536 | 61,677 | 15,438 | 7,385 | 84,500 |
| **18** | **66** | 60,966 | 1,863 | 141 | 62,829 | 62,970 | 15,761 | 7,563 | 86,295 |
| **18** | **67** | 62,277 | 1,863 | 141 | 64,140 | 64,281 | 16,090 | 7,744 | 88,115 |
| **18** | **68** | 63,618 | 1,863 | 141 | 65,481 | 65,622 | 16,425 | 7,929 | 89,976 |

# PREMISES RUNNING EXPENSES – ESTIMATE

* 1. Gas/Fuel/Electricity

NOTE: This estimated consumption can be calculated either by reference to projected meter readings OR previous year(s) actual(s). In either case account will need to be taken of future price increases, adjustments made to reflect consumption by caretakers, and shared site usage in order to get the total estimated charge for the year.

For calculations with reference to projected meter readings of previous year(s) actual(s) please complete the following table.



NOTE: When two or more schools share the same site and there is only one meter, the school in which the meter is located should propose the total estimate and notify the other school(s) on site of the amounts attributable to them together with details of calculation. It is therefore necessary to make adjustment for shared sites. Please complete the following table for shared sites costs:



* 1. Water Rates

This estimate can be calculated either by reference to (A) rateable value OR (B) metered charge In either case account will need to be taken of future price increases and adjustments made to reflect consumption by caretakers and shared site usage.

In order to estimate the total estimate for the year using either of the methods mentioned above please fill in one of the following tables:



* 1. Premises - Running Expenses – Estimate
	2. RATES are funded on the latest information provided by Business Rates Section. Where a school is re-assessed to a lower rate during the year, the school will need to refund the difference. Where a school is re-assessed to a higher rate during the year, the school will need to fund the first £3,000 increase for primary schools and the first £10,000 for high schools. Additional funding will be available to schools for any increase above the £3,000/£10,000 deminimus.
	3. INSURANCE Premises, Contents and Third Party – information will be provided by the Council’s Insurance Section, this information will be available in May/June 2017, Schools will be invoiced for insurance charges. If you buy insurance services from Ealing please contact: insurance@ealing.gov.uk.
	4. CLEANING the estimated cost of the cleaning expenditure can be ascertained either by: -
		1. Under contract – obtaining the expected charge from the contractor or
		2. By taking the current actual charge and adding the appropriate inflation rate.

# PREMISES - REPAIR AND MAINTENANCE - ESTIMATE

Schools are responsible for the structural and day to day repair and maintenance of their premises. Therefore, Schools are advised to budget for planned and potential reactive maintenance. The estimated sums should be entered against the appropriate headings below:



# TRANSPORT - ESTIMATE

Please fill in the following table to get an estimate for total transport costs across car allowances, direct transport costs and pupil transport:


# SUPPLIES AND SERVICES - ESTIMATE

Please fill in the following table to get an estimate:



# CONTRACTUAL SERVICES – ESTIMATE

Please fill in the following table to get an estimate:

****

# INCOME FORECASTING

The Schools block funding for each primary and high school for pupils in Reception to Year 11, as well as the High Needs place factor funding for places the Authority will fund at special schools and Additionally Resourced Provisions (ARPs)/Units, will be funded through budget share and cash advance. These will be fixed at the start of the year and will not change. Some of the estimates for income are either yet to be determined by the Education Funding Agency (EFA) or may vary during the year due to changes in pupils attending a school. This section includes information on how schools may make their own estimates for grant income.

For 2017/18 all schools funding outside of the Schools block funding (Reception to Year 11) as well as the High Needs place factor funding for places will be received by schools as grant income therefore schools will need to load budget and produce forecasts for this income including:

1. **[Pupil Premium Grant](#ref_a)**
2. **[Early Years Pupil Premium Grant](#ref_b)**
3. **[Early Years Single Funding Formula](#ref_c)**
4. **[Universal Free School Meals](#ref_d)**
5. **[Sports Premium Grant](#ref_e)**
6. **[Year 7 Catch Up Grant](#ref_f)**
7. **[EFA Funding – Sixth Form Funding](#ref_g)**
8. **[EFA Funding – Sixth Free School Meals](#ref_h)**
9. **[Growth Fund](#ref_i)**
10. **[SEN support fund](#ref_j)**
11. **[High Needs Top Up](#ref_k)**

## Pupil Premium Grant

* 1. Pupil premium allocations for 2017/18 will be published in June 2017, following pupil number data from spring 2017. The pupil premium per pupil amounts for 2017-18 will be protected at the current rates, as shown in the estimate tool below.
	2. For more information please refer to:

<https://www.gov.uk/government/publications/pupil-premium-conditions-of-grant-2016-to-2017/pupil-premium-2016-to-2017-conditions-of-grant>

<https://www.egfl.org.uk/sites/default/files/Finance_data/Budgets/Pupil%20Premium%20Grant%20-%20guidance%20note%20v2.pdf>

* 1. Please fill in the following table:



\* The pupil premium for 2017 to 2018 will include pupils recorded in the January 2017 school census who are known to have been eligible for free school meals (FSM) since May 2010, as well as those first known to be eligible at January 2017.

* 1. Schools have access to a searchable pupil premium database which you can access via secure access:

<https://sa.education.gov.uk/idp/Authn/UserPassword>

This allows you to enter a list of UPNs and find out if they were eligible for the pupil premium in 2016/17 and the reason for eligibility (ie whether they were eligible for the deprivation element or eligible for another reason (LAC, adopted from care, service child). For primary schools this will give a reasonably good estimate of your pupil premium but in the case of high schools the dataset may over-state the number of eligible pupils as some pupils may have been “Ever 6” for a number of years in their previous schools.

As the LAC element is now ever LAC and 6 year FSM6 period would cover eligibility at any stage since reception, a child who was eligible in 2016/17 should also be eligible in 2017/18.

You could use the searchable database to search your latest Y1 to Y11 pupil list and find out which children will be eligible – this will tell you both about those who were in your school in Jan 2016 and any new arrivals that came from another school.

The searchable database will not include your reception children or any new arrivals from overseas since Jan 2016 so you would need to then check whether they have been flagged on SIMS as eligible for FSM in the period between joining your school and January 2017 to know which ones will attract pupil premium funding. Similarly if you know that any of the children are LAC.

## Early Years Pupil Premium

* 1. From January 2016, the DfE will use the school census and early years census to collect information on:
1. how many eligible children in your area are taking up their entitlement to EYPP
2. The eligibility criteria these children meet

The DfE will use this data to calculate how much funding we give each local authority in future financial years.

In 2017/18 Ealing will fund all eligible early years’ providers in your area at the national rate of 53p per hour per eligible pupil. This equates to £302.10 per child who takes up the full 570 hours in 2017/18.

* 1. For more information on Early years pupil premium please refer to:

<https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities>

## Early Years Single Funding Formula

All children in England and Wales are entitled to 15 hours of free nursery education per week, 38 weeks a year from the term after their third birthday until they reach statutory school age.

Statutory guidance states that the formula should be constructed of either a single base rate for all providers or a number of base rates differentiated by type of provider according to unavoidable cost differences. The formula must include a deprivation supplement for three and four year olds, but is not required to do so for two year olds.

Please use the below tools to calculate an estimate for EYSFF funding. Note there are 2 different tools depending whether you schools have a maintained nursery class, or a maintained nursery schools.





\* In addition to the above hourly rates there is also an additional allocation of £0.26 per pupil for deprivation funding. This funding is allocated based on the 25% most deprived postcodes of the children attending provision as at the previous year’s January census.

The contact for this service is Sandeep Sahota sahotasa@ealing.gov.uk

## Universal Infant Free Schools Meals (UIFSM)

* 1. For guidance UIFSM please see below for further information:

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

* 1. At the time of writing, the 2017/18 provisional allocations have not been released, but are expected in summer 2017.
	2. Please fill in the following table for an income estimate:



## Sports Premium Grant

* 1. For more information on the sports premium grant please find guidance on 2016/17 funding criteria/rates below:

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

* 1. Please fill in the below table with the number of eligible pupils for the sports premium grant to calculate an income estimate:



## Year 7 Literacy and Numeracy Catch-Up

* 1. For more information on the Year 7 literacy and catch-up grant please find guidance on 2016/17 funding criteria/rates below:

<https://www.gov.uk/guidance/year-7-literacy-and-numeracy-catch-up-premium-guide-for-schools>

It is expected that this will be updated with 2017/18 information in Spring 2017

* 1. Please fill in the below estimate table with the number of eligible pupils for the Year 7 Literacy and Numeracy Catch-Up grant:



## EFA Funding – Sixth Form Funding

* 1. If your school provides sixth form services, please see below for further information:

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

* 1. The following diagram gives an overview of the EFA funding formula:

* 1. Each of the components is explained on the above website.
	2. In order to make an estimation of EFA sixth form funding for your school please fill in the following table, the table contains each component in the diagram above.



The above table shows the funding rates for 2016/17 academic year, for the 2017/18 Financial year the funding will comprise of 4/12’s (01-April to 31-July) of the 2016/17 funding rates and 8/12’s (01-August to 31-March) of the 2017/18 funding rates. At the point of writing these notes the 2017/18 EFA funding letter has yet to be produced, although provisional guidance on 2017/18rates can be found below:

<https://www.gov.uk/guidance/16-to-19-education-funding-allocations>

## EFA Funding Sixth Form – Free Meals

* 1. If your school provides free sixth form meals, please see below for further information:

<https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students>

* 1. Please fill in the following table:



## Growth Fund and new schools

The regulations require new schools to be funded through the formula for pupils forecasted to join such schools in the September of each financial year. The proposed rules of the growth fund are:

Primary Schools

1. £60,100 per additional 30 places (pro-rated) for Reception increases agreed by the LA for the September intake (for infant and primary schools) and Year 3 (Junior Schools); and
2. Where building works are required and agreed by the LA costing in excess of £2m, £15,000 a year for two financial years, the timing of the release of funding will be following the approval of statutory proposals or the increase in the school’s planned admission number where statutory proposals are not required. Funding may be released earlier at the discretion of the LA.

High Schools

1. £78,800 per 30 additional places for planned expansion in places agreed by the LA, pro-rated
2. Where building works are required and agreed by the LA costing in excess of £2m, £15,000 a year for two financial years, the timing of the release of funding is following the approval of statutory proposals or the increase in the school’s planned admission number where statutory proposals are not required. Funding may be released earlier at the discretion of the LA.

In both sectors, in exceptional cases, for example where additional furniture, learning resources or support staff costs are required which cannot be charged to capital, a case may be made to the LA for additional revenue funding up to a maximum of £15,000 one-off payment. Diseconomy funding for new maintained schools will be provided on the same basis as the DfE fund free schools and academies.

## SEN Support fund

The SEN support fund will be retained for 2017/18, as discussed at the November meeting of the Forum.

It was agreed at the January 2017 Schools Forum meeting that no primary school would fund more than £12,000 (2 x £6,000’s) above its notional £6K formula allocation (£64 x NOR in 2017/18). In the case of high schools the proposal is to

limit the cost to £36,000 (6 x £6,000) above the notional allocation.

Below is the link for 2017/18allocations (appendix 5, option C):

<http://ealing.cmis.uk.com/ealing/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/4909/Committee/23/Default.aspx>

## High Needs Top Up

|  |
| --- |
| **Top Up Calculator Guide** |
|
|
| 1 | Always ensure that the correct financial year is inputted into the sheet, located top left. |
| 2 | The total spend and FTE for the entire table are situated on the top middle of the sheet. |
| 3 | Use the legend to check what type of cell needs information added to it. |
| 4 | Some columns auto-generate results, you can see the formulas but cannot edit them.  |
| 5 | If a cell displays #Value, then you will need to ensure that you have input all relevant data correctly into the corresponding boxes, and that data is in the format required. |
| 6 | For the pro-rata sum to work, you need to have filled in the full attendance of the child/young person and a cost  |
| 7 | You can add any comments you like in the comments box at the end of the table. |
| 8 | FTE = Full Time Equivalent |

NOTE: For more guidance on the high needs top up please contact: senas@ealing.gov.uk



