

SCAP 2019 preparation: Net Capacity Assessment (NCA) forms and DfE Funding Agreement Forms

All LA maintained school's NCA forms will be emailed to them by **Friday 11 January 2019**. All academy schools must instead email a copy of their latest DfE Funding Agreement.

By Friday 11 January 2019 all LA maintained primary and secondary schools, will be sent an electronic excel copy of their school's Net Capacity Assessment form for checking and updating where necessary. To assist with the task an electronic PDF copy of the school floor plans and guidance notes will also be emailed at the same time.

Academies and Academy Free Schools are not subject to net capacity assessment so must instead email Kim Price a copy of their latest DfE Funding Agreement that gives the breakdown of pupil places by nursery, primary, secondary and sixth form aged pupil places available at the school.

These documents are required to complete the DfE's annual SCAP return, which determines the level of basic need funding the DfE will award schools. It is therefore very important that correct information is contained within each school's document.

Making changes to the net capacity form

You will be able to make changes directly to the form regarding room descriptions and room usage. All the changes you make should be listed in the email that accompanies your updated NCA form.

If, on checking your form and plans you agree that they are correct, then just send an email confirming the data is correct.

There is one other important step you must keep in mind, which is to check all the information on the front page of your NCA form. Make sure that the planned admission number, and any bulge classes and the number of bulge years are correctly reported. You must also ensure that any information present in the three windows in the bottom left hand corner of the front page is correct. You should also list these changes in your accompanying email.

Some primary schools will need updating if they gained or lost bulge classes or had permanent increases/decreases as of September 2018, the information for these schools should be correct on the front page, but the number of rooms categorised with a "C" for classbase at Step 4 may not be correct. Please remember that a primary school with 7 year groups from Reception to Year 6 and 1FE (with no bulge classes) should have 7 classbases per FE. Infant schools will have multiples of 3 and Junior schools' multiples of 4. Additional bulge classes will increase the number of classbases by 1 for each 30-place bulge year.

The school should also check that the drawing is correct.

The latest version of your Net Capacity Assessment form, floor plans and guidance notes will be emailed to you on or before Friday 11 January 2019 for return by Friday 15 February 2019.

For definitions and explanatory information please see the appendices below the complete DfE guidance at <http://dera.ioe.ac.uk/10975/1/DfES-NetCapacity.pdf>.

If you are new to this process and/or need any assistance, please contact me on northl@ealing.gov.uk.

Appendix 1

Primary school definitions

DEFINITIONS & FORMULAE TO USE IN NET AREA SCHEDULE:

STEP 1: reference, name and area (m²) of all spaces in net area of all buildings

Include **all** usable spaces, both teaching and non-teaching, in the total net area; that is all spaces **except**:

- * residential or farm buildings in use as such, or intended for next use;
- * buildings condemned by the Authority as structurally unsafe;
- * buildings under the control of service or external bodies (such as telephone or electricity services, the Police or Health Service);
- * open-sided covered areas and any other area not intended to be secure and provide reasonable weather resistance;
- * areas with headroom of less than 1.5m, unless beneath an open mezzanine level;
- * additional area provided by open mezzanine levels in spaces of 3m or less in height;
- * toilets, washrooms and showers, including any associated lobbies, (including changing areas where these adjoin showers);
- * plant rooms, including lift rooms, boiler rooms, tank rooms, fuel stores, ducts or electrical intake cupboards;
- * internal walls, including structural walls, non-structural partition walls, columns, piers, chimney breasts and other projections;
- * school kitchen facilities for preparing school meals, including kitchen staff facilities and stores (except servery areas used for storage);
- * circulation space for essential access. 'Shared circulation' through mixed use areas (see guidance) can be measured or estimated as the most appropriate of **15%**, **50%** or **85%** of the area of which it is a part.

If in doubt refer to Net Capacity guidance for a more detailed definition.

STEP 2: definitions and formulae for types of space

Identify each space as one of the following types, by entering '1' in the appropriate column.

GENERAL

Any area which is not a specialist space, as described below (including classbases, associated shared practical areas and any wet, practical or ICT area within classrooms or shared teaching areas).

SPECIALIST

All halls (including any stage area), dedicated dining rooms, drama, dance, music spaces, indoor swimming pools; enclosed spaces equipped with specialist fixtures to provide dedicated ICT rooms, food rooms, ceramics rooms, libraries; middle school practical areas for science, art, food and design and technology.

Round up the following formulae to the nearest whole number to calculate the number of workplaces for each type of space:

- **(area/1.5)-3** if less than 6m², the area may be estimated and will only be allocated one resource workplace
- if under 75m² **(area/2.5) - 4**
- if 75m² or more **(area/12.5) + 20**
- if less than 12m², note as 1 workplace

STEP 3: definition of workplaces

BASIC WORKPLACES are those between 15 and 30 or, in larger spaces, the highest multiple of 30 (e.g. 60, 90, etc.), unless marked 'U'.

RESOURCE WORKPLACES are those in spaces with less than 15 workplaces, or the remaining workplaces in spaces with more than 30.

STEP 4: definitions for the 'status' of each space

Use the appropriate code letter to note if any space is excluded from the capacity by being one of the following. The net area of these spaces should be measured and they should be listed in the Net Area Schedule (with areas entered in the 'net area' column). However, they will **not** count towards the net capacity of the school.

W CHAPEL OR OTHER PLACE OF WORSHIP, only one may be excluded, unless the school is on a 'split site', as defined by the LEA, when up to one may be identified for each site, where appropriate. Other ancillary spaces should not be marked but will usually be too small to affect the net capacity.

P A PARENTS/COMMUNITY ROOM, only one may be excluded for each school.

E LEA DESIGNATED EARLY YEARS AND CHILDCARE PROVISION, as noted under School Details on page 1.

R LEA DESIGNATED SPECIALLY RESOURCED FACILITIES, as noted under School Details on page 1.

A LEA DESIGNATED ADULT LEARNING AND SKILLS FACILITIES, as noted under School Details on page 1.

Or if any spaces are included as one of the following:

C SPACES USED BY THE SCHOOL AS CLASSBASES, including any associated part of shared teaching area, if appropriate (see guidance).

U UNUSABLE AS BASIC WORKPLACES. Spaces unusable as potential teaching spaces:

* Spaces with no or very little light, ventilation or heating, or inadequate access or means of escape (such as basements, garages, storage containers, sheds or loft space used only for storage, or server areas also used for storage).

* Spaces or areas less than 3.5m wide (not including any shared circulation area)

* Indoor swimming pools.

* Dedicated cloakrooms and changing rooms (without showers) that have fixed benches and/or hooks.

* Usable area in spaces which are predominantly for circulation, such as malls or other large corridors, or atria.

When a space is marked 'U', all workplaces should be entered in the 'resource workplaces' column.

Secondary school definitions

DEFINITIONS & FORMULAE TO USE IN NET AREA SCHEDULE:

STEP 1: reference, name and area (m²) of all spaces in net area of all buildings

Include all usable spaces, both teaching and non-teaching, in the total net area; that is all spaces except:

- * residential or farm buildings in use as such, or intended for next use;
- * buildings condemned by the Authority as structurally unsafe;
- * buildings under the control of service or external bodies (such as telephone or electricity services, the Police or Health Service);
- * open-sided covered areas and any other area not intended to be secure and provide reasonable weather resistance;
- * areas with headroom of less than 1.5m, unless beneath an open mezzanine level;
- * additional area provided by open mezzanine levels in spaces of 3m or less in height;
- * toilets, washrooms and showers, including any associated lobbies, (including changing areas where these adjoin showers);
- * plant rooms, including lift rooms, boiler rooms, tank rooms, fuel stores, ducts or electrical intake cupboards;
- * internal walls, including structural walls, non-structural partition walls, columns, piers, chimney breasts and other projections;
- * school kitchen facilities for preparing school meals, including kitchen staff facilities and stores (except servery areas used for storage);
- * circulation space for essential access. 'Shared circulation' through mixed use areas (see guidance) can be measured or estimated as the most appropriate of 15%, 50% or 85% of the area of which it is a part. If in doubt refer to Net Capacity guidance for more detailed definitions.

STEP 2: definitions and formulae for types of space

Identify each space as one of the following types, by entering '1' in the appropriate column:

GENERAL

Any area not covered by descriptions below (including GNVQ/business rooms).

LIGHT PRACTICAL

Spaces equipped with specialist fixtures to provide: ICT rooms, libraries, science laboratories, science prep., wet or Dry textiles, art, graphics, pneumatics, electronics, control technology, darkrooms, kiln rooms, recording studios.

HEAVY PRACTICAL

Spaces designed or equipped with specialist fixtures to provide: PE spaces below 120m² such as multi-gyms, small swimming pools; food rooms, multi-materials workshops and prep, engineering.

LARGE & PERFORMANCE

PE spaces over 120m² including sports halls, gymnasias, projectile rooms, large swimming pools; all halls (including any stage area), dining, drama, dance, music and media spaces; atria and malls.

Round up the following formulae to the nearest whole number to calculate the number of workplaces for each type of space:

- LIGHT PRACTICAL** (area/1.5) -3 if less than 6m², note as 1 workplace
 (area/2.5) -4 if less than 12m², note as 1 workplace

HEAVY PRACTICAL (area/3.5) -5 if less than 21m², note as 1 workplace

LARGE & PERFORMANCE if under 75m² (area/2.5) -4 workplaces
if 75m² or more (area/12.5) +20 workplaces
if less than 12m², note as 1 workplace

STEP 3: definition of workplaces

BASIC WORKPLACES are those between 15 and 30 or, in larger spaces, the highest multiple of 30 (e.g. 60, 90, etc.), unless marked 'U'.

RESOURCE WORKPLACES are those in spaces with less than 15 workplaces, or the remaining workplaces in spaces with more than 30.

STEP 4: definitions for the 'status' of each space

Use the appropriate code letter to note if any space is excluded from the capacity by being one of the following. The net area of these spaces should be measured and they should be listed in the Net Area Schedule (with areas entered in the 'net area' column). However, they will not count towards the net capacity of the school.

W CHAPEL OR OTHER PLACE OF WORSHIP, only one may be excluded, unless the school is on a 'split site', as defined by the LEA, when up to one may be identified for each site, where appropriate. Other ancillary spaces should not be marked but will usually be too small to affect the net capacity.

E LEA DESIGNATED EARLY YEARS AND CHILDCARE PROVISION, as noted under School Details on page 1.

R LEA DESIGNATED SPECIALLY RESOURCED FACILITIES, as noted under School Details on page 1.

A LEA DESIGNATED ADULT LEARNING AND SKILLS FACILITIES, as noted under School Details on page 1.

Or if any space is included as one of the following

T SPACES USED BY THE SCHOOL TEACHING SPACES, including libraries and study areas.

U UNUSABLE AS BASIC WORKPLACES. Spaces unusable as potential teaching spaces:

* Spaces with no or very little light, ventilation or heating, or inadequate access or means of escape (such as basements, garages, storage containers, sheds or loft space used only for storage, or server areas also used for storage).

* Spaces or areas less than 3.5m wide (not including any shared circulation area).

* Indoor swimming pools.

* Dedicated cloakrooms and changing rooms (without showers) that have fixed benches and/or hooks.

* Usable area in spaces which are predominantly for circulation, such as malls or other large corridors, or atria.

When a space is marked 'U', all workplaces should be entered in the 'resource workplaces' column.