

# SEN Recoupment for Out Borough (OB) Pupils

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CHILDREN'S & ADULTS' SERVICES

# Topics to be covered

- Background to Recoupment
- Purchase to Pay
- Activity and Timescales of Handover
- Further Considerations

# Background to Recoupment

- Currently Ealing pays out top up for OB Pupils alongside Ealing Pupils and recoups this from the commissioning Local Authority (LA)
- With Effect September 2016 Ealing will no longer fund schools for OB pupils and schools will need to invoice directly
- Ealing LA will support in the transition.

# Purchase to Pay (P2P)

Supplier Set Up  
Submit  
documentation

Schedule of  
Pupil top ups  
agreed by LA  
before invoicing

Commissioning  
LA will provide  
you with a  
Purchase Order  
number

Properly  
Formatted  
Invoice  
Submitted

## Activity and Timescales for Handover

May 16

- Local Authority will write to other LAs
- Gatekeeping Item to Schools including LA contacts and guidance, templates
- Schools to contact LAs to start Supplier Set Up

June 16

- Agree O/B Pupils Create Schedules and distribute
- Ensure Supplier Set up is complete
- Finalise Schedule and get Purchase Order

July 16

- Create Invoice and send to LA, typically 30 days payment.
- Decide on frequency of invoice and whether in arrears and or in advance

## Further Considerations

- This will affect cash flow!
- Consider how frequently you need to bill?
- Factor in delays in payments, so how do you manage credit control
- Other Considerations as some local authorities may require signed contracts or Service Level agreements before proceeding.