

## Appendix A

### Implementation of Reformed Funding System and Arrangements for 2013-14

Task	Action	By when
Create new, simpler formula	Identify all factors in current formula which are not compliant	End April
	Proposals how to allocate all funding through factors which are allowable	End May
	Discuss with SSEF whether to undertake full review of formula	4 May
	Model proposals (DfE to make tool & datasets available at end April)	Ongoing
	Proposals for allocation to SSEF	End July
	Proposals for allocation to Schools Forum	SF12 September
New delegation	Identify how funding will be delegated through allowable factors	End May
	Record total additional delegation and how it is to be distributed	SF 12 September
Requesting exceptional circumstances	Request additional premises factors for exceptional circumstances	End May
Pupil led funding	Calculate the proportions of the formula allocated through age-weighted funding and all pupil-led factors	Ongoing
Primary / secondary ratio	Calculate the primary / secondary ratio, using the total budgets for all maintained schools and Academies divided by the total number of pupils in each phase	End October

Modelling limits and gains	Model the new formula using -1.5% MFG per pupil, with exception of post 16 funding, allocations from high needs block and lump sum	Ongoing
	Ensure new delegation is excluded from MFG calculation in 2013-14	Ongoing
	Consider whether to submit requests to disapply MFG for specific factors or schools	End August
	Rebase school's 2012-13 budget on October 2011 pupil numbers to form the baseline	End July
	LA and Schools Forum, as part of formula modelling, to determine whether and how to limit gains	SF 3 October
Optional de-delegation for maintained schools	Discuss with forum members representing maintained schools whether there are any newly delegated services which schools wish to be retained centrally (on a phase basis)	SF 1 July
	For each service retained centrally, make a clear statement of how the funding is being taken out of the formula	SF 3 October
SEN as part of mainstream funding formula	Decide on maximum level of funding to be provided by mainstream schools above which pupils will get support from the High Needs Block	SF 12 September
	Define the 'notional SEN budget' as part of the wider mainstream formula review	SF 12 September
	Consider whether arrangements needed locally for providing additional funding to some mainstream schools or Academies from High Needs Block	SF 12 September
	Obtain agreement of local schools, Academies and	End September

	post-16 providers to SEN arrangements above	
High Needs SEN pre-16	Determine number of places in maintained special schools and in special units or specially resourced provision in mainstream schools that they intend to fund in 2013-14	End June
	Review 2012-13 budgets of maintained special schools, special units and specially resourced provision, rework them as £10,000 base funding plus top-up funding so as to determine required top-up levels required for each type of place, and discuss them with providers	End July
	Work with Academies that were maintained schools to help them determine the new SEN funding rates	End July
	Work with providers and neighbouring LA's on the transition from recoupment to direct commissioning payments	Ongoing
	Make accurate assessments of accruals for outstanding recoupment payments at end of 2012-13	End April 2013
Alternative provision	Determine the number of places in maintained and funded AP (each agreed place £8k)	End June
	Identify the funding needed for PRU's to operate delegated budgets in 2013-14 then rework them as £8k base funding per place plus per-pupil top-up funding so as to determine appropriate top-up levels in consultation with PRU's	End July
	Undertake same exercise of calculating appropriate top-up for and with other maintained alternative	End July

	provision	
High Needs SEN and LDD post-16	Determine number of high needs pupils placed in maintained mainstream school sixth forms and number of 16-19 places funded in maintained special schools or special units and specially resourced provision in maintained mainstream schools	End June
	Work with providers, other LA's that commission provision from the same providers, and the EFA to calculate appropriate future levels of top-up funding	End July
	Review existing systems and processes for arranging post-16 provision for high needs pupils and students	End August
Banded funding frameworks	Work with maintained and state-funded providers, as well as with other LA's that commission provision from the same settings, to develop effective, transparent banded funding frameworks with local tariffs.	Ongoing
Early Years	Review early years formula and remove factors which are no longer required (flexibility to be based on child level definitions of eligibility rather than on characteristics at setting level)	SF 12 September
Ensuring schools forums are properly constituted	Ensure composition of Schools Forum is compliant with the regulations and reflects the pupil numbers expected to be in each category at 1 September 2012. Any elections should take place before the end of the summer term.	SF 16 May

Changes to schools forums	Review total size of forum and decide whether to reduce the number of members below 15	SF 16 May
	Review forum procedures to ensure consistency with regulations	Ongoing
Transparency of Schools Forum	Take immediate steps to ensure that access to, and details of, meetings from now on are compliant with the new regulations. Any regular communications from the authority to schools should also draw attention to forthcoming schools forum meetings and agendas, and the minutes of forum discussions	In place
	LA's and schools forum members should consider whether communication within the groups represented can be improved	Ongoing
Consulting on the new formula	Communicate proposed formula changes (including modelling) to all bodies affected by the changes	13 September to 11 October
Completing the proforma	Submit the proforma containing information about their simplified formula to the EFA	31 October
	Any changes to proforma to EFA	15 January 2013
DSG allocations – checking the baselines	2012-13 s251 statement – ensure completed accurately and pay particular attention to High Needs and Early Years Blocks	End May
	Check baseline figures and have dialogue with EFA if disagree with them	End June
	Prepare to calculate the number of funded places in high needs provision	
In-year adjustments		