**Access Group (HCSS) Budget Modelling Software 2024**   **(March 2024 VERSION 1)**

**Additional Guidance Notes for Schools**

These guidance notes provide a little more information on how to set up and use the Bradford customised version of the Access Group (HCSS) Budget Modelling Software.

**This guidance sets out some important manual adjustments that are required in setting up your scenarios for 2024. These adjustments are in line with the adjustments that were required for the 2023 software.**

**Primary schools** should read sections **A**, **B**, **C**, **E and F** below

**Secondary schools** should read sections **A**, **B**, **E and F** below

**Nursery schools** should read sections **A**, **C**, **E and F** below

**Special schools** and **PRUs** should read sections **A**, **D**, **E and F** below

**We also advise all schools to read the more** [**general budget guidance**](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=236)**, and primary and secondary schools to read the** [**S251 funding guidance**](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=229)**, alongside these technical notes.**

Please contact a member of School Funding Team with any technical queries that are not resolved by these guidance notes. Schools should also contact a member of School Funding Team with more general budget or formula funding related queries, as follows:

* Primary & secondary mainstream formula and grant funding, including Growth and Falling Rolls Funding – Debbie Cussans, [debbie.cussans@bradford.gov.uk](mailto:debbie.cussans@bradford.gov.uk).
* Early years entitlement funding – Dawn Haigh, [dawn.haigh@bradford.gov.uk](mailto:dawn.haigh@bradford.gov.uk).
* High needs funding – Dawn Haigh, [dawn.haigh@bradford.gov.uk](mailto:dawn.haigh@bradford.gov.uk).

**A. All Schools**

1. Once the 2024/25 financial year is ‘live’, the 2024/25 financial year will be the default view when you log in to the Software. The list of scenarios initially will be blank. You can either begin a new scenario or transfer an existing scenario from 2023/24.

You can create a blank scenario by clicking on the blue **‘+’**

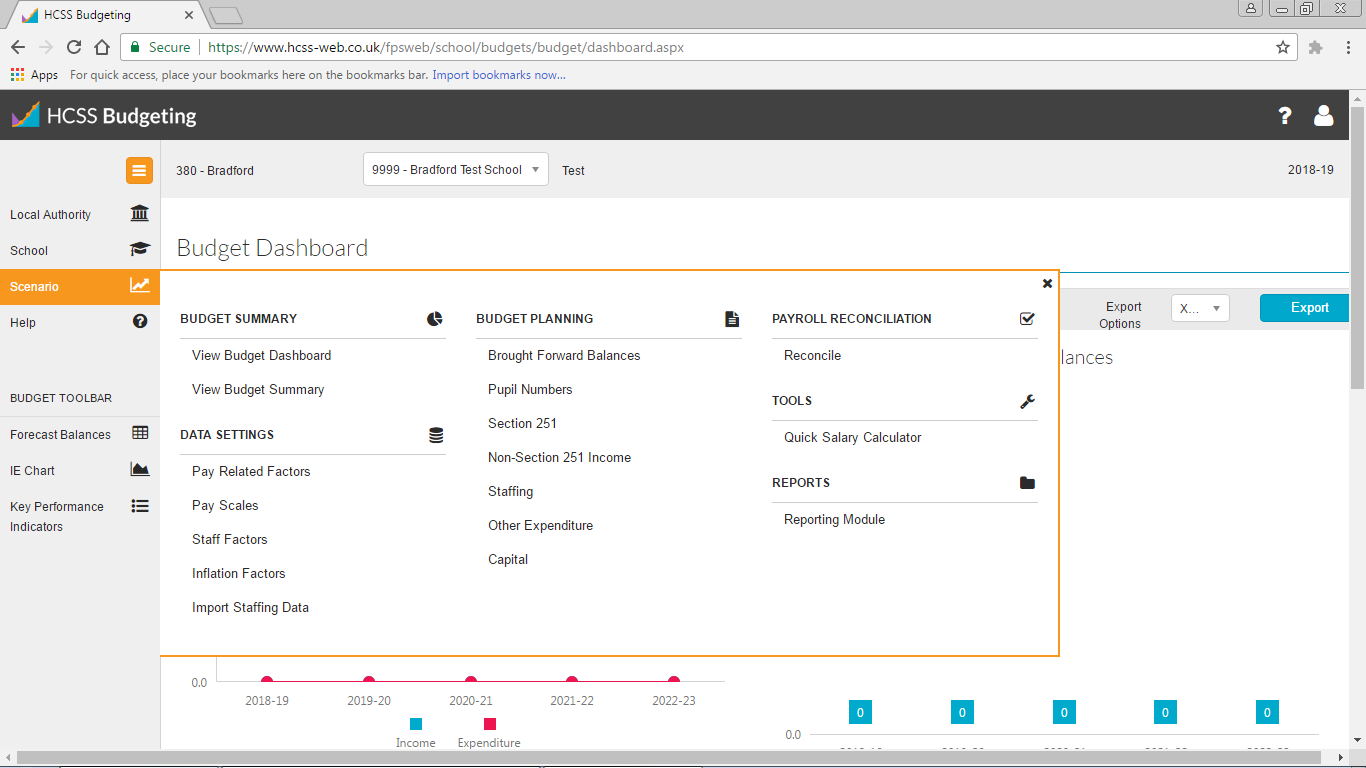
To ‘transfer’ a scenario from 2023/24 click on ‘**Upgrade Scenario**’. You will be able to select a scenario from the drop-down list. Click on ‘**Submit**’ and you should see a pop-up message confirming the upgrade has been successful. Repeat this step for each scenario you wish to transfer.

You can choose from various actions under the Actions heading, at the right of each scenario line. To edit the scenario name, for example, you would choose Edit and then rename the scenario.

All transferred scenarios will still exist in the (closed) 2023/24 year. To change the financial year back to 2023/24, choose 2023-24 (CLOSED) from the top right drop-down menu.

1. To load your chosen scenario, click on the scenario name in blue text. When your scenario has loaded, you will be presented with a ‘Budget Dashboard’ screen. This displays a series of graphs, which depict the data within the scenario. This can be printed by right clicking on the screen and choosing Print.

1. To access the data within your scenario, click on the **Scenario** heading on the left-hand side. You will be presented with this screen:



The majority of the work you will undertake will be within the **Budget Planning** menu.

You can view a summary CFR report by selecting **View Budget Summary** from the Budget Summary menu.

You can navigate to different areas by clicking on the **Scenario** heading from any screen within your scenario.

**B. Primary and Secondary Schools**

1. Navigate to the **Pupil Numbers** page from the Scenario > Budget Planning heading menu, as illustrated above.

The October 2023 Census pupil numbers will be displayed (excluding early years entitlement numbers; so for maintained nursery schools the Pupil Numbers page will be blank; it will also be blank for special schools and for PRUs).

Pupil numbers for future years are partially pre-populated. **You need to manually input your estimate of Reception (primary) and Year 7 (secondary) numbers in each future year.** You may also wish to review pupil number estimates for future years in other year groups; amend by overtyping. You should ensure that pupil numbers for all year groups (reception to year 6 primary; year 7 to year 11 secondary) in all 5 years are populated. Sense check the pupil numbers totals shown at the bottom of the page.

Click the ‘update’ button at the bottom right of the page. This will save changes and also update the S251 funding page.

**You must not change your October 2023 numbers** from those that have been pre-populated. This will change your 2024/25 Section 251 funding. As your 2024/25 Section 251 core formula funding is now set and will not change, your software would be calculating a level of funding in 2024/25 that is not accurate, and this will be a reason why your software does not match your Section 251 Budget statement.

**Schools with Resourced Provisions:** a reminder that the adjustment to pupil numbers / AWPU funding, that was needed prior to 2018 to remove those pupils funded on a place-led basis, is still no longer necessary. You should not reduce your pupil numbers for this reason.

1. See section C below for guidance on altering **early years entitlement numbers**. You may wish to add your 3&4-year-old entitlement numbers into the Pupil Numbers page. However, this is not necessary and will not have an impact on the funding calculations (Early Years Single Funding Formula allocations are calculated instead within the Section 251 page).

Year 12 and Year 13 numbers for secondary schools in the Pupil Numbers page also do not link to any funding calculations.

1. Navigate to the **Section 251** page using the Scenario heading menu.

Your I01, I02 and I03 funding will be displayed by factor. **The pre-populated figures in the 2024/25 column should match the figures shown on your 2024/25 Section 251 Budget statement published on 8 March by factor. This is one of the initial checks that you should carry out.**

As well as checking the figures on screen, there is a report within the ‘reports module’, which allows you to export the S251 page into Excel. Schools may find it easier to check the Section 251 page using this report.

Within the Software, you can drill down into each factor by choosing ‘Edit’ or ‘Show Factors’ from the drop-down box under Actions at the right-hand side of the page:

* *Clicking ‘Edit’ allows you to change the funding value, which is recommended for manually adding I01 SEND Funding Floor and I03 EHCP top up element funding.*
* *Clicking ‘Show Factors’ will allow you to view the data behind the funding calculations. If you forecast, for example, that your Ever 6 FSM% will change in future years, you could adjust the % here. However, if you do this, please be careful to ensure that changes are realistic, especially increases, as, if these changes do not materialise in future October Censuses, you could be overestimating your funding. Schools are generally advised not to amend any of the data behind the primary and secondary formula funding calculations and certainly not to amend to increase funding allocations in future years.*

Please note the 2 factors that appear on the S251 Budget statements, and that have lines in the Section 251 funding page in the Software, but that are not pre-populated. These are:

* I01 SEND Funding Floor.
* I03 EHCP top up funding (both for mainstream EHCPs and for Resourced Provisions).

For these factors, their respective lines in the Section 251 funding page will be 0. Schools will need to add funding manually, either within the Section 251 funding page (through ‘edit’) or by adding this funding using the ‘non-section 251’ income route. Schools should continue to be aware that these 2 funding streams change on a monthly basis for the movement of EHCPs. As such, schools may find it easier to use the ‘non-section 251’ income route, as this is a little bit more flexible.

No school should have a figure in the I01 ‘Transitional Ceiling’ line, as this factor is not in use in 2024/25.

As in previous years, the Software **does not pre-populate** from the S251 Budget statements **Pupil Premium Grant** (I05) and **Post-16 ESFA Bursary** funding (I02). These 2 funding streams cannot be entered into the Section 251 funding page. These allocations should be entered manually in the relevant **Non-Section 251 Income** pages. **Teacher Pay Grant** and **Teacher Pension Grant sums** should also be entered manually. The Mainstream Schools Additional Grant (MSAG), which was allocated in 2023/24, has now ceased (as the funding has been transferred into core formula funding), and so schools must not continue to add this grant stream separately into their I01 funding forecasts.

**Secondary schools with Resourced Provisions that have funded post 16 places, as in previous years, will need to manually move** in the Software any element of place-led funding for post 16 places from I01 to I02 so that the CFR totals match the Section 251 Budget statements. Post 16 places are worth £6,000. So the place-led funding (no. of places x £6,000) should be removed from I01 funding (enter a negative) and added to I02 funding (enter a positive) in the relevant I01 and I02 Non-Section 251 Income pages.

1. You are reminded that you need to **manually enter into the Software as expenditure your school’s contributions to de-delegated items**. You should enter the figures as shown in the CFR Funding Breakdown of your S251 Budget statement for 2024/25. To enter these figures:
   1. Navigate to the **Other Expenditure** page using the Scenario heading menu.
   2. You can then either click on the blue ‘**+**’ button to add the item as a new budget line, or amend the figure brought into 2024/25 from your 2023/24 scenario
   3. Choose the relevant CFR code by clicking in the Section box and choosing from the drop-down menu.
   4. Enter a relevant description along with the expenditure values and any further information helpful to you in your budget setting. *Once you enter a figure for 2024/25, the figures for 2025/26 – 2028/29 will be automatically generated based on 3% inflation in each year. You can overtype these figures to match 2024/25 (assuming no inflation), or keep the inflated figures, should you wish.*
   5. Click on the blue ‘Save’ button at the bottom right of the page.
2. Once you have completed these initial adjustments and inputs, please **check** your totals of formula funding and de-delegated funds expenditure in the **CFR Report** for 2024/25. You can navigate to your CFR report by clicking the Scenario heading menu and choosing **Reporting Module** from the Reports submenu. Click on the CFR report under the Bradford Reports tab and click on the blue ‘Print to Excel’ button; you should then be asked to open or save the report in Excel.

If you have simply sought to replicate your Section 251 Budget statement, and have not deliberately and knowingly made any changes e.g. to use different estimates for I05 Pupil Premium Grant, adjusted I01 Early Years Single Funding Formula entitlement numbers, adjusted I02 Post-16 funding, amended I03 EHCP top-up element funding or I01 SEND Funding Floor, and have not added any additional grant funding e.g. Teacher Pay Grant or Early Years Pupil Premium under I01, then the funding totals by CFR code for 2024/25 in the CFR Report in your software should match the totals shown on your 2024/25 Section 251 Budget Statement that was published on 8 March.

There will be a difference between the Software and the final March Section 251 Statements for primary schools and maintained nursery schools, where schools have asked us to adjust their estimates of early years entitlement numbers following the publication of the 1st Draft Indicative EYSFF allocations – please see paragraph C for how to manage these.

There may also be some small differences that are due to rounding in the Software. If this is this case, please make small manual adjustments as necessary in the relevant **Non-Section 251 Income** pages.

1. Once you are clear about your ‘starting’ funding position you should make **adjustments for known changes**, such as for the latest values of I03 EHCP top up funding or for I01 SEND Floor funding, for your latest estimates of EYSFF numbers or for the confirmation of Post 16 I02 funding.

You should also then manually input **additional funding / grant allocations** that you expect to receive and that were not included in the 2024/25 Section 251 Budget statements. These should be entered in the relevant Non-Section 251 Income pages (most commonly under I01, I05 and I18). Please see the [S251 guidance notes](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=229) on BSO for further information on what is not included in the Section 251 Budget statements. You should also take note of the risks and changes to funding and grants for 2024/25 and beyond that are highlighted in these guidance notes.

We recommend, in particular, that schools **calculate their own estimate of I05 Pupil Premium Grant for 2024/25** using their pupil data from Get Information About Pupils website (GIAPs, which has replaced ‘Key to Success’), alongside their October 2023 Census returns. Schools should not simply rely on the accuracy of the estimate that was used for the S251 Budget statements. This is because the S251 estimate was calculated simply using the previous year’s Ever 6 FSM % data. Please ensure that your scenario includes an estimate of Pupil Premium Grant funding in every year, based on the information you have available at the moment. Please note, however, that the continuation of the Pupil Premium Grant, or the continuation of this as a separate grant, is one of the uncertainties of the national funding system going forward.

Primary and secondary schools should add manually their estimated allocations from the **Teacher Pay and Pensions Grants**. It is expected that these grants will cease as a separate grants from April 2025, but that the funding will continue via core formula funding (merged into the National Funding Formula). We suggest for now, however, that schools continue the grant funding across each of the 5 years of their current forecast as a separate non-Section 251 income line, rather than try to bring this into the S251 funding page in some way from 2025/26. In keeping this allocation separate schools should, however, adjust the cash value of this grant for any significant forecasted changes in pupil numbers (especially reductions in pupil numbers).

All schools are reminded that the Software contains the facility to separate I18 funding into I18A, I18B, I18C and I18D. This additional coding is also shown on the CFR Report. As such, schools should ensure that they have correctly coded I18 additional grants to these respective sub-codes.

**C. Funding for Early Years Entitlement Provision (EYSFF) – Maintained Nursery Schools & Classes in Primary Schools**

1. **The Software has been pre-populated to include the Early Years Single Funding Formula (EYSFF) totals and estimated numbers for early years entitlement delivery in 2024/25 that were shown in the 1st Draft Indicative EYSFF Budgets published on 8 March.**

Schools can see the data behind the EYSFF funding calculations via ‘Show Factors’ on the EYSFF line of the Section 251 Funding page.

The pre-population of 2-year-olds Disadvantage entitlement EYSFF funding, as in previous years, is treated simply, pre-populated only with an annual cash amount.

Where schools have asked for estimates of 3&4-year-olds entitlements numbers to be adjusted for 2024/25, following the publication of the 1st Draft Indicative Budgets, although these changes will be reflected in the Confirmed Indicative Budgets (CIBs) published towards the end of March, **they are not reflected in the Software**. Schools that have adjusted their estimates will need to manually adjust their scenarios to match the CIBs using the process described below. Any adjustments to the cash values of 2-year-olds Disadvantage entitlement allocations resulting from numbers changes will also not be reflected in the Software and will need to be adjusted manually.

Where schools may have asked the Authority to add into their Confirmed Indicative Budgets estimated numbers relating to the new 2-year-olds and Under 2s Working Parents entitlements, these numbers will not be reflected in the Software. It is recommended that schools add the funding attached to these numbers manually using the non-Section 251 Income route that is described below.

The headcounts pre-populated in the ‘Show Factors’ page for 3&4-year-olds entitlements are split between the universal and extended entitlements. For both the universal and extended entitlements, 1 headcount = 15 hours. In this way, the Software replicates how the EYSFF allocations are displayed within the EYSFF breakdown in the Section 251 Budget files and also how the ready reckoner works.

Schools are advised always to sense check their software estimates with the ready reckoner that is provided on BSO - do you get the same funding result when you use the same estimates of numbers and is this funding in line with what you would expect / manually calculate / currently receive? There is opportunity for error when making amendments. A simple sense check of the EYSFF funding totals in the Software against the ready reckoner will help ensure that significant errors are avoided.

Schools should not amend the number of hours (15) or the weeks per term (12,14,12) that are pre-populated in the ‘Show Factors’ page in any of the years.

Please note that the sustainability lump sum for maintained nursery schools is not dynamic i.e. it does not re-calculate for changes in entitlement numbers. Maintained nursery schools should watch for this and should use the ready reckoner to forecast the impact of numbers changes on this value in 2024/25. This is not normally a significant issue, unless estimated numbers in 2024/25 and in future years are significantly different from 1st Draft Indicative Budget estimates. However, we remind maintained nursery schools that the status of their higher level of protected funding after 2024/25 is not currently certain. The Software is currently pre-populated, however, assuming that this higher level of funding (protected setting base rates, protected deprivation rates, sustainability lump sum) continues in all 5 years of the forecast period.

Maintained nursery schools, and primary schools with nursery classes, are reminded that the early years element of the former (2019) Teacher Pay and Teacher Pensions Grants has been transferred into the Early Years Single Funding Formula (EYSFF). Schools, therefore, must ensure that any separate allocations in respect of these grants for early years entitlement pupils, that may have been included in previous I01 funding forecasts in budget scenarios that have been brought into 2024/25, are still removed. To not do so will double count this funding. Schools are also reminded that there will not be additional early years entitlement funding allocated during 2024/25 for new Teacher Pay and Teacher Pensions Grants. These monies are already allocated within the rates of funding that have been published. The Early Years Supplementary Grant has also now ceased (with this funding having been merged into the rates of funding that have already been published).

1. A school’s early years entitlement funding will be adjusted during 2024/25 to take account of the differences between estimated and actual numbers of funded hours counted in the termly censuses in May 2024, October 2024 and January 2025. You can alter EYSFF funding in the Software throughout the year if you wish (once you know the actual numbers of eligible children in the termly censuses for example) by using the process described in step 13 below.
2. By default, the Software assumes the same termly hours and the same level of basic funding as 2024/25 for the 4 remaining years of the 5-year forecast. You can alter EYSFF funding estimates for future years using the process described in the next step.

Our general advice is that schools **should not amend their pre-populated EYSFF hourly rates of funding in future years at this stage**. We will continue to talk directly with maintained nursery schools about future funding. There is a significant amount of uncertainty about April 2025 onwards. However, we suggest that primary schools with nursery classes assume at this time a cash flat rates position going forward.

1. Navigate to the **Section 251** page by clicking on the **Scenario** heading on the left-hand side. Scroll down to the Early Years Funding section and you will see your total EYSFF in a separate line. Nursery schools will also see the sustainability factor as a lump sum shown separately.
   1. Scroll down and choose ‘Show Factors’ from the Actions drop down box at the right-hand side of the **EYSFF Funding** factor line.
   2. Overtype the headcount numbers by term to reflect either your actuals or your revised estimates in the relevant columns and rows. To do this, choose ‘Edit’ from the Actions drop down box at the right-hand side of each row and then overtype the termly headcount figure as necessary. Click the Save button for each row once you have made changes. Once you have entered all adjustments, click to close the screen. The Software will then recalculate the EYSFF funding total for 3-and4-year-olds entitlements in the Section 251 page. You should sense check the totals for each year.
   3. Overtype the cash value of 2-year-old funding as necessary using the same edit process.
   4. For monitoring and recording changes in EYSFF funding during 2024/25, in all cases, we advise schools to use the ready reckoner to re-calculate estimates of funding allocations during 2024/25 and to sense check the results. The EYSFF ready reckoner will be published late March and will be available on [BSO here](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=1904).
   5. As an alternative to the process described in a. b. and c. above, it is possible for a school to leave the Section 251 Page alone and simply add the funding adjustments shown in the ready reckoner into their I01 funding by entering a value in the **Non-Section 251 Income** page. To enter the funding values:
      1. Navigate to the **Non-Section 251 Income** page by clicking on the **Scenario** heading on the left-hand side
      2. Click on the blue ‘**+**’ at the top of the page.
      3. Choose I01 from the Section dropdown list and enter a relevant description along with the necessary funding adjustment and any further information.
   6. For forecasting early years funding for future years, again, schools can adjust the termly headcounts by drilling down in the Section 251 page as described above, or by using the ready reckoner to calculate an estimated adjustment and manually entering this into the Non-Section 251 Income I01 page in future years.
2. **Maintained nursery schools**, before making any changes, should check that the formula funding totals in their CFR Report for 2024/25 match the total of EYSFF shown in their 1st Draft Indicative EYSFF Budgets, published on 8 March. You can navigate to your CFR report by clicking the Scenario heading menu and choosing **Reporting Module** from the Reports submenu. Click on the CFR report under the Bradford Reports tab and click on the blue ‘Print to Excel’ button; you should then be asked to open or save the report in Excel. As a reminder, where a nursery school has requested adjustments to estimated numbers for their Confirmed Indicative EYSFF Budgets or has requested estimates relating to the new working parents entitlements, these adjustments will not be included and the numbers and cash allocations in the Software will need to be manually adjusted to match.

**D. Special Schools and Pupil Referral Units**

1. As in previous years, the S251 funding page in the Software for special schools and PRUs is blank. This is because of the timing of publication of the first High Needs Monthly Funding Statements for 2024/25. You should initially construct your budget in the Software with reference to the [High Needs Monthly Funding Statements](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=3225) that are published on Bradford Schools Online on a monthly basis. A summary statement showing the 2024/25 Delegated Budget Shares for stand-alone High Needs providers was added to the [High Needs Funding Statements page](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=3225) on 8 March and the first Monthly Adjustment Statement will be available mid-April. A ready reckoner for 2024/25 will also shortly be made available for schools to use to estimate their funding allocations throughout the year (available via the link above).
2. As in previous years, you will need to manually enter into the Software your estimated budget information using the **Non-Section 251 Income** page. To enter the funding values:
   1. Navigate to the **Non-Section 251 Income** page by clicking on the **Scenario** heading on the left-hand side
   2. Click on the blue ‘**+**’ at the top of the page.
   3. Choose the relevant CFR code from the **Section** dropdown list:
      1. I01 funding = Place funding for pre-16 pupils
      2. I02 funding = Place funding for post-16 pupils
      3. I03 funding = Plus elements of funding for all pupils
      4. I05 funding = Estimated Pupil Premium funding
   4. Enter a relevant description along with the funding values and any further information.
3. Once you have initially entered your first draft of funding for 2024/25 you should sense check that the Place-Plus totals shown in your CFR Report in your software scenario are as you would expect. You can navigate to your CFR report by clicking the Scenario heading menu and choosing **Reporting Module** from the Reports submenu. Click on the CFR report under the Bradford Reports tab and click on the blue ‘Print to Excel’ button; you should then be asked to open or save the report in Excel.
4. The ‘**Top-Up’ element** **(I03)** especially will continue to change during 2024/25 according to the population of pupils recorded on the roll of the school at the 10th of each month. You can / should, therefore, adjust your budget on a monthly basis in the Software to reflect any subsequent changes in I03 funding. You should also check for changes to any of the other funding elements that these statements may identify*.* The High Needs Funding Statements will be updated and published on [this page](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=3225) on BSO.

Special schools and PRUs should specifically note for 2024/25 that they must continue to manually add into their scenarios additional I01 funding, which will be allocated by the Authority in respect of both the former (2019) and new Teacher Pay and Teacher Pensions Grants. These allocations will be shown on the monthly master advances schedules. It is reasonable at this time to assume that these grant funding streams will continue on a cash-flat per place basis across the 5 years of the current forecast.

Special schools and PRUs must also continue to manually add into their 2024/25 scenarios the separate additional I01 funding, which will be allocated by the Authority in respect of the additional place-led monies (the “3.4% increase per place” monies) that are required by the DfE to be passed through. These allocations will be shown on the monthly master advances schedules. It is reasonable at this time to assume that this new additional funding stream will continue on a cash-flat per place basis across the 5 years of the current forecast.

1. **For Future Years**: The Software assumes ‘by default’ no change in top-up or place-element funding values in future years (place-element funding remains at £10,000 and top-up values remain cash flat on 2024/25). By ‘default’, we mean that the inflation factor on income in the Non-Section 251 income page is set at 0%, so whatever figure a special school / PRU manually enters into the 2024/25 column will repeat at the same value across the 5 years, without uplift.

Uplifts in top-up funding values going forward, from April 2025, are not certain. We are also currently unclear whether / how the DfE’s national reviews of SEND and EHCP systems and funding will affect place-element and top-up funding after 2024/25. For now, it is reasonable for special schools / PRUs to budget and forecast on the basis of the current system, but special schools / PRUs must then assess the implications of the reviews when these are known and must re-budget, if necessary, for 2025/26 onwards.

With caution in mind, we would not advise special schools and PRUs to vary in future years from the current £10,000 I01 place-element value. The Software also does not automatically increase top-up funding annually by default in future years. When adjusting / estimating total I03 funding, special schools and PRUs obviously must factor in changes in pupil and place numbers (checking that the total values of I03 funding in future years are adjusted for known significant changes up or down in the number of pupils on roll). A prudent / cautious approach will be for special schools and PRUs to work on the same factor values across all 5 years i.e. to not uplift funding rates at all from 2024/25. You will be able to use the ready reckoner (click [here](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=3225) to access this on BSO) to estimate adjusted funding for 2024/25, as well as for future years on the 2024/25 basis.

**E. Primary & Secondary S251 Formula Funding – Additional Information on Estimates / Assumptions I01, I02. I03 and I05 funding**

1. **I01 funding within the Section 251 Page**
2. The Software is set up assuming that the primary and secondary mainstream core funding formula will continue to be constructed over the next 5 years as it has been in 2024/25, using the DfE’s National Funding Formula (NFF) as is currently applied and as was published in October 2023.

Schools are advised not to alter the data behind their Section 251 formula funding calculations e.g. FSM% and EAL% and certainly not to alter this for the purpose of increasing formula allocations in future years, as these increases may not be secure.

1. **The values of all core NFF pupil-led factors are estimated to increase by 1.00% annually from April 2025.** So very simply, before the mandatory minimum per pupil funding protection and Minimum Funding Guarantee kick in, if pupil numbers and data are continued as in 2024/25, then the total cash value of a school’s basic NFF allocation in the Software is estimated to increase by 1.00% a year in each of the next 4 years.

1. The **Minimum Per Pupil levels (MFLs)** in the Software are:
   1. £4,610 for the primary phase at April 2024. This minimum is increased by an estimated 0.50% annually from April 2025.
   2. £5,995 for the secondary phase at April 2024. This minimum is increased by an estimated 0.50% annually from April 2025.

The Minimum Per Pupil Funding factor is dynamic within the Software (it changes for adjustments in estimates of pupil numbers). This factor is calculated prior to the Minimum Funding Guarantee.

1. The **Minimum Funding Guarantee (MFG)** is estimated at positive 0.50% in each of the next 4 years. This is a dynamic formula, which will take account of changes in pupil number estimates. It is calculated after the Minimum Per Pupil Funding factor. So, very simply, the Software estimates that a school’s total NFF allocation, including any minimum per pupil protection (MFL) as well as any MFG value that was allocated in the previous year, will increase annually by a minimum of 0.50% per pupil, using the DfE’s current MFG methodology.
2. **Early Years Single Funding Formula** – all individual school funding rates for all entitlements are retained cash flat at 2024/25 values across 2024-2029.
3. **High Needs Place Element Funding** – this is retained cash flat at the current £6,000 / £10,000 values across the full 2024-2029 period. EHCP top-up funding is also retained cash flat.
4. Funding for **expanding schools** and for **bulge classes,** as well as for **safeguarded salaries**, is pre-populated to match S251 Budget statements for 2024/25 only. Applicable schools need to review whether this funding will continue from April 2025 and manually adjust funding, either by drilling down in the Section 251 page or by adding a new budget line in the Non-Section 251 Income page, where it is appropriate to do so.
5. Funding for **split sites** is pre-populates from the 2024/25 value across all 5 years. . Applicable schools do need to continue to review whether this funding will continue from April 2025 and manually adjust funding if appropriate.
6. The value of funding for the **BSF affordability gap (PFI funding)** is pre-populated from the 2024/25 value across all 5 years. We would expect this to increase in line with inflation. However, this will not have an impact on the net budget of the secondary school and, therefore, for simplicity, we suggest that this is kept at the 2024/25 value. This funding is not physically allocated to schools. BSF schools should either remove this from their I01 funding for budgeting purposes, or (preferred) add a corresponding value of expenditure into E28b.
7. **SEND Floor Funding** is not pre-populated. Schools will need to add funding manually, either within the Section 251 funding page (through ‘edit’) or by adding this funding using the ‘non-section 251’ income route. Schools are reminded that our amended Floor mechanism is in place for a further year in 2024/25, pending review for April 2025, including review in the context of the DfE’s national SEND and EHCP reviews. Our Floor may change (or may not continue) after 2024/25. Schools should continue to be aware that the SEND Floor funding stream will change on a monthly basis during 2024/25 for the movement of EHCPs. As such, schools may find it easier to use the ‘non-section 251’ income route, as this is a little bit more flexible.
8. **Schools are reminded that:**

* The Mainstream Schools Additional Grant (MSAG) has now ceased (has been transferred into core formula funding).
* The former (2019) Teacher Pay and Teacher Pensions Grants (in respect of Reception to Year 11 pupils) continue to be already allocated via core formula funding. The Early Years elements of the Teacher Pay and Pensions Grants has also been transferred into the Early Years Single Funding Formula (EYSFF) and is already allocated.

Schools, therefore, must ensure that any separate allocations in respect of these grants, that may have been included in previous I01 funding forecasts in budget scenarios that have been brought into 2024/25, are still removed. To not do so will double count this funding.

* There are new Teacher Pay and Teacher Pensions Grants to be allocated in 2024/25 (in respect of Reception to Year 11 pupils), which will be allocated in addition to core formula funding. These grant allocations are not pre-populated within the Software. There will not be early years elements of these grants. We do expect there to be post-16 elements of these grants.

1. **I02 Post-16 ESFA funding within the Section 251 Page**
2. I02 **ESFA Main Programme funding** for 2024/25 is pre-populated to match the estimate in your Section 251 Budget statement that was published on 8 March.
3. As in previous years, the estimated **ESFA Post-16 Bursary** funding shown in Section 251 Budget statements is not pre-populated and you will need to enter this funding manually into the Non-Section 251 Income page of the Software.
4. The total funding shown in the CFR breakdown in your Section 251 Budget statement does include the post 16 element of the **High Needs Place** funding. However, as in previous years, this is not pre-populated in the Software under I02, it is in I01, and so you will need to move this funding manually into I02 funding in the Non-Section 251 Income page. A corresponding adjustment to remove this funding from I01 is needed.
5. The ESFA has now notified the Authority of final allocations for the 2024/25 academic year. Adjustments to funding, for the differences between the estimates used in the initial budgets and the ESFA’s confirmed figures, will be shown in the Advances Schedule published in April. Schools will need to manually adjust their allocations in the Software following this confirmation.
6. The Software assumes the continuation of Post-16 funding in future years at the same cash value as 2024/25. The Software does not automatically re-calculate I02 allocations where schools change their post 16 pupil numbers in the Pupil Numbers page. This leaves schools to make their own estimates of funding, using their own predictions of student numbers, funded growth and retention rates.
7. **I03 funding (SEND EHCP Top-Up Funding) within the Section 251 Page**
8. The I03 line in the S251 funding page is available but will be 0 for all schools. Schools need to add their **I03 EHCP top-up funding manually**, either within the S251 page (through ‘edit’) or by adding this funding using the I03 ‘non-section 251’ funding route.

Schools will get a clear view of their new values of I03 EHCP top-up funding for their mainstream EHCP pupils, as well as any values of I01 SEND Floor funding, from the April 2024 high needs statements when these are published mid-April. Ready reckoners will shortly be available on Bradford Schools Online, which schools can use in advance of these statements to estimate both I03 EHCP top-up funding and I01 SEND Floor funding. These ready reckoners should then be used during the year to estimate the impact of EHCP changes on both I01 and I03 funding.

1. As in previous years, **I03 top-up funding to be allocated to school-led resourced provisions within mainstream schools is not pre-populated in the Software** and should be added manually using the ‘non-section 251 funding’ route. Schools should use the ready reckoner (click [here](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=3225) to access this on BSO) to estimate their full year funding under the EHCP Banded Model. Please also see the advice given in paragraph 19 on estimating future year place element and top-up funding.
2. I03 funding figures will change on a monthly basis, from April, to reflect the movement of pupils on roll with EHCPs, both in mainstream and resourced provisions. Schools can estimate their own I03 funding by taking into account any known leavers or starters throughout the financial year. Schools should, therefore, adjust their budgets on a monthly basis in the Software to reflect any changes in I03 funding. Schools should also check for changes to any of the other high needs funding elements. The [High Needs Funding Statements](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=3225) and the main [Advances Schedules](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=312), which show these funding adjustments, will be updated and published on Bradford Schools Online (BSO).
3. **I05 Pupil Premium Grant**
4. As in previous years, **schools need to manually input their estimated I05 Pupil Premium Grant allocations into the Non-Section 251 Income page.**
5. The value of Pupil Premium Grant funding in future years, where this grant continues and on current methodology, will be mostly influenced by a) the number of children on roll in the October Censuses who have registered for free school meals at any stage in the last 6 years and b) the value of funding per pupil, which will be set by the Government. It is reasonable for schools to estimate at this stage the continuation of this grant in future years using the same unit values as in 2024/25 i.e. cash flat. Please note, however, that the continuation of Pupil Premium Grant, or the continuation of this funding as a separate grant, is one of the uncertainties of the national system going forward.
6. Schools can also enter into their scenarios expected allocations fo**r children who are Looked After.** This will continue be paid in 2024/25 retrospectively on a termly basis as is current practice.
7. The [S251 guidance notes](https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=229) give further information on Pupil Premium Grant funding.
8. **I01 New Teacher Pay and Pensions Grants (new in 2024/25)**
9. Primary and secondary schools should add manually into the Non-Section 251 Income page their estimated allocations from the new Teacher Pay and Pensions Grants under I01. Further information on estimated allocations is available on Bradford Schools Online.
10. It is expected that these grants will cease as a separate grants from April 2025, but that the funding will continue via core formula funding (merged into the National Funding Formula). We suggest for now, however, that schools continue the grant funding across each of the 5 years of their current forecast as a separate non-Section 251 income line, rather than try to bring this into the S251 funding page in some way from 2025/26. In keeping this allocation separate, schools should, however, adjust the cash value of this grant for any significant forecasted changes in pupil numbers (especially reductions in pupil numbers).
11. There will not be early years elements of these grants. We do expect there to be post-16 elements of these grants.

**F. Teacher and Support Staff Pay Cost Assumptions**

1. **The Software has been set up on the default pay scales and other inflation assumptions listed below. The pay awards, for both teachers and support staff, are estimated at this time**. Schools are advised to fully read the Authority’s budget setting guidance notes for the warnings given about expenditure pressures, uncertainties and actions to take during and after budget setting for 2024/25. Schools must regularly check the status of key decisions and must regularly review the impact of these on planned spending.

Schools will be aware that they can amend the inflation and pay related factors assumptions, and the values of pay scales, in their software. School Funding Team will ask for the Software to be updated to take account of significant changes and confirmations that apply to all schools where required during the year – primarily for the confirmed NJC (support staff) pay award at April 2024, and the September 2024 national teacher pay award.

The table below shows the default ‘Pay Related Factors’ that will be pre-populated within the 2024 Software \*. The table in your software should exactly match this. **Please double check this.**



\* please be aware that, in the initial release, the SMP and SSP figures for 2024/25 are retained at 2023/24 values. These will shortly be updated via a ‘national’ update to the Software. You can manually adjust the values in your software prior to this national update to match the table above.

* **Teachers’ Pay E01:** As we explained in our budget guidance, published on 8 March, whilst we await the publication of the DfE’s decisions from the STRB’s recommendations (not expected until July), we advise maintained schools to continue to budget at least on the basis of a 3% teachers’ pay award at September 2024 and at least 3% annually thereafter. So, until further information becomes available, the 2024 Software retains the same 3% annual pay scale estimates for teachers that have been used in the 2023 version and that were updated from the September 2023 pay award. If individual schools decide to vary from the Authority’s estimate, before further information becomes available, this must only be done to increase the estimated pay uplift, not to decrease it, from the Authority’s estimated position. We will ensure that significant developments and announcements are communicated to schools through Bradford Schools Online.

The DfE has recently published information regarding a rapid review of teacher performance-related-pay and of measures to reduce [teacher workload](https://www.gov.uk/government/publications/workload-reduction-taskforce-initial-recommendations), both of which may have implications for staffing resource deployment and school budgets, alongside the STRB’s pay award recommendations.

Schools are reminded that the ‘Leading Practitioners’ pay-scale has been added into the Software. The AST and Excellent Teacher scales are now redundant but have not been deleted as we are not clear about the extent to which schools may still use these.

Schools are reminded on a specific point, that in Bradford, teachers move from scale point 5 directly to point 6b, bypassing scale point 6. The automatic incremental rise within the Software will not account for this. Please read the guidance notes on the[HCSS page](https://bso.bradford.gov.uk/Schools/CMSPage.aspx?mid=199) on BSO on how to edit those contracts showing as scale point 6 instead of scale point 6b. If you have specific questions on terms and conditions or specific teacher contracts within your school, please contact your HR officer.

* **Employer’s contribution to Teacher Pensions E01** – this is increased from 23.68% to 28.68% across the full period 2024-2029. Alongside adjusting their expenditure for this change, schools should add into their I01 funding an estimate of their allocation from the new Teacher Pensions Grant. However, schools must not add the Teacher Pensions Grant into their budget forecasts without having also increased their pension contribution cost to 28.68%. Although the Software is set up for the change in contribution from 1 April 2024, schools are advised to specifically double check in their Software that the 28.68% change in contribution has taken effect from 1 April 2024 (and has not either not been applied or has not been applied until1 September 2024), especially where scenarios have been imported into 2024 from 2023.
* **Support Staff Pay E03 – E07** – As we explained in our budget guidance, published on 8 March, until further concrete information on the April 2024 pay offer is available, and in the light of the increase in the National Living Wage, we advise schools to budget at least on the basis that the April 2024 pay award may be similar to the April 2023 award, which applied a lump sum of £1,925 to all scale points with a minimum 3.88% increase above scale point 43. If we assume that the lump sum will be £1,925 again, schools will budget for a pay award that ranges between 8.60% and 3.75% in 2024/25. This is how the 2024 update Software is initially established. We may expect to make changes to this relatively quickly if the National Employers pay offer that is expected to be published shortly is substantially different from this estimate. We will ensure that significant developments and announcements are communicated to schools through Bradford Schools Online. Individual schools can decide to vary from the Authority’s estimate in constructing their initial budgets. Where they do this, prior to further information becoming available, we would expect that this is only done to increase the estimated pay uplift, not to decrease it, from the Authority’s estimated position. The Software then estimates that all scale points will increase by 3.0% at April 2025 and each April thereafter.

Schools are reminded that they were required in the 2019 Software to manually adjust E03 – E07 contracts brought forward from existing scenarios to transfer these onto the new NJC pay scale at April 2019. The Software includes a pay-scale entitled ‘New NJC scale April 2019’ and most schools will now use this for all relevant staff. The Software does continue to contain the pre-April 2019 scale, which is entitled ‘NJC’, as some schools may be continuing to use this in their scenario modelling. All new E03 – E07 staff and contracts, however, should be placed onto the ‘new NJC scale April 2019’.

As a result of the additional day of annual leave allowance that was agreed as part of the April 2022 pay award, the Term Time Only multiplication factors changed for April 2023. A copy of the current factors is provided at the end of this guidance. New guidance has now been published to reflect the changes have been made, including in the way that statutory holiday entitlement is calculated for irregular hours and part year workers. We strongly advise schools now to talk to their HR advisors on this issue and to assess any implications for their budgets. This may have implications for the TTO factors.

* **Bradford Council’s employer’s contribution to the Local Government (West Yorkshire) Pension Scheme for NJC scale officers and support staff –** the current contribution is 16.80%. We have retained the existing forecast figures for future years, which came from the valuation results that were received from the actuary in 2022: 16.50% in 2024/25; 16.20% in 2025/26 onwards. This contribution is subject to regular actuarial review, and the 2025/26 figure may change from what is quoted above. The 2024/25 figure though is confirmed.
* **Inflation on expenditure** – the Software continues to assume that prices for goods and services will increase by 3.00% annually at April each year. The default annual inflation factor for E01 to E07 expenditure added via the ‘other expenditure’ route, rather than via the more detailed salaries calculation, is also set at 3.00%

**G. Additional Notes**

1. Please note that School Funding Team is able to access the data for Bradford schools directly online but will only do so if this is requested by the school and with the school’s permission. Only School Funding Team has access rights within the Local Authority. Routine checks of the Software at individual school level are not carried out by SFT. SFT will only access the scenarios for an individual school where the school has requested and authorised SFT to do so.
2. Please can we highlight for, and remind, schools that their use of this software (in the calculation of staffing cost forecasts) will likely include the processing of some personal data relating to the school’s employees. Schools are the controllers of their data and must continue to ensure that they assess and meet their responsibilities in respect of GDPR and the processing of personal data. As part of their on-going assessments, schools should continue to consider how they can minimise the amount of personal data that is contained and processed within the software. It is possible to ‘anonymise’ staffing data, for example, by using pseudonyms rather than staff names.

**Appendix 1 – Bradford Support Staffing: Current Term Time Only Factors**

Please see the document embedded below.

