

Mainstream EHC Funding Guidance Note

Table of Contents

1. [23/24 Top-up Funding](#)
2. [23/24 Targeted Funding](#)
3. [Perspective Lite](#)
4. [Key Contacts](#)
5. [Funding for OLEA Pupils](#)

1. 23/24 Top-up Funding

1.1 At the start of the financial year, a report is generated by the Finance department to determine the 23/24 EHC commitments for each mainstream school in Lincolnshire. See example below.

Wimbledon Womble Academy

Student Forename (A)	Student Surname (B)	Funding Start Date (C)	Funding End Date (D)	Hours (E)	Months (F)	Pre-16 Notional Funding (G)	Pre-16 Total Funding (H)	Pre-16 Top Up Funding (I)
Will	Nightingale	01/04/2021	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
Shayon	Harrison	01/09/2021	31/08/2026	25	12	£6,000.00	£15,433.44	£9,433.44
Ollie	Palmer	01/05/2020	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
						£18,000.00	£40,126.94	£22,126.94

Columns A and B - Identifies the child with the EHC. Date of Birth and Mosaic Number will also be included

Columns C and D – Identifies the period of agreement for the EHC. For funding purposes, the start and end dates are rounded to the nearest whole month e.g. an EHC agreed on the 10th of April will be funded from 1st April, and an EHC ceasing on 20th April, will have a funding end date of 30th April. In most instances, the date in column D will reflect the end of the Academic Year in which the child is due to leave school. However, the end date may be earlier, if the EHC has ceased, or the child has transferred to another setting or county. The funding end dates will also cease based on the (rounded) date when the child leaves school, or has a plan ended/amended.

Column E – This indicates the level of hours assigned to the EHC for the basis of the top-up funding calculation. The main 4 bands are as follows:

Mild = 17.5hrs
Moderate = 20hrs
Significant = 25hrs
Profound = 32.5hrs

Please Note – These hours are for funding purposes only and do not reflect the actual number of hours schools are expected to provide support

Column F – Indicates the number of months for which the child's EHC requires funding in the 23/24 financial year i.e. Apr 23 to Mar 24.

Column G – Indicates the level of notional funding¹ that the school will be required to contribute. See **23/24 Targeted Funding** section for details of when the authority will contribute towards this cost.

¹ Notional Funding forms part of a mainstream schools' budget share and derives from the school's block of a Local Authorities' dedicated schools grant.

Column H – This details the total funding attributable to the EHC. For Will Nightingale, it is calculated as follows:

Hourly Rate x Number of weeks in the year x Level of EHC/hours
 i.e. £11.84 x 52.14 x 20 = £12,346.75

For 23/24, the hourly rate has been increased to **£11.84**. The hourly rate will continue to be reviewed each year in line with government changes, whilst assessing affordability of the overall High Needs Block.

Column I – This details the authority's annual top-up funding contribution to the school i.e. Total funding (column H) less Notional Funding (column G).

1.2 In the above example, the school is entitled to £22,126.94 top-up funding for the 23/24 financial year. This will be allocated on a monthly basis to the school i.e. £22,126.94 / 12 = £1,843.91 per month (this will be actioned via a recharge for maintained schools). This amount will be allocated every month from April to July. Therefore, the school will have received £7,375.64 by the end of July 23.

1.3 In August 23, the authority refreshes the report of school EHC entitlements. If there is no change to the EHC entitlements, then the school will continue to receive the same monthly top-up allocation (that they received from April to July) from August 23 to December 23. However, the example below provides the detail on how the monthly top-up figure may differ if the EHC entitlements change.

Apr 23 EHC Entitlements

Student Forename (A)	Student Surname (B)	Funding Start Date (C)	Funding End Date (D)	Hours (E)	Months (F)	Pre-16 Notional Funding (G)	Pre-16 Total Funding (H)	Pre-16 Top Up Funding (I)
Will	Nightingale	01/04/2021	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
Shayon	Harrison	01/09/2021	31/08/2026	25	12	£6,000.00	£15,433.44	£9,433.44
Ollie	Palmer	01/05/2020	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
						£18,000.00	£40,126.94	£22,126.94

Aug 23 EHC Entitlements

Student Forename (A)	Student Surname (B)	Funding Start Date (C)	Funding End Date (D)	Hours (E)	Months (F)	Pre-16 Notional Funding (G)	Pre-16 Total Funding (H)	Pre-16 Top Up Funding (I)
Will	Nightingale	01/04/2021	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
Shayon	Harrison	01/09/2021	31/08/2026	25	12	£6,000.00	£15,433.44	£9,433.44
Ollie	Palmer	01/05/2020	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
Joe	Smith	01/06/2023	31/08/2025	32.5	10	£5,000.00	£16,719.56	£11,719.56
						£23,000.00	£56,846.50	£33,846.50

As the new student's EHC did not start until June 23, the top-up funding entitlement is from June 23 to March 24 (10 Months) and the notional funding the school is required to contribute is 10/12th of £6,000 i.e. £5,000.

Therefore, the total funding for the new student is £11.84 (hourly rate) x 52.14 (weeks in a year) x 32.5 (hours assigned to a 'Profound' band) x 10/12 (June 23 – March 24 i.e. 10-month's funding) = £16,719.56.

Less the school's contribution of notional funding i.e. £16,719.56 - £5,000.00 = £11,719.56 top-up

1.4 As funding has already been paid for April to July which totalled £7,375.64 (£22,126.94 x 4/12th) the monthly amount received by the school is then recalculated as follows:

Revised total top-up entitlement (£33,846.50) less the paid to date figure (£7,375.64) = £26,470.86 and this will be split equally between the 8 remaining months from Aug 23 – March 24 i.e. £26,470.86 / 8 = £3,308.86 per month.

1.5 Following the Aug 23 update, the next time the EHC entitlement report is refreshed, is in January 24. Again, if there are no changes from the Aug 23 entitlements, the monthly amount will continue to be paid for Jan 24 to Feb 24. Any changes in top-up entitlements will again be recalculated as per the example below

Aug 23 EHC Entitlements

Student Forename (A)	Student Surname (B)	Funding Start Date (C)	Funding End Date (D)	Hours (E)	Months (F)	Pre-16 Notional Funding (G)	Pre-16 Total Funding (H)	Pre-16 Top Up Funding (I)
Will	Nightingale	01/04/2021	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
Shayon	Harrison	01/09/2021	31/08/2026	25	12	£6,000.00	£15,433.44	£9,433.44
Ollie	Palmer	01/05/2020	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
Joe	Smith	01/06/2023	31/08/2025	32.5	10	£5,000.00	£16,719.56	£11,719.56
						£23,000.00	£56,846.50	£33,846.50

Jan 23 EHC Entitlements

Student Forename (A)	Student Surname (B)	Funding Start Date (C)	Funding End Date (D)	Hours (E)	Months (F)	Pre-16 Notional Funding (G)	Pre-16 Total Funding (H)	Pre-16 Top Up Funding (I)
Will	Nightingale	01/04/2021	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
Shayon	Harrison	01/09/2021	31/08/2026	25	12	£6,000.00	£15,433.44	£9,433.44
Ollie	Palmer	01/05/2020	30/11/2023	20	8	£4,000.00	£8,231.17	£4,231.17
Joe	Smith	01/06/2023	31/08/2025	32.5	10	£5,000.00	£16,719.56	£11,719.56
						£21,000.00	£52,730.92	£31,730.92

1.6 As Ollie Palmer left at the end of November his funding will be recalculated as 20 hours for 8 months (April 23 - November 23) i.e. $£11.84 \times 52.14 \times 20 \times 8/12 = £8,231.17$

The Notional Funding is also recalculated as $£6,000 \times 8/12 = £4,000$

The actual January 24 top-up allocation is then recalculated by taking the new total annual top-up entitlement and deducting any top-up funding that has been allocated to date (from Apr 23 - Dec 23), before dividing the outstanding balance equally across the remaining three months (Jan 24 - Mar 24).

e.g. $£31,730.92 - £23,919.94 ((4 \times £1,843.91) + (5 \times £3,308.86)) = £7,810.98$

$£7,810.98 / 3 =$ monthly payments of £2,603.66 from Jan – Mar 24.

1.7 The example below then shows the monthly profile of funding paid in the 23/24 financial year for Wimbledon Womble Academy

Revised Top Up Entitlement		£31,730.92	
Funding Received	April	£1,843.91	
	May	£1,843.91	
	June	£1,843.91	
	July	£1,843.91	(Paid to date £9,219.55)
	August	£3,308.86	
	September	£3,308.86	
	October	£3,308.86	
	November	£3,308.86	
	December	£3,308.86	(Paid to date £23,919.94)
	January	£2,603.66	
	February	£2,603.66	
	March	£2,603.66	
TOTAL PAID		<u>£31,730.92</u>	

1.8 The authority does refresh the 23/24 EHC top-up entitlement report again both in March 24 and June 24, and any changes due resulting from this revised information are paid in full in those months.

Any financial arrears top-up payments due as a result of backdated funding owed for previous financial years will also be paid in full (and identified separately on any remittance) as part of the update in which they have been identified.

Should the level of funding paid ever exceed the value of the EHC top-up funding due to the school at any of the updates, then the authority will either raise a sales invoice to reclaim the value of the overpayment in the case of academies or Prime Account schools, or action a recharge if the overpayment relates to a maintained school.

2. 23/24 Targeted Funding

2.1 It is a local decision to have targeted funding. Lincolnshire is fully supportive of the inclusive approach, and therefore apply a targeted funding criteria (which is supplementary funding to the schools national funding formula) to ensure that schools are not being financially disadvantaged by having a disproportionate number of pupils with more complex needs.

Targeted funding is calculated based on whether an individual school is adjudged to have an adequate level of Notional SEN within their budget share for the number of EHC's they currently have.

2.2 Targeted funding is automatically triggered when a school's Notional Funding EHC requirements exceed the value that is equivalent to 30% of the Notional SEN in their original Budget Share. This percentage was established prior to the delegation of funding for School Action and School Action Plus and bands 1-5 statements, therefore reflected the full spectrum of support to be delivered through Notional SEN. Below is an extract of where that figure can be located within the budget share publication.

Total Funding for Schools Block Formula (excluding minimum per pupil funding level MFG Funding Total) (£)	£740,435	
Other Adjustment to 22-23 Budget shares	£0	
14) Additional funding to meet minimum per pupil funding level	£0	
Total Funding for Schools Block Formula (excluding MFG Funding Total) (£)	£740,435	
15) Minimum Funding Guarantee (gains may be capped above a specific ceiling and/or scaled)		
MFG Funding Total	£0	0.00%
Total Funding For Schools Block Formula (£)	£740,435	
Total De delegation	-£4,659	-0.64%
Education functions for maintained schools	£0	0.00%
Notional SEN	£75,596	10.21%
Total Funding For Schools Block Formula (after deduction of de delegation and education functions) (£)	£735,776	
% Distributed through Basic Entitlement	58.63%	
% Pupil Led Funding	72.40%	

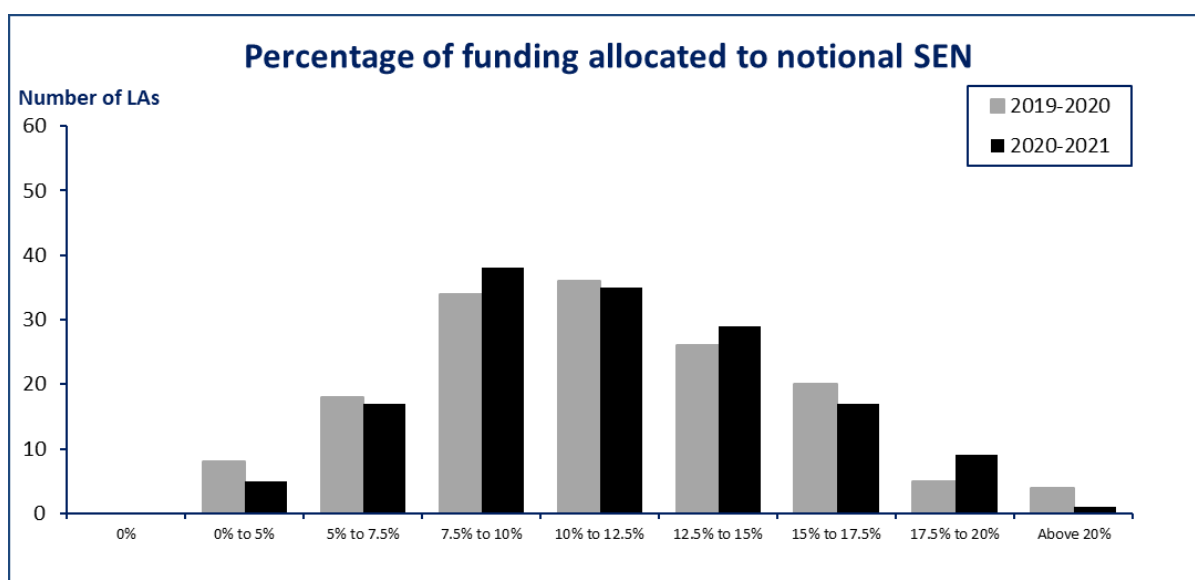
2.3 In the example above, the £75,596 is not a separate allocation that is made to the school, but a notional figure that is calculated using the percentages of the formula factors in the table below. This demonstrates the total amount of notional funding already within the school's budget to be used to help fund all additional needs pupils, namely, low level high incidence SEN and to fund the first £6,000 for pupils with an EHC from this figure.

Formula Factor	%	Notional SEN
AWPU	4.89% Primary / 4.75% KS3 / 4.79% KS4	£21,221
Free School Meals	14.94% Primary / 18.68% Secondary	£2,868
Free School Meals Ever 6	13.14% Primary / 16.43% Secondary	£3,890
IDACI (all bands)	61.14% Primary / 71.06% Secondary	£5,900
Low Attainment	70.47% Primary / 59.26% Secondary	£30,653
Lump Sum	8.64% Primary / 5.18% Secondary	£11,064

Notional SEN Total	£75,596
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From prior funding SEN-related delegations to schools, the national funding formula provides 4.89% of the total AWPU value for every Primary School, and 4.75% / 4.79% for every Secondary for 'notional SEN', which in this example, equates to £21,221.

2.4 Lincolnshire's notional SEN funding for mainstream schools overall within its delegated budget shares is 11.4% for 2023/24. This is in line with the prior two years of 11.5% and 11.6% for 2022/23 and 2021/22 respectively. The ESFA analysis of Local Authorities Schools block funding formulae (July 2020) showed 79% (119) of Local Authorities assign between 5% to 15% of Schools block funding to notional SEN, and c.35 Local Authorities within the 10% to 12.5% category. The overall percentage across all Local Authorities being 11.4%. This provides re-assurance that the general percentages being applied are broadly in line with other local Authorities.



2.5 Using the current example, the Apr 23 EHC entitlements were as follows:

Wimbledon Womble Academy

Student Forename (A)	Student Surname (B)	Funding Start Date (C)	Funding End Date (D)	Hours (E)	Months (F)	Pre-16 Notional Funding (G)	Pre-16 Total Funding (H)	Pre-16 Top Up Funding (I)
Will	Nightingale	01/04/2021	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
Shayon	Harrison	01/09/2021	31/08/2026	25	12	£6,000.00	£15,433.44	£9,433.44
Ollie	Palmer	01/05/2020	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
						£18,000.00	£40,126.94	£22,126.94

2023-24 Notional SEN Budget	30% of 2023-24 Notional SEN Budget	Number of EHCs	Notional Funding Required	Targeted Funding Entitlement
£75,596	£22,678.80	3	£18,000.00	£0

To determine if the school will receive any targeted funding, the notional funding figure of £75,596 x 30% is calculated. In this example, this equates to £22,678.80. This is the contribution the school will be required to make from their notional funding allocation before any targeted funding is allocated. As the EHC notional funding requirements of the school equate to £18,000, this means that the school would not trigger any targeted funding at this stage.

2.6 As per the top-up arrangements, any annual entitlement for targeted which has been identified at this stage of the year, would then be split evenly, and paid each month across the 12-month period. Targeted funding is paid separately to top-up, so that each can easily be identifiable when schools reconcile their monthly adjustments.

2.7 Naturally, as the EHC annual top-up entitlements change at each of the updates we perform, so can the targeted. Therefore, based on the top-up funding example data, please see a breakdown below of how this would affect the monthly targeted payments due.

Aug 23 Targeted Adjustment

EHC Notional Funding Requirements = £23,000
30% Notional SEN = £22,678.80
Targeted Entitlement = £321.20 (£23,000 - £22,678.80)
Targeted Funding Paid (Apr 23 – July 23) = £0
Monthly Amount payable (Aug 23 – Mar 24) = £40.15 (£321.20 / 8)

Jan 24 Targeted Adjustment

EHC Notional Funding Requirements = £21,000
30% Notional SEN = £22,678.80
Targeted Entitlement = £0
Targeted Funding Paid (Apr – Dec 23) = £200.75 (£40.15 x 5)
Monthly Amount payable (Jan – Mar 24) = £0

In the example above, a sales invoice would need to be raised in Jan 24, reclaiming the £200.75

2.9 The example below then shows the monthly profile summary of targeted funding paid in the 23/24 financial year for Wimbledon Womble Academy

Revised Targeted Entitlement		£0	
Funding Received	April	£0	
	May	£0	
	June	£0	
	July	£0	(Paid to date £0)
	August	£40.15	
	September	£40.15	
	October	£40.15	
	November	£40.15	
	December	£40.15	(Paid to date £200.75)
	January	£0	(£200.75 to be reclaimed via sales invoice)
	February	£0	
	March	£0	
	TOTAL PAID		<u>£0</u>

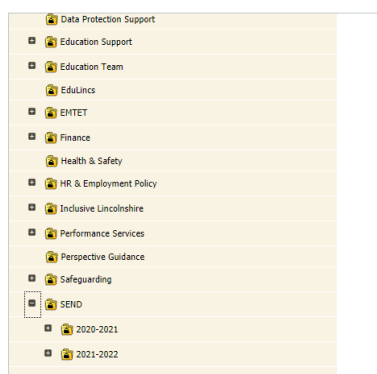
Any financial arrears targeted payments due as a result of backdated funding owed for previous financial years will also be paid in full (and identified separately on any remittance) as part of the update in which they have been identified.

3. Perspective Lite

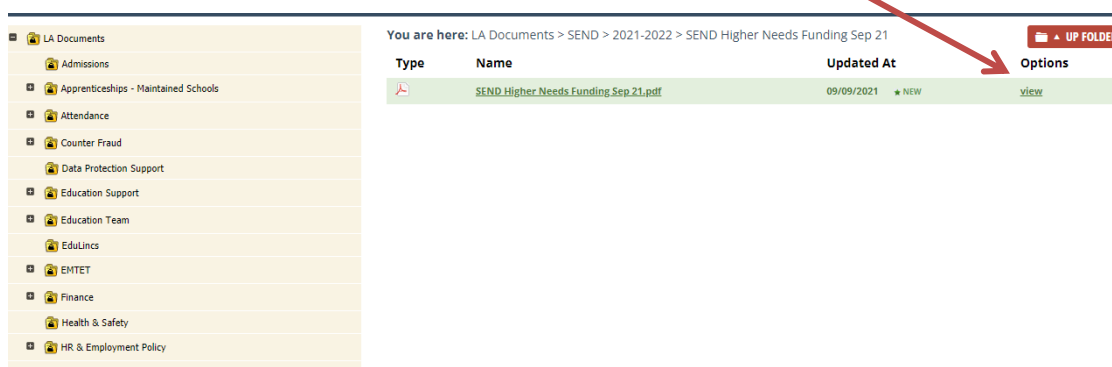
3.1 Each time we perform our updates to the annual EHC top-up / targeted funding entitlements (in Apr 23, Aug 23, Jan 24, Mar 24 and Jun 24); the authority uploads the breakdown of pupil data to enable the schools to see who the funding entitlements are based upon. It can be accessed using the following link:

<https://perspective.angelsolutions.co.uk/perspective/login.aspx>

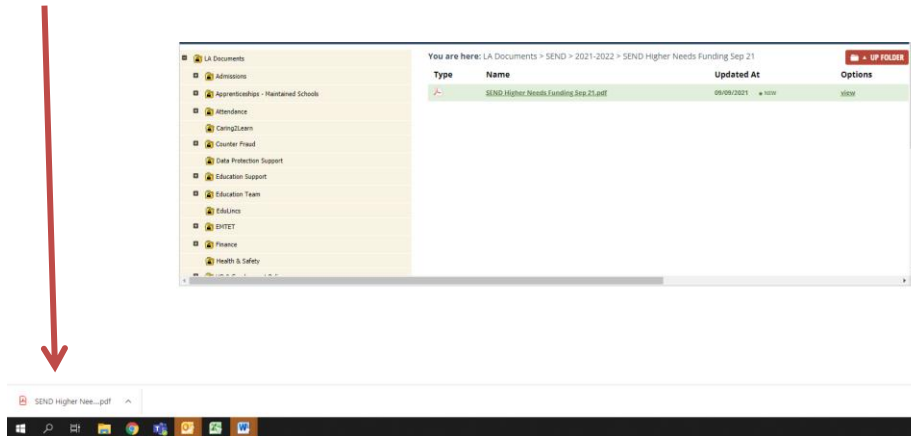
Select 'LA Documents' and then navigate down to the 'SEND' folder



This will contain the Top-Up Funding documents. Select the '2023/2024' folder and then the latest 'SEND Higher Needs Funding' publication. Click 'view' to open the document as a PDF.



From here you can print or save the document.



The first page will be the letter:



This is followed by your High Needs Pre-16 Top-Up Funding Allocation information:

Wimbledon Womble Academy

Student Forename	Student Surname	Funding Start Date	Funding End Date	Hours	Months	Pre-16 Notional Funding	Pre-16 Total Funding	Pre-16 Top Up Funding
Will	Nightingale	01/04/2021	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
Shayon	Harrison	01/09/2021	31/08/2026	25	12	£6,000.00	£15,433.44	£9,433.44
Ollie	Palmer	01/05/2020	31/08/2025	20	12	£6,000.00	£12,346.75	£6,346.75
						£18,000.00	£40,126.94	£22,126.94

..... and also your Targeted Funding Entitlement:

2023-24 Notional SEN Budget	30% of 2023-24 Notional SEN Budget	Number of EHCs	Notional Funding Required	Targeted Funding Entitlement
£40,419	£12,125.70	3	£18,000.00	£5,874.30

If relevant, there may also be a page detailing any medical funding entitlements the school may have.

3.2 For secondary schools, there will also be a separate list of Post 16 student entitlements. Please note that schools are not expected to fund the first £6,000 for Post 16 children; therefore, the authority funding entitlements for these children are represented by the Total Funding column (not the top-up column). Post 16 students will also not form part of any targeted funding calculation.

4. Key contacts

4.1 If you do not have a Perspective Lite account, please contact the holder of the head account at the school, as they can set you up with a Perspective Lite account.

If you're unsure of how to do this, then the following help guides should tell you all you need to know:

<https://perspectivelite.zendesk.com/hc/en-gb/articles/360024539012-Setting-up-your-Users>

<https://perspectivelite.zendesk.com/hc/en-gb/articles/360025508491-User-Permissions>

In order for you to access the LA Documents area your Head will need to give you "Read" permissions against the "LA/Org Documents" option. If you also need to be able to send files to the LA, your Head will instead need to give you the "Action" permission against the "LA/Org Documents" option.

4.2 The authority will always send out a reminder for schools to check their EHC data prior to each update. **It is essential that you act upon this to ensure we hold the most up-to-date and accurate information regarding your EHC funding entitlements.** If you have any queries regarding any of the pupil information uploaded onto Perspective Lite, then please contact one of the following:

SENFinanceProject@lincolnshire.gov.uk

Adam Hillman – 07810527839

Tracy Coster – 07717878980

4.3 Finally, if you have any queries regarding e-mail accounts that remittances are sent to, or wish these to be changed, please contact the following:

Masterdata@lincolnshire.gov.uk

5. Funding for OLEA Pupils

5.1 In the event that a Lincolnshire school admits a child resident in an 'Other Local Education Authority' (OLEA), it will be the school's responsibility to recoup the top-up funding for that child direct from the other authority.

Adjustments to transfer the notional funding for OLEA pupils should be made as part of the ESFA's import / export publication, therefore Lincolnshire should be in receipt of the £6,000 for these children. Therefore, if schools are already triggering targeted funding (or would have triggered it had the OLEA child been placed by Lincolnshire), then they should contact the authority (Lincolnshire) in order to be reimbursed with this cost at the end of the financial year (March).

5.2 Targeted funding for children in care (LAC) to another authority can however be claimed direct from the OLEA (as well as any top-up), as these children do not form part of the ESFA's import / export adjustment, and therefore the £6,000 notional funding will have remained with the placing authority. Schools should be holding conversations with other authorities to confirm their funding responsibility at the outset, not once the child is placed. Lincolnshire has received official confirmation direct from the ESFA regarding this matter, therefore, in the event of any authorities challenging this contribution; the extract below should be included in any request for targeted funding.

5.3 *In cases where a LAC who is the responsibility of another local authority, but who is resident in Lincolnshire, and for whom Lincolnshire County Council maintains the EHC plan, it would be possible for the Council to include any relevant targeted high needs funding, along with the top-up funding, in a recoupment request to the other authority under the 2013 regulations.*

Should you have any further queries regarding the funding for OLEA pupils, please contact Bev.Hippisley@Lincolnshire.gov.uk