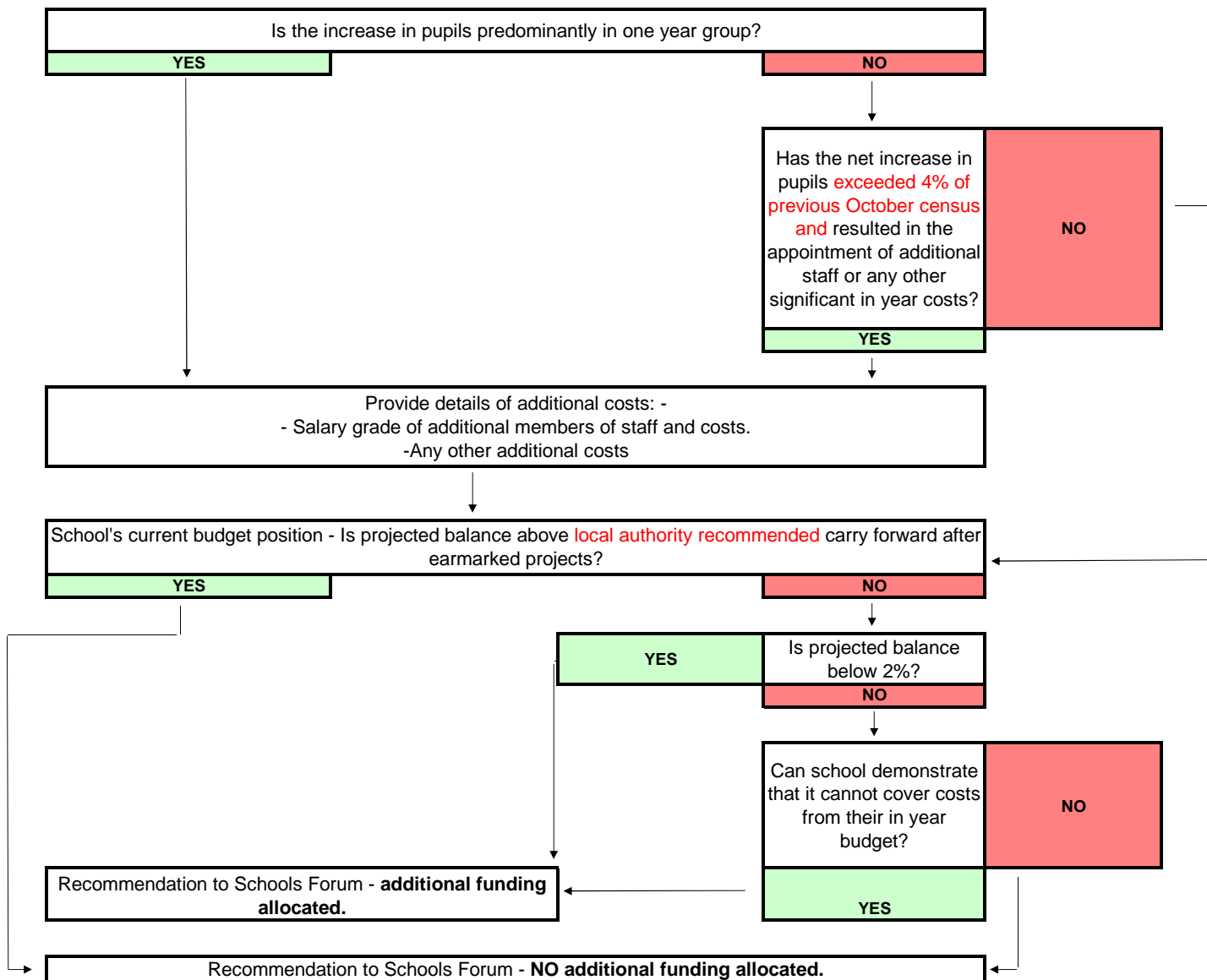


TABLE G: PUPIL NUMBER GROWTH CONTINGENCY - PROCESS FOR GENERAL PUPIL NUMBER INCREASES



School Organisation Contingency Funding Requests Criteria

General Guidance

- 1.1 Additional funding will automatically be allocated to schools that are increasing their PANs at the request of the local authority. The amount of funding allocated will be: -

$$\text{Basic per Pupil Entitlement} \times \text{Additional Pupils} \times 7/12$$
- 1.2 Any other requests for additional funding must be made in writing to Schools Forum by the Headteacher on behalf of the Governing Body and
- 1.3 The deadline for receiving requests for additional funding **where there is an increase in one year group is 30th October of each year. The deadline for receiving requests for additional funding for mid -year admissions is 28th February of each financial year.**
- 1.4 The Head's attendance is required at the appropriate Schools Forum meeting in order that clarity can be achieved and any questions answered. (All member interests must be declared).
- 1.5 Head's must then leave the room for Schools Forum members to discuss the requests. The decision will be notified to them by the next working day.
- 1.6 Forum members must consider the requests for additional funding and advise on any funding adjustments using the following criteria as a guide.
- 1.7 Only one allocation per school will be made from this budget each financial year.
- 1.8 Information on additional pupils will be taken from the official October census only. If this information has not been submitted by the school then no additional funding will be awarded.
- 1.9 No additional funding will be available for general "overall" school increases in pupil numbers. An analysis of year group increases will be required and will have to demonstrate the requirement for additional classes/members of staff.
- 1.10 The template below must be completed and submitted in order to request pupil growth funding.

PUPIL GROWTH FUNDING TEMPLATE

1 Please detail the change in pupil numbers (since the October census on which your funding was based) across year groups: -

DATE OF PUPIL COUNT	
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YEAR GROUP	CHANGE IN PUPIL NUMBERS
RECEPTION/YEAR 7	
YEAR 1/YEAR 8	
YEAR 2/YEAR 9	
YEAR 3/YEAR 10	
YEAR 4/YEAR 11	
YEAR 5	
YEAR 6	
TOTAL CHANGE	

2 Please detail additional costs that need to be incurred as a result of the increase in pupil numbers e.g. new staff or reallocation of staff. Please provide grade and salary costs of any staff.

3 Please provide details of the last year outturn and the latest 3 year projections for the school.

	Last Outturn (£000)	Current Year (£000)	Year 2 (£000)	Year 3 (£000)
LA Funding/GAG				
Other Income				
TOTAL FUNDING	0	0	0	0
Staffing Costs				
Premises Costs				
Transport Costs				
Admin Supplies				
ICT				
Learning Resources				
TOTAL EXPENDITURE	0	0	0	0
B/fwd Balance			0	0
CUMULATIVE BALANCE	0	0	0	0
Balance as % of Funding				

4 Balances carried forward for the last 3 years

Balance Carried forward			
Balance as % of Funding			

5 For the current financial year please provide details of items earmarked from your projected balance and the remaining balance following this.

Projected Balance – Current Year	
Earmarked amounts: -	
Remaining Balance	
%	

Following this, if your projected balance is above the local authority recommended limit (8% for Primary and 5% for Secondary) **no funding will be allocated**. If your projected balance is above 2% please explain why these additional costs cannot be covered by your existing budget.

5 Are you requesting funding for additional language and deprivation needs as part of this? Please see Table H for criteria.

Yes		No	
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