



Department
for Education

School-led tutoring: guidance for local authorities and independent special schools

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Summary

This publication provides non-statutory guidance from the Department for Education. It has been produced to help Local Authorities and Independent Special Schools on how to manage the School-Led Tutoring grant.

Expiry or review date

This guidance will be reviewed before January 2023.

Who is this publication for?

This guidance is for:

- Local authorities and Independent Special Schools

Overview

This guidance provides additional information to Local Authorities (LAs) and Independent Special Schools (ISSs) on how to manage the School-Led Tutoring (SLT) grant. This is in relation to Pupil Premium pupils for whom the LA funds to attend an Independent Special School (ISS).

This guidance should be read in conjunction with the following documents:

- [School-Led Tutoring Guidance](#) - whilst primarily aimed at school leaders, this provides overall information about the grant and how it should be used
- The School-Led Tutoring [conditions of grant](#) - terms and conditions related to the grant
- [School-Led Tutoring allocations](#) - LA and school level allocations and September 2021 and December 2021 payments, final payment due in April 2022
- [School-Led Tutoring: guidance on using the tracker and calculator tool](#) - designed to help schools keep track of the data they need to complete the school-led tutoring: year-end statement, including grant allocations
- [School-Led Tutoring grant: tracker and calculator tool](#)
- [National Tutoring Programme frequently asked questions](#)

School-led tutoring grant

School-Led Tutoring is part of the tuition offer from the National Tutoring Programme (NTP) and it is intended to help close the education gap which widened as a result of COVID-19. The full guidance on use of the grant is set out in the overview. State-funded schools and non-maintained special schools have received the ring-fenced SLT grant. They can source their own tutoring provision to support disadvantaged and vulnerable pupils catch-up on their learning, using either internal school staff or external tutoring provision.

LAs have also been provided with SLT funding for pupils who are eligible for Pupil Premium and who they have funded to attend an ISS. We expect LAs to pass the funding onto ISSs so they are able to use the grant to provide tutoring support to as many disadvantaged pupils as possible. However, should LAs/ISSs decide not to use some or all of the SLT grant, the ESFA will recover the unspent amount back as an overpayment from the LA, and where applicable, the ISS (more detail on this is set out in the calculating overpayments section).

Funding allocations

The allocations are set out in the [SLT allocations](#). The allocation for each LA can be found in the tab entitled 'LA summary,' column E titled 'Pupils placed in Independent Special Schools' which sets out the specific amounts of funding for these pupils.

For the academic year 2021 to 2022, the grant provided has been calculated to cover 75% of the cost of tuition and schools are expected to contribute 25% of the cost.

SLT funding has been provided for around 60% of pupils eligible for Pupil Premium.

There are two rates of funding available for SLT:

1. The standard rate for mainstream schools, which is based on an average cost of £18 per pupil, per hour and a pupil receiving a package of 15 hours of tuition, totalling £270. The SLT grant covers 75% of this which is £202.50 per pupil. Schools are expected to cover the remaining £67.50 from other budgets such as the recovery premium or pupil premium.
2. The higher rate is for non-mainstream schools, including ISSs where the pupil is funded by a LA and eligible for Pupil Premium. Based on the average cost of £47 per pupil, per hour, we will provide a maximum of £35.25 per hour for tutoring and ISSs will be required to contribute up to the remaining £11.75 from other budgets. They can, if needed, offer provision at a higher unit rate than £47 but it will not be covered by the SLT grant and ISS will need to cover the costs beyond £35.25 from other budgets. Here, funding is higher in recognition of the higher per pupil costs they face for tutoring.

Pupils who are eligible for Pupil Premium funding and who the LA funds to attend an ISS, have been allocated the higher rate of funding.

Additional School-led tutoring funding

In March 2022, we announced that up to £65 million extra would be redirected towards SLT to provide further tuition for disadvantaged pupils. In the April payment, LAs and schools will receive this extra funding in addition to their original allocation. This means that funding will be provided for an additional 16% of pupils, bringing the total to around 76% of pupils eligible for Pupil Premium.

Conditions of funding

The full [conditions of grant](#) are published separately. LAs and ISSs should note the following conditions in particular:

- Allocations distributed in academic year 2021 to 2022 are ring-fenced for expenditure on SLT only and must be used within that academic year.
- If the SLT grant is not used in this academic year, the ESFA will recover the unspent amount back as an overpayment from where the funds are held, whether it is the LA or ISS.
- The funding is provided to cover 75% of the anticipated costs with a maximum of £35.25 per pupil per hour for pupils in special schools covered by the grant, ISSs

must contribute 25% of the costs from their own budgets, plus excess cost above £47 per pupil per hour.

- Where an ISS has received SLT funding, they must complete and return a year-end statement, detailing expenditure even if they choose not to use all or some of the SLT grant. ISSs will need to complete this via an online form which will become available in June 2022. Further information about this process will be available in the coming months.

Where an LA decides to manage the SLT grant centrally, they will need to ensure that they meet the conditions set out above. This includes contributing 25% and completing the year-end statement. More information about the year-end statement is set out on page 6 of this document.

Use of SLT and the role of the LA

Where possible, we expect LAs to pass on the SLT funding to ISSs to enable the applicable ISS to provide SLT for the selected pupils. The SLT grant has already been paid to the LAs.

To do this, LAs will need to:

- identify the eligible pupils (this is 76% of pupils who are eligible for Pupil Premium)
- inform the ISS about who the eligible pupil(s) are when they pass the funding on.
- aim to pass on the April 2022 payment as soon as possible, ideally before the end of May 2022. Please note, this should also include the previous funding LAs received in September and December 2021. Where possible, funding should be passed on in one instalment.

This will enable the ISSs to utilise the funding within this academic year and organise tuition promptly.

LAs will also be required to provide the following information to the Department:

1. A list of all ISSs to whom the LA has passed on SLT funding
2. The amount of SLT funding provided to each ISS and;
3. A designated contact in the ISS who can be contacted about the SLT grant.

By the end of May, an online form will be available on gov.uk for LAs to complete to provide us with the information outlined above. We require all LAs who pass funding onto applicable ISSs to complete and submit this form by the 15th of July 2022.

The online form to report your transfer of funds to applicable ISSs has reopened. We are extending the deadline to ensure all LAs that have transferred funding to applicable ISSs can complete the form. The new deadline is Friday 9 September 2022.

Where LAs do not complete a form, we will work on the assumption that LAs have not passed any funding to ISSs.

In addition, where LAs do not pass on the funding (fully or at all) we would expect them to organise tuition centrally. However, as mentioned above, where an LA decides to manage the SLT grant centrally, they will need to ensure that they meet the conditions of grant. This includes contributing 25% and completing the year-end statement.

Use of SLT and the role of the ISS

As mentioned above, in the majority of cases, we expect LAs to pass on the funding to applicable ISSs. Once they have received funding from the LA(s), the ISS will be required to provide the following information to the Department:

1. A list of all LAs who have passed on the SLT funding to the ISS
2. The amount of SLT funding provided from each LA

By the end of May, an online form will be available on gov.uk. We require all ISSs who receive SLT funding from LAs to complete and submit the form by the 29th of July.

The online form to report your receipt of SLT funds has reopened. We are extending the deadline to ensure all applicable ISSs that have received SLT funding from LAs can complete the form. The new deadline is Friday 9 September 2022.

The ISS should decide, in line with the SLT guidance, how best to use the funding to provide tuition support for the selected pupils.

It will be the responsibility of the ISS to:

- Where necessary, work with the LA to decide which Pupil Premium pupils to support in line with the SLT guidance.
- Support the pupils who require tuition, decide how many hours of tuition they will receive (we recommend a block of 15 hours) and choose the subjects of tutoring.
- Comply with the [conditions of grant](#), in particular:
- To contribute 25% of the cost of tuition.
- Complete the year-end statement (further details below).

Tuition over the 2022 summer holidays

SLT provision can be offered to pupils over the summer holidays allowing more pupils to benefit from targeted support. Please note that where an ISS (or an LA where they choose to spend the funding centrally) chooses to provide tutoring over the summer, they will still be expected to complete a year-end statement in September 2022 setting out their delivery and expenditure. ISSs or LAs are expected to complete this after all tuition has been delivered for the academic year 2021 to 2022.

Therefore, to account for the provision of tuition over the summer holidays, ISSs (and LAs where applicable) are required to complete their year-end statement in September 2022. However, where ISSs (or LAs) choose not to provide tuition over the summer, we strongly recommend they submit their year-end statement as soon as possible when the form is available.

The form, guidance (including exact timelines) and further assistance will be available in June 2022.

Data collection via the school-led tutoring year-end statement

In June 2022, the ESFA will release the school-led tutoring: year-end statement, and all ISSs that have received funding will be expected to complete and return the statement detailing how much tuition has been delivered. This is a mandatory return. Whilst the final form is not currently available, to help ISSs prepare, we will ask for data covering the areas set out below.

1. What is the total amount your school has spent on school-led tutoring for their pupils in the academic year 2021 to 2022?
2. Please state the total number of pupils who have received tuition through the school-led tutoring grant in academic year 2021 to 2022.
3. Please state the total number of hours of funded tuition through the school-led tutoring grant funding in academic year 2021 to 2022.

4. Confirmation that the information outlined above is correct and you have met the conditions of the grant (tick-box).

This form is expected to go live in June 2022 and will need to be completed in September 2022.

Calculating overpayments

LA

Where the funding has not been passed on to ISS(s) or utilised centrally (or at all) by the LA for tutoring in this academic year, it will be recovered from the LA by the ESFA. This will be treated as an underspend and will be off set against future payments.

ISS

Where funding has been passed on to the ISS(s) by the LA and has not been utilised fully (or at all) by the ISS, it will be recovered from individual ISSs by the ESFA, not the LA. The funding will be recovered via an invoice between the ESFA and the ISS.

We will use the information provided in the year-end statement to calculate this. Please refer to the 'Calculating Overpayments' in the SLT guidance for further information including detailed examples which set out how overpayment will be calculated in different scenarios.

Audit

LA

LAs are expected to keep records of all payments related to the SLT grant should they choose to arrange SLT tuition centrally. These will be required in event of an audit.

ISS

ISSs are expected to keep records of all payments related to the SLT grant. These will be required in the event of an audit.



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