



# Academies planning calendar

A summary of key dates and actions relating to academy funding, finance and trust compliance with their funding agreement



## September 2022

### Trust action

- Academies must submit their public sector apprenticeship target data returns for the period 1 April 2021 to 31 March 2022 by 30 September.

### Information and published guidance

- The Academy Trust Handbook 2022 comes into effect
- ESFA publishes guidance and workbook for the land and buildings collection tool
- ESFA publishes key findings following the assurance work relating to academy trust financial statements, academy funding audits and financial management and governance reviews, for the year 2021 to 2022

### Are your trustees informed and providing effective challenge?

[Understanding your data: a guide for school governors and academy trustees](#). Information to help school governors and academy trustees analyse and understand performance data for their school.

## October 2022

### Trust action

- Complete autumn school census
- Accounts return online form available 18 October
- Academies must publicly consult by 31 January 2023 on proposed changes to admission arrangements for entry in September 2024, or if they haven't consulted in the past 7 years

### Information and published guidance

- ESFA publishes guidance and workbook for the academies accounts return
- ESFA publishes accounts submission coversheet guidance and online form for academies to submit their audited financial statements, auditor's management letter and annual summary internal scrutiny report, from 19 October
- ESFA publishes the 16 to 19 revenue funding allocation data for 2022 to 2023
- Pupil number adjustment (PNA) calculator and guidance notes 2022 to 2023 published
- PE and sport premium conditions of grant and allocations issued for the 2022 to 2023 academic year

### Payment

- Second quarterly pupil premium for 2022 to 2023 financial year
- Universal infant free school meals (UIFSM) for newly eligible academies
- First payment of the national tutoring programme grant payment and first payment of the recovery premium for the 2022 to 2023 academic year
- Reimbursement of Senior Mental Health Leads Grant claims made in financial year Q2

## November 2022

### Information and published guidance

- DfE publishes the 2020 to 2021 academies sector annual report and accounts (SARA)

### Payment

- First PE and sport premium payment for the 2022 to 2023 academic year

### Thinking about your land and buildings?

Get help by using the [Good Estate Management for Schools guidance](#)

## December 2022

### Trust action

- Trusts submit their 2021 to 2022 audited financial statements, auditor's management letter, annual summary internal scrutiny report and accounts submission coversheet by 31 December

### Announcement

- DfE announces the schools revenue funding settlement for 2022 to 2023

## January 2023

### Trust action

- Complete spring school census
- Schools resource management self-assessment tool (SRMSAT) online form available
- Complete and submit the accounts return online form by 19 January
- Trusts publish their 2021 to 2022 audited financial statements on their website by 31 January

### Information and published guidance

- ESFA publishes outcomes of requests from local authorities for changes to high needs places for 2022 to 2023; academies have 2 weeks to submit a query about the outcomes
- ESFA issues guidance on estimating your funding for April 2023 to August 2023 openers.

### Payment

- Third quarterly pupil premium for the 2022 to 2023 financial year
- Second payment of the recovery premium for the 2022 to 2023 academic year
- Second payment of the national tutoring programme grant payment for 2022 to 2023
- Reimbursement of Senior Mental Health Leads Grant claims made in financial year Q3

## February 2023

### Trust action

- Academies must determine their admission arrangements for entry in September 2024 by 28 February
- Academies must publish their admissions appeals timetable for 2023 on their website by 28 February

### Information and published guidance

- ESFA confirms exceptional 2022 to 2023 post-16 in-year growth outcomes
- ESFA issues guidance on 2023 to 2024 funding allocations for open academies
- ESFA issues guidance on funding allocations for new openers between April 2023 and August 2023
- ESFA issues 16 to 19 allocation calculation toolkits (ACT) containing funding factors and student numbers

### Payment

- Positive early PNA payments made to academies for 2022 to 2023



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All tools highlighted are available on the School Resource Management collection page at: <https://www.gov.uk/government/collections/schools-financial-health-and-efficiency>

March 2023	April 2023	May 2023
<p><b>Trust action</b></p> <ul style="list-style-type: none"> <li>Academies must publish their admission arrangements for entry in September 2024 on their website and send a copy to their local authority by 15 March</li> <li>Trusts complete and submit the school resource management self-assessment tool (SRMSAT) by 15 March</li> </ul> <p><b>Information and published guidance</b></p> <ul style="list-style-type: none"> <li>ESFA issues academy revenue funding allocations for 2022 to 2023 including 16 to 19 allocations (plus student support, 16 to 19 Bursary Fund and free meals in further education) where applicable</li> <li>ESFA publishes the Academies Accounts Direction, Model Accounts and Auditor Guide for 2022 to 2023</li> </ul> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>PE and sport premium for newly eligible academies</li> </ul>	<p><b>Trust action</b></p> <ul style="list-style-type: none"> <li>16 to 19 revenue funding allocation business case for major data errors deadline 30 April</li> </ul> <p><b>Information and published guidance</b></p> <ul style="list-style-type: none"> <li>ESFA publishes 16 to 19 funding regulations guidance, funding rates and formula guidance for 2022 to 2023</li> <li>ESFA publishes 16 to 19 student support eligibility and guidance, including 16 to 19 Bursary Fund guidance</li> <li>ESFA publishes guidance and workbook for the budget forecast return</li> </ul> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>Final quarterly pupil premium for the 2022 to 2023 financial year</li> <li>Third payment of the recovery premium for 2022 to 2023</li> </ul> <div data-bbox="1041 852 1843 1024" style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p><b>Budget planning and recruiting?</b> Use the benchmarking and view my financial insights (VMFI) tools and sign up for the free <a href="#">Teaching Vacancies service</a></p> </div>	<p><b>Trust action</b></p> <ul style="list-style-type: none"> <li>Complete summer school census</li> <li>Trusts must submit their audited financial statements to Companies House within 9 months of the end of the accounting period which is 31 May</li> </ul> <p><b>Information and published guidance</b></p> <ul style="list-style-type: none"> <li>Main PNA exercise complete and statements uploaded to Document Exchange for 2022 to 2023</li> </ul> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>Final PE and sport premium for the 2022 to 2023 academic year</li> <li>Final payment of the national tutoring programme grant payment for 2022 to 2023</li> </ul>
June 2023	July 2023	August 2023
<p><b>Trust Action</b></p> <ul style="list-style-type: none"> <li>Budget forecast return form available</li> </ul> <p><b>Information and published guidance</b></p> <ul style="list-style-type: none"> <li>ESFA publishes the 2023 to 2024 Academy Trust Handbook</li> <li>ESFA publishes the 16 to 19 sub-contracting controls guidance for 2022 to 2023</li> <li>ESFA issues guidance on funding allocations for new openers between September 2023 and March 2024</li> </ul> <div data-bbox="112 1430 848 1602" style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p><b>Buying supplies?</b> Find advice and guidance on buying goods and services using <a href="#">Get help buying for schools</a></p> </div>	<p><b>Trust action</b></p> <ul style="list-style-type: none"> <li>Complete and submit the budget forecast return</li> </ul> <p><b>Information and published guidance</b></p> <ul style="list-style-type: none"> <li>ESFA refreshes the 16 to 19 interactive census tool</li> <li>DfE publishes the 2021 to 2022 academies sector annual report and accounts (SARA)</li> <li>ESFA issues guidance on estimating your funding, for September 2023 to March 2024 openers</li> </ul> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>Final payment for universal infant free school meals for the 2022 to 2023 academic year</li> <li>Quarter 1 payment of pupil premium</li> <li>Main PNA positive payments made to academies for 2022 to 2023</li> <li>Final payment of the recovery premium for the 2022 to 2023 academic year</li> </ul>	<div data-bbox="1976 1178 2763 1350" style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p><b>Planning for next year's intake?</b> Use our <a href="#">integrated curriculum and financial planning tools and guidance</a></p> </div>



## Reminder

Make the most of your school resources.  
[Benchmarking your schools financial data](#) • [View My Financial Insights Tool](#) • [School Business Professionals training and support](#) • [Guidance for Governors](#) • [The School Workload Reduction Toolkit](#) • [Hiring supply teachers and agency workers](#) • [Good Estate Management for Schools](#) • [Get help buying for schools](#) • [Teaching Vacancies service](#) • [School Resource Management Adviser programme](#)

All of the highlighted tools and resources are available on GOV.UK: <https://www.gov.uk/government/collections/schools-financial-health-and-efficiency>