



Department
for Education

School census 2016 to 2017: autumn

**User guide for the local authority funding
report**

September 2016

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1. Introduction

The calculation of the schools block of the dedicated schools grant based (DSG) on the autumn 2016 census data makes it more important than ever that the census data for all schools' are submitted promptly and accurately for all data providers. The autumn 2016 school census data will be used to finalise 2017 to 2018 allocations, and therefore it is vitally important that you are content with the accuracy of your schools' returns before passing them on to the department and that they are returned by the prescribed timescales.

Data will be made available for your confirmation prior to the DSG allocations being finalised. This will be done via the reports section in COLLECT which will allow local authorities to run their own funding report from the school census COLLECT blade. Data collection staff should endeavour to work closely with their finance officers throughout the collection and checking processes so that these run as smoothly as possible.

This user guide is intended to offer local authorities support to aid understanding of how the funding reports should be interpreted and figures replicated.

2. School funding arrangements for 2017 to 2018

2.1 Overview

For 2017 to 2018 the dedicated schools grant will again be split into 3 main blocks of funding:

- (i) schools block
- (ii) early years block
- (iii) high needs block

Only the schools block will be allocated based on the autumn school census with the early years block still being funded via the January census collections. The spring census will also continue to be used for performance tables and as the pupil count for the pupil premium.

2.2 2017 to 2018 dedicated schools grant allocation: schools block

The funding methodology for 2017 to 2018 has not changed from that in place for 2016 to 2017. The schools block of the 2017 to 2018 dedicated schools grant allocation will again be calculated based on sole and dual main registered pupils attending local authority maintained nursery, primary and secondary schools and mainstream academies going through recoupment who are:

- (i) aged 4 and above as at 31 August 2016 in national curriculum year group reception to year 11 at the time of the census; and
- (ii) aged 4 to 15 as at 31 August 2016 where national curriculum year groups do not apply (ie recorded on the census in national curriculum year group X) at the time of the census.

All pupils will be funded as 1 FTE irrespective of the full time / part time status or funded hours recorded on the census although, as in previous years, the funding will continue to be split between any unresolved duplicate UPNs.

3. COLLECT funding reports

3.1 How should the local authority funding report be used?

The COLLECT funding report will contain a full breakdown of the pupil numbers from the autumn 2016 school census which will be used in the calculation of the **schools block element** of your dedicated schools grant allocation for 2017 to 2018.

Consequently it is essential that these funding reports are **checked and verified in conjunction with local authority finance officers** in advance of the autumn census database closing to amendments from schools and local authorities on **30 November 2016**. Amendments to the database will not be possible after this date and, consequently, this will be your only opportunity to contest your pupil numbers.

Please note: As the pupils in special units and specially resourced provision within mainstream schools that will be funded via the high needs block cannot be identified from the data collected via the autumn census this means that these pupils cannot be excluded from the autumn census schools block COLLECT funding report. Consequently the pupil numbers produced in this funding report will not necessarily match your final schools block allocation due to the need to make adjustments based on the data provided to the EFA by local authorities via their high needs tables.

3.2 How often is the local authority funding report updated?

The funding reports should be updated on a daily basis and will be run taking into account the duplicates report. As with the duplicates report, the funding report will not be 'live' but on any given day will reflect the position from COLLECT as at close the previous working day.

Separate guidance for the COLLECT duplicate reports is available on the [school census website](#)

3.3 What data will be included in the funding report?

For the autumn 2016 census there will be two versions of this report available for local authorities to run:

(i) Funding report run against approved data

This version of the funding report will be run to include data from schools whose return status is 'approved' or above and will therefore reflect the data which will be used in your dedicated schools grant allocation as the department will only fund based on data which has been approved by local authorities.

This differs to the duplicates report which also includes schools at the submitted status. [To note – if one school is at the submitted status on the duplicate report and one is approved, the contribution will still be split, but the contribution amount will only contribute to the funding report for the school which is approved.]

This version of the funding report can be generated by choosing the **'funding report – LA level (approved)'** from the reports section in COLLECT.

(ii) Funding report run against data all loaded data

This version of the funding report will be identical in format to the funding report run against 'approved' data but will include all loaded data from schools in your local authority. This version of the report has been introduced as previously, when only a report against approved data was available, many local authorities were being required to 'approve' their data in order to run a funding report before reverting the data back to the submitted status to carry out further work on the returns.

This version of the funding report can be generated by choosing the **'funding report – LA level (loaded)'** from the reports section in COLLECT.

Due to the volatility of the data at the loaded and submitted stage, please do not contact the department with queries regarding discrepancies in the data contained in your funding report until the returns are at the 'approved' stage.

3.4 Content and layout of the funding report

The layout of the autumn 2016 local authority funding report is contained in Annex A.

Annex B contains an explanation of how the figures which feed into each box on the funding report are derived.

3.5 Queries with the funding report

If you have any queries specifically related to the use of school census data for school funding (eg dedicated schools grant, pupil premium and COLLECT funding reports) which are not covered by the information in the associated user guides then please complete a [service request form](#)

Annex A – COLLECT funding report template

Dedicated Schools Grant LA Funding Report – Schools Block Pupils from 2016 Autumn School Census

Note: (1) Only pupils aged 4 and above in Year Group R to 11 (or aged 4 to 15 in Year Group X) will be funded as part of the Dedicated Schools Grant Schools Block.
(2) The Schools Block pupil numbers provided below may include some high needs pupils in special units and specially resourced provision within mainstream schools which will not be funded via the Dedicated Schools Grant Schools Block. These pupils will instead be funded via the High Needs Block of DSG and therefore adjustments may need to be made to the final pupil numbers in this funding report prior to the allocations being finalised in December 2016 based on the data provided by LAs via their High Needs Table.

SETTING:	LA Maintained Nursery (1)	LA Maintained Primary	LA Maintained Secondary	LA Maintained All Through	Mainstream Academies	Total
PUPILS (2)(3):						
a. pupils aged 4 as at 31 August 2016 (born between 01/09/11 and 31/08/12 inclusive) in National Curriculum Year Group Reception to Year 11 at the time of the census (headcount)	0.00	0.00	0.00	0.00	0.00	0.00
b. pupils aged 5 to 10 as at 31 August 2016 (born between 01/09/05 to 31/08/11 inclusive) in National Curriculum Year Group Reception to Year 11 at the time of the census (headcount)	0.00	0.00	0.00	0.00	0.00	0.00
c. pupils aged 11 to 15 as at 31 August 2016 (born between 01/09/00 to 31/08/05 inclusive) in National Curriculum Year Group Reception to Year 11 at the time of the census (headcount)	0.00	0.00	0.00	0.00	0.00	0.00
d. pupils aged 16 and above as at 31 August 2016 (born before 01/09/00) in National Curriculum Year Group Reception to Year 11 at the time of the census (headcount)	0.00	0.00	0.00	0.00	0.00	0.00
e. pupils aged 4 to 15 as at 31 August 2016 (born between 01/09/00 to 31/08/12 inclusive) in National Curriculum Year Group X at the time of the census (headcount) (4)	0.00	0.00	0.00	0.00	0.00	0.00
Total (sum of rows a to e)	0.00	0.00	0.00	0.00	0.00	0.00

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Notes:

1. Maintained nursery figures also include direct grant nursery schools.
2. A headcount of all pupils whose registration status is 'C' or 'M' from the School Census are included.
3. Funding for unresolved duplicate UPNs will be split between all 'C' and 'M' enrolments for that UPN.
4. Pupils not following the National Curriculum are said to be in NC Year Group X.

Annex B – COLLECT funding report calculations

This report should contain the aggregated totals for the following schools from the **autumn school census** within the local authority (split into the following columns):

- **LA Maintained Nursery:** All schools in COLLECT with phase equal 'NS'
- **LA Maintained Primary:** All schools in COLLECT with phase equal 'PS' and 'MP'
- **LA Maintained Secondary:** All schools in COLLECT with phase equal 'SS' and 'MS'
- **LA Maintained All Through:** All schools in COLLECT with phase equal 'AT'
- **Mainstream Academies:** This will include a list of schools provided in a look up table taken from the expected list – this will exclude any special or alternative provision academies as those will be funded via the high needs block.

Please Note: The data for any nursery, primary or secondary academies will be excluded from the funding report unless included in the look up list.

Pupil calculations as follows: Where DOB, enrol status or national curriculum year group are missing, do not include.

a. Sum of the contribution amount for pupils where (DOB is between 01.09.11 and 31.08.12 inclusive) and (enrolstatus = C or M) and (NCyearactual = R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or 11)

[Pupils aged 4 as at 31 August 2016 in national curriculum year group reception to year 11 at the time of the census]

Sum of the contribution amount for pupils where (DOB is between 01.09.05 and 31.08.11 inclusive) and (enrolstatus = C or M) and (NCyearactual = R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or 11)

[Pupils aged 5 to 10 as at 31 August 2016 in national curriculum year group reception to year 11]

Sum of the contribution amount for pupils where (DOB is between 01.09.00 and 31.08.05 inclusive) and (enrolstatus = C or M) and (NCyearactual = R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or 11)

[Pupils aged 11 to 15 as at 31 August 2016 in national curriculum year group reception to year 11]

Sum of the contribution amount for pupils where (DOB before 01.09.00) and (enrolstatus = C or M) and (NCyearactual = R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or 11)

[Pupils aged 16 and above as at 31 August 2016 in national curriculum year group reception to year 11]

Sum of the contribution amount for pupils where (DOB is between 01.09.00 and 31.08.12 inclusive) and (enrolstatus = C or M) and (NCyearactual = X)

[Pupils aged 4 to 15 as at 31 August 2016 in national curriculum year group X]

The total row for all columns is calculated as follows:

row a + row b + row c + row d + row e



Department
for Education

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