

# 2014 to 2015 academic year institution high needs exceptional submission template

To be used by further education (FE) institutions, commercial and charitable providers, independent specialist providers and non-maintained special schools to submit an exceptional case to the EFA regarding their high needs place numbers

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| **UPIN** |  |
| **LAESTAB** |  |
| **Institution name** |  |
| **Date template completed**  |  |
| **Template completed by:** | **Name:** **Position:** **Email:** **Tel no:**  |
| **An exceptional submission:**We expect local authorities and institutions to have discussed and agreed the high needs place numbers for 2014 to 2015 returned by local authorities in December to the EFA. In most cases those numbers will be based on the actual number of high needs pupils and students that local authorities are placing in the institution this academic year.We recognise, however, there may be a small number of exceptional cases where an institution does not agree with the numbers returned by the local authority, and where the difference in overall numbers is significant. **We are expecting that the majority of institutions may not need to make a return and that submissions will be limited to a very small number of cases.**An exceptional submission is not a request for additional top up funding. It is a request for additional place funding, over and above that generated by the total academic year 2014 to 2015 place numbers, confirmed in the local authority high needs templates (HNTs) returned to us by 14 January 2014. We will only consider exceptional submissions against the overall number of places returned by individual local authorities for the institution.Full details of institutions in scope for this exercise, key principles and criteria are available in the “Information on institution exceptional submissions for high needs” document published on the [DfE High Needs website](http://www.education.gov.uk/aboutdfe/executiveagencies/efa/a00228993/hn-funding-information). |
| **Notes:**This template is to be used by institutions to submit an exceptional case to the EFA regarding their high needs place numbers for the 2014 to 2015 academic year.For funding purposes:* all pupils and students aged up to 19 placed by local authorities in non-maintained special schools are defined as high needs pupils or students. All places will be funded by the EFA at £10,000 per annum, with top-up funding for individual pupils coming from the relevant local authority;
* in other institutions in scope for this exercise – FE institutions, commercial and charitable providers and independent specialist providers – a high needs student is defined as a young person aged 16-18 who requires additional support costing over £6,000 and any young person aged 19-24 subject to a Learning Difficulty Assessment (LDA) or, in future, an Education Health and Care (EHC) plan who requires additional support costing over £6,000. Funding for such high needs students, aged 16 to 24, consists of both place funding (Elements 1 and 2) from the EFA and top-up funding (Element 3) from the relevant local authority.

Submissions are to be sent by the 31 January 2014 by email to one of the mailboxes listed below, as appropriate to your institutions location:YPNorthern.EFA@education.gsi.gov.uk YPCentralSW.EFA@education.gsi.gov.uk YPSouthern.EFA@education.gsi.gov.uk  |
| **Principal (or nominated deputy) declaration**  | I confirm that the 2014 to 2015 place numbers submitted reflect the institution’s best available assessment and meet the definition of a high needs pupil or student.Name:Position: |
| **Request to change place numbers from (value)** |

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| **Pre 16** | **Post 16** | **HN Total** |
| **2014 to 2015 Special school places**  | **16-18 2014 to 2015 Total places** | **19-24 2014 to 2015 Total places** | **2014 to 2015 Total places** | **2014 to 2015 Total places** |
|  |  |  |  |  |

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| **Request to change place numbers to (value)** |

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| --- | --- | --- |
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| **Evidence requirements – 1****Maximum 400 words** | Please provide an explanation of the basis for the exceptional submission and evidence to support your return.  |
| **Evidence requirements – 2****Maximum 400 words** | Please provide an explanation of the process to collate and verify the actual high needs place numbers you are returning |
| **For internal EFA use only****Moderation decision** | **Supported/Not Supported and comments** |

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