



Department
for Education

National funding formula notional allocations: supplementary guidance

August 2021

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Introduction

1. This document provides further detailed supplementary guidance to help schools and local authorities (LAs) access and understand the notional allocations under the schools national funding formula (NFF).

How schools can access their national funding formula notional allocations on COLLECT

2. We have provided detailed reports explaining the calculations used to determine your school's notional allocations under the NFF on the COLLECT system. These reports include explanations of how we calculate your school's funding baselines. Please read report A for an explanation of all the data we have published, and report C for a step-by-step walk through of the notional amounts of funding you will receive through the various NFF factors.
3. If you previously accessed the COLLECT reports relating to the NFF allocations for 2021-22 then you will automatically be able to access the latest reports. Please note that access to the 2021-22 NFF figures will remain available for a few months so please take care to ensure you are accessing the reports for the appropriate NFF year.
4. To access your school's data through the COLLECT system you will need an active DfE Sign In (DSI) account with the 'National Funding Formula' option enabled. Each school has a designated DSI Approver who is responsible for administering user accounts within the school. If you do not have an account or require the 'National Funding Formula' option adding, please contact your Approver who should complete the following steps to add NFF access to your account:
 - Click on the 'COLLECT' service link when viewing the user account
 - Select the checkbox for the '**National Funding Formula**' in the list of available roles
 - Scroll down and click on the 'Save' button
5. Once the NFF option has been successfully added to your DSI account you can access the data in COLLECT by:
 - Log in to DfE Sign In and click on the COLLECT link
 - Select '**Schools Block NFF 2022-23 – notional outcomes and impacts** data collection' in COLLECT and select the 'Select data collection' button
 - If this data collection is not listed then please check with your Approver to confirm that NFF has been correctly added to the COLLECT service

on your DSI account

- If your school has been issued with a new LAEstab number recently please contact us via https://form.education.gov.uk/service/Education_and_Skills_Funding_Agency_ESFA_enquiry_form, as the NFF data will need to be made visible under your new number. Please ensure the wording of your query makes it clear that it is a “NFF data query”. You will also need to select a query type; it is helpful if this relates to funding but ultimately your choice will not alter how your query is answered.
 - Finally, you should select the ‘Launch Reports’ button and select the report you wish to run from the drop-down list.
6. If you are still unable to access the NFF reports and your Approver is unable to help, please visit the ‘Need help using this service?’ link in DSI (see link above) and submit a service request. Managing DSI accounts is not something that the department does centrally; this is arranged by individual schools. Please note that processing a DSI service request may take up to 7 working days.
 7. The department is not able to provide multi-academy trusts with direct access to the NFF reports for all of their schools. Staff members of a MAT may already have a DSI account relating to each of their schools and be able to access them all individually. If not, each school in the MAT should be able to access these reports themselves and provide them. To access a MAT’s individual school data in COLLECT, the member of the MAT will need the DSI Approver for each school to create a DSI account with the appropriate COLLECT access. The DSI Approver for each of the schools in a MAT should follow the instructions in section 4 to add the ‘National Funding Formula’ option to the appropriate accounts.
 8. An alternative option is for a member of a MAT to submit a request for a copy of the COLLECT data for all schools in the MAT direct to the Department for Education. Please contact us via https://form.education.gov.uk/service/Education_and_Skills_Funding_Agency_ESFA_enquiry_form to request a confidentiality declaration. Please ensure the wording of your query makes it clear that it is a “NFF data query”. You will also need to select a query type; it is helpful if this relates to funding but ultimately your choice will not alter how your query is answered. You will need to complete and return the confidentiality declaration to us, explaining what data you are requesting and why. However, accessing the data via COLLECT as explained above is usually the quickest and easiest option.
 9. Please note that the department will not grant NFF access to individual user accounts. It is the responsibility of a school’s Approver to perform all user administration activities for their school.

Accessing data about pupil characteristics

10. Individual schools and local authorities can see a more detailed breakdown of the formula calculation and underpinning characteristics data via COLLECT. Pupil characteristics data and the underlying NFF calculations for individual schools have not been published, due to data confidentiality restrictions. Subject to approval, school-level NFF notional funding calculations and the aggregate data underpinning them are available for use by any organisation or person who, for the purpose of promoting the education or well-being of children in England, is conducting research or analysis, producing statistics, or providing information, advice or guidance.
11. To request access to this data, please contact us via [https://form.education.gov.uk/service/Education and Skills Funding Agency ES FA enquiry form](https://form.education.gov.uk/service/Education_and_Skills_Funding_Agency_ES_FA_enquiry_form) to request an electronic confidentiality declaration. Please ensure the wording of your query makes it clear that it is a “NFF data query”. You will also need to select a query type; it is helpful if this relates to funding but ultimately your choice will not alter how your query is answered. Once you receive the confidentiality declaration form you will be asked to explain the purpose for which the information is required, and agree that you and your organisation:
 - intend to use the data only for the specified purpose in your request
 - will keep the data only as long as it is needed for this purpose
 - will not share the data without our prior written approval.

We will inform you of all decisions relating to the release of the data, and ask you to provide more information if required. Where applicable, we will also give feedback explaining reasons why we have rejected a request.



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